

VALLEY CENTER PUBLIC LIBRARY  
BOARD MEETING MINUTES  
July 27, 2020

The meeting was held by Zoom due to the continued closure at the direction of the Library Board. The meeting was called to order by Chair Toby Carver. Those in attendance were Toby Carver, Sara Johnson, Jeanne Shove, Barbara Jarman, Stacy Alexander, Morgan Wiebe, Shelli Miller, Terry Foster and Janice Sharp. Brent Clark and Ron Colbert also attended.

Sara Johnson was introduced as our new Board Member – replacing Cricket House.

Shelli made a motion to approve the agenda; Stacy seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the minutes from the June 22 meeting; Barbara seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the July financial report with the addition of “Pro Forma” added to the July Income Statement and pay bills; Barbara seconded. Motion carried; vote was unanimous.

In the Public Forum, Ron shared that he had monitored a report from Governor Kelley regarding the increased numbers of Covid-19 cases in Sedgwick County. The Governor is expected to issue an executive order next week about possibility of moving back to Phase 2. It is anticipated that school will begin after Labor Day.

Toby had nothing to report as Board Chair.

In the Director’s report, Janice shared that the most important issue for discussion would be whether the Library should re-open or continue as we are. It was decided that we should continue as we are due to the increases in the virus cases in the area. We should ask if patrons are exhibiting symptoms of the virus if they schedule use of the computers.

Janice explained that typically the election of officers is handled in July. Morgan has volunteered to write up suggestions for the positions of secretary/treasurer. The final verbiage will be edited into the Bylaws. Janice provided copies of our Bylaws and also copies of the Bylaws for the Hutchinson Public Library.

Janice shared that she had received an email about a grant of \$750 to cover expenses for Covid-19 expenses. Janice has completed the paperwork and will compile the list of expenses. The expenses must be submitted by the end of August.

Janice has visited with Barry at City Hall about changing our phones to be under the same system as City Hall which is through Giant. The change would save us about \$40 each month. The changes are in process.

After discussion, Janice and Terry have decided we should cancel the subscription for the digital magazines through Recorded Books. There are consistently only 2 or 3 patrons that utilize these magazines each month. This cancellation will save the Library \$1,000 each year.

Janice has purchased a stand for hand sanitizer and a supply of the liquid. Staff will use it but it will be needed upon our reopening of the Library for patrons to use as they enter & exit the Library.

Janice presented a cost estimate of \$250 to 300 for shelving that will be placed above current shelves in the work room to use as added storage. The Board approved; Brent had shared that a City employee would be able to install the shelving as their time permits.

In the Office Manager’s report, Terry shared the stats for the month which are down. She is now including the number of bags delivered to curbside and the number of individuals that have participated in our virtual programming. These numbers will be required in our annual report to the State Library in January.

We have received notice again that a grant is available to purchase the Kansas Notable Books for this year. The State Library has supplied the list and we are in the process of purchasing them. The State Library also supplies a special decal for the front of each book notating it is a Notable.

In a discussion with Stacy and Terry, Stacy shared that she misses being able to see the covers of books and the information about each book and its author. Terry has contacted Biblionix-Apollo about adding that feature to our card catalog. The feature will add an annual cost of \$500 to their services. Shelli made the motion to purchase the Syndetics Unbound Enhanced feature; Stacy seconded. Motion carried; vote was unanimous. Terry also shared that we are now utilizing the quarantine feature of Apollo. When books are checked in from the patron, they are then scanned into the quarantine field of Apollo. After the week quarantine period is complete, the materials are checked out of the quarantine system and into the active system where the materials are inspected and shelved for the next circulation.

Terry shared that we had been discussing the possible need to be open later one day of the week. The Board discussion led to the decision we could provide a "later" pick-up time by appointment for patrons that cannot come by 4 PM.

Stacy made a motion to adjourn the meeting; Barbara seconded. Motion carried; vote was unanimous.