

VALLEY CENTER PUBLIC LIBRARY  
BOARD MEETING MINUTES  
April 19, 2021

The meeting was held by Zoom and in person. The meeting was called to order by Vice-Chair Stacy Alexander. Those in attendance were Stacy Alexander, Morgan Wiebe, Sara Johnson, Barbara Jarman, Shelli Miller, Jeanne Shove (by Zoom), Janice Sharp and Terry Foster. Nancy Anderson, Brent Clark and Mayor Lou Cicirello (by Zoom) also attended. Tammy and Mike Miller, Roger Stewart and Maygan Tracy attended to speak regarding our re-opening. Board Chair Toby Carver arrived later in the meeting.

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

Shelli made a motion to approve the minutes from the March 22, 2021 meeting; Sara seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the financial report for April and pay bills; Sara seconded. Motion carried; vote was unanimous. Janice pointed out that we had received a check for \$11,798.00 from the South Central Kansas Library System in payment of the first half of our System Grant. This half of the grant is for the number of out-of-district patrons in our database and for the number of interlibrary loans we supplied and requested from other libraries. The second half will be paid in September.

There were no comments in the Public Forum.

Stacy had nothing to report as Vice-Chair.

In the Director's report, Janice shared that we have purchased a wireless PA system with funds from the 2021 Menocause Grant received in late January. The \$671.00 cost of the system will be reimbursed to the Library from the Friends. Also included in the grant was the purchase of 10 bookbags that will be each set-up for a specific subject with a DVD, at least one book, and activity sheets relating to the subject such as farms, trucks, etc. The bookbags are to be for young children prior to Kindergarten.

Janice reported on our Easter event. There were 230 children and 162 adults that came through the drive-thru event held at the Valley Center High School on Saturday, March 27. We partnered with the Lions Club, the Police Department and other area businesses for the event.

Janice has a document from Halstead State Bank to be signed by Toby and Morgan authorizing debit card usage by Janice and Terry.

Janice has received a document from our System offering a \$1,000 grant to either purchase new or renew subscriptions for online meeting products such as Zoom, Overdrive or Sunflower eLibrary. Overdrive is for eBooks in the State – we pay \$1,500 each year - \$500 for administrative fees and \$1,000 for the purchase of eBooks. The grant opens on May 3 and closes on July 30 or when the funding limit is reached.

Each year the Library System records what services are completed for each Library in the 12 county system. Janice has requested a written copy of the report for the value of services for our Library.

We have a check from the City of Valley Center for the second payment of this year based on tax payments to the County. This check was for \$8,972.83.

In the Office Manager's report, Terry shared the information on stats for March. She is now including the number of patrons that have been in on Thursday evenings after 4 PM as well as continuing the number of book box users, the number of curbside deliveries, and the number of patrons that have been in since our re-opening on Monday, April 12. The increased usage on Thursday evenings indicate that additional hours are warranted soon.

Terry shared a list of potential dates of holiday closures for the remainder of the year. By having the dates in advance, Terry will be able to include the dates of closure in our automation system to eliminate adjustments to accounts after each holiday. Dates of closure approved by the Board are: May 29 & 31, July 3 & 5, Sept. 4 & 6, Sept. 25 (Fall Festival), Nov. 25, 26, & 27, Dec. 24 & 25, and Dec. 31.

Terry shared that we are now partnering with our Valley Center schools to provide Overdrive for students wanting to check-out eBooks. That became live on March 15.

There was no Old Business.

In New Business, Tammy Miller had requested to speak regarding our schedule in re-opening the Library. She had contacted other libraries in the county for the status of their openings. Tammy had been a frequent user prior to the Covid virus. She has indicated that she had comments from a variety of people that are disappointed that they cannot come into the Library. Maygan Tracy also spoke on the desire for the Library to be opened. After Tammy and Maygan had completed their presentations, Janice spoke to relay that re-opening discussions had been held at staff meetings and Board meetings throughout the last year. The decision for closing had been at the direction of the Board and the City, citing caution about exposure to patrons and staff who could then expose family members. Janice also pointed out that we had not had any complaints from patrons regarding our extended closure. Janice has written weekly articles for the Ark Valley News, Terry has emailed weekly eNewsletters and posted notices on Facebook about the extended closure. Tammy emphasized that her concern was that citizens were not getting their value of services based on their property taxes. Brent and Lou added comments that emphasized the importance of caution relating to closure of the Library and the Community Building. Nancy commented that the building including the Senior Center had been closed at the direction of the City. Shelli added that some of the potential opening guidelines would have been frustrating to patrons. Brent shared that he has weekly meetings with department heads (including Janice) and that re-opening had been a frequent discussion item.

The Board discussion approved the change of hours on May 3 to increase hours on Tuesday (2 hours), Wednesday (2 hours) and Thursday (1 hour) beginning May 3 based on the increased usage. The change will be posted on the Library website, Facebook and in other posts as well as in written format.

Janice shared the proclamation by the Mayor for National Library Week which was April 4 – 10, 2021.

Since we are changing our bank accounts to Halstead Bank, Janice will speak to them regarding the need for a security pledge on our accounts. The pledge at Chisholm Trail State Bank is ending this month.

Toby made a motion to adjourn the meeting; Morgan seconded. Motion carried; vote was unanimous.