

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
August 24, 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. Ron Colbert also attended.

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

There were no comments for the public forum.

Shelli Miller made a motion to approve the minutes from the July 27 meeting; Morgan seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the financial report with the addition of invoices from the City of Valley Center and Demco Library Supplies and pay bills, Stacy seconded. Motion carried; vote was unanimous. The additional invoices will be included in the printed report for the September meeting. Janice pointed out that the check being deposited from her is a result of an overpayment to her for several postage items that had actually be paid by debit card.

Toby had no report as the Board Chair.

In the Director's report, Janice shared that the window tinting has been completed. The Library share of the tinting invoice is included in the payment to the City. We will hopefully have a reduction in the cost of our Evergy billing next month as a result of the tinting on the south windows of the Library and Meadowlark Room.

The \$750 grant covering the Covid expenses is due Sept. 30. Janice will review all invoices since the beginning of April to include any expenses in the grant documentation.

The new phones we are getting are in the Library waiting for the porting process to be complete. These phones are through Giant Communications. This change will save the Library about \$40 per month.

We have received the new shredding boxes from Underground Vault & Storage. The cost of this service will be \$10 per month vs \$72.54 we had been paying to Shred-it. (The final invoice from Shred-it is included in the financials.) The first scheduled pick-up for the shredding is Oct. 13. We can; however, call if we need the service earlier.

Janice shared that we had 86 students return their reading logs to get prizes for the summer reading program. Children up to 2nd grade in the fall read 1,862 books while the children in 3rd grade and above read 950.75 hours.

In the Office Manager's report, Terry shared that our stats are still lower but that more patrons seem to be utilizing curbside service.

In Old Business, the Board discussed the status of our re-opening. Terry shared that other libraries are re-closing due to staff illness. The Board determined that we should maintain our present operating system offering curbside service and limited computer use. Terry shared that people seem to be happy to come where it's safe – the Board felt there was no reason to change.

In reviewing our Bylaws, Morgan had offered to go through them to make revisions. Areas of revision are 1) Each Board member should sign the Loyalty Affirmation at the beginning of each new term of service. Staff members should sign them annually. These documents should be signed, dated, and kept at the Library. Board members and staff should sign the Conflict of Interest statement as well. 2) The Secretary is responsible for seeing that a complete and accurate record of minutes of the Board meetings is kept. The minutes shall include the purpose of the meeting; a complete record of actions taken by the Board with all motions being recorded exactly as stated and show whether adopted or

rejected, and a record of adjournment. The Treasurer shall monitor all Public Library funds via financial reports prepared and presented by the Library Director. The Treasurer, along with the Board and Library Director, shall be responsible for setting the Library's annual financial budget. The Treasurer should be bonded through the Library insurance coverage. 3) The regular Board meetings shall be held monthly on the date and time agreed upon by the Board each month at 6:00 P.M., at the Library or a Board designated location. Notice of all meetings shall be forwarded to the City's designated representative in advance for posting. (This was moved from the end of the paragraph.)

The Bylaws will be reviewed at the September meeting for any corrections prior to Board approval.

In the election of officers, Barbara made a motion for the following positions: Toby for President, Stacy for Vice-President, Jeanne for Secretary and Morgan for Treasurer; Stacy seconded. Motion carried; vote was unanimous.

In New Business, Terry suggested that the Library be closed for Election Day, Nov. 4, due to the large number of voters that were present at the Primary election day. Morgan made a motion for the closure, Stacy seconded. Motion carried; vote was unanimous. We will try to talk to the election commission about possibly having the lines come in one door and exit another. On the Primary election day, voters were coming in and exiting the same door part of the time.

The Valley Center Police Department has been having court sessions in our building since the beginning of the Covid virus in April. The daytime sessions are held on the 2nd Wednesday of each month beginning at 12:30 PM and the evening sessions are held on the 4th Wednesday of each month beginning at 6 PM. The meetings are now held in the Community Building due to lack of space at the Public Safety Building. The consensus of the Board was that they would like to discuss the decision regarding having court here. At the past daytime session, there were prisoners from the Sedgwick County Jail here with handcuffs and leg chains that made the Library staff very uncomfortable when having to take bags of books to patrons at curbside. After discussion, Shelli made a motion that the Library should close about noon on the daytime court days; Jeanne seconded. Motion carried; vote was unanimous. If the staff decides to work on those afternoons, no curbside service will be available to patrons. Staff can leave via the north door of the Library if they choose not to walk through the court attendees. We will ask Brent and Lloyd to attend our September meeting.

Janice had requested that we consider changing our meeting to a different week of the month. She prefers not to issue checks so near the end of each month. The Board determined the meetings could move to the 3rd Monday of each month.

Jeanne made a motion to adjourn the meeting; Sara seconded. Motion carried; vote was unanimous.