

VALLEY CENTER PUBLIC LIBRARY  
BOARD MEETING MINUTES  
September 21, 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 Rob Colbert also attended.

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

There were no comments in the public forum.

Jeanne made a motion to approve the minutes from the August 24, 2020 meeting; Barbara seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the financial report and pay bills; Sara seconded. Motion carried; vote was unanimous. Janice shared that she has received a check from SCKLS for \$9,942.00 for the second grant payment of the year along with the check listed on the financials for \$2,412.00 which is for the SCKLS portion of the Technology Grant we received. We will be receiving a check from the City at the beginning of next week for our September payment from property taxes. She does not know the amount of the check.

Toby did not have anything to report as Board Chair.

In the Director's report, Janice shared that she had submitted the documentation for the Kansas Notables Book Grant. We will receive a check for \$316.37 to reimburse for the cost of the books designated as the 2020 Kansas Notables. She will submit the invoices tomorrow for the Kansas Cares Grant that reimburses up to \$750.00 in expenses related to the Covid-19 virus. The check has already been deposited in our bank account.

Janice shared that our new telephones have been installed by Giant Communications. Staff is pleased with how easy the phones are to use.

Janice has received a re-quote from SCKLS for the items listed on the Technology Grant. The difference of \$138.62 will be used in the funding for our portion of the grant. SCKLS staff will be here on October 20 to install the new computers.

Janice has purchased the shelving and brackets that will be used in the work room. The City will have someone from their Public Works department install the shelves.

In the Office Manager's report, Terry reported that stats continue to be low due to our closure. We are still continuing to provide curbside service to our patrons as they request materials.

Terry has been working on the Kansas Atlas that had been found in the basement of City Hall. She has scanned all the pages but is now adding data for each picture. At the time of this meeting, 42 pages are now viewable on our Digital Valley Center link on the Library webpage.

In Old Business, we had discussion about re-opening the Library. It was determined that we should remain closed as we have been but staff is asked to provide some suggestions on re-opening procedures. We will have that for the October meeting.

The Board verbally approved the changes made to the Bylaws but could not approve them with the amendments since 30 days have not passed since the changes were made. They will officially approve the Bylaws at the October meeting.

The Board had requested a discussion regarding City Court being held in our building for this meeting. Barbara began the discussion stating that she thought no children should have to walk through prisoners when brought from the jail for Court. She wondered how the public would react knowing the Court is being held here. She also proposed that the City should reimburse for hourly paid employees if they were not working due to the Court sessions. Janice shared that when the last Court had been held, we closed the Library (no curbside service provided) and employees continued to work their hours. Staff had come in and exited by the north entrance on that day. Several other Board members expressed concerns that the City Administrator had not discussed the issue with the Board prior to the beginning of the Court sessions in June. Brent Clark, City Administrator, shared that the Public Safety building was not large enough to provide the needed spacing for Court to be held there. It's possible that once the spacing requirements have been lifted, the Court sessions may move to City Hall. He stated that no prisoners will be brought in from the jail while the Covid numbers are high in the jail. He will make sure that, in the future, no prisoners will be seen by the public. If prisoners are in the building, they will be placed in an area away from public view. There will be ample officers on hand to handle any Court situations. The evening Court sessions (on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday evenings) are busier than the Court sessions held on the afternoon of the 2<sup>nd</sup> Wednesday of the month. He emphasized that Library employees should let the Board know if they feel unsafe. Janice should let him know as well.

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