

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
May 17, 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, Jeanne Shove, Janice Sharp and Terry Foster. Ron Colbert attended by Zoom.

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

Jeanne made a motion to approve the minutes from the April 19 meeting with additions clarifying some discussion points; Sara seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the financials report for May with a deletion of an extra total line on the report of Monthly Comparisons and to pay bills; Sara seconded. Motion carried; vote was unanimous. Janice pointed out that we are transferring more monies from the Chisholm Trail State Bank to the Halstead State Bank. We are repaying funds to the Humanities Kansas for a grant that was not utilized due to the cancellation of the book discussion series – **Kansas at 150** – check is for \$775.00. Janice also shared that today (May 17) we received a check for \$8,000.00 from the Bank of America for the annual distribution of the Levand Trust which provides funds for our summer reading programs. The last three (3) checks listed on the financials are for the performers of our upcoming summer reading program so that performers can be paid on the day of their programs.

There was no one in attendance to speak in the public forum.

Stacy had nothing to report as Vice-Chair.

In the Director's report, Janice shared that she had applied for the Digital Grant through the South Central Kansas Library System. We have not had a response at this time regarding the grant. This grant will pay for the purchase of Ebooks that become a part of the Overdrive Consortium that can be used by anyone in the State with a State Library Card. She also shared that all documents for the summer reading program are ready for pickup here at the Library or available on our website. Students were able to begin recording their books or time reading on Saturday, May 15.

Janice shared above about the cancellation of the book discussion series. She shared that there had been a meeting of individuals wanting to help with the Friends Butterfly Garden. Nancy had contacted several Master Gardeners, Neal had contacted Roger Stewart who is a part of the Outdoor Spaces board. The meeting was held outside and the layout of the garden was completed so that members could use the paper layout to plan which plants to be included in the garden. Another meeting will be held in several weeks.

In the Office Manager's report, Terry shared information about the stats. She is now providing the total number of patrons coming into the Library during various hours of the day so the Board can follow our activity after opening.

Terry had forgotten to include holiday closure information about the December closures. After discussion, it was decided the Library will be closed on Thursday, Dec. 23 and Monday, Jan. 3, 2022 for the paid staff holidays.

City Administrator Brent Clark had suggested that we establish email addresses for the Board members. Terry has set up Gmail accounts for each member along with temporary passwords that each member can change. The addresses have been added to the Library webpage.

In Old Business, there was discussion regarding an update of hours of operation. It was decided that we will eliminate the daily hour that we have been closed for cleaning and sanitizing as well as eliminating the need for appointments to use the public computers. We will also begin opening from 10AM to Noon on Saturdays. All of these changes become effective on Tuesday, June 1.

In New Business, there was discussion regarding the mask update announced by the State and County on Friday, May 14, that states masks are no longer required inside if individuals have received their vaccinations. The Board discussion was that we follow the CDC guidelines stating that we *recommend* the continuation of masks for the safety of staff and employees. We cannot enforce the wearing of masks but staff will continue to wear masks when patrons are in the Library. Staff can remove masks when no patrons are not in the building. Janice requested input on the issue of our furniture being moved out for patron use or to continue to have the furniture blocked. The Board decided the furniture should remain blocked.

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