

VALLEY CENTER PUBLIC LIBRARY  
BOARD MEETING  
July 19, 2021

The meeting was held in person and by Zoom. The meeting was called to order by Toby Carver, Board Chair. 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 also attended the meeting.

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

In the Public Forum, Nancy Anderson requested that the Board be informed about the upcoming meeting for the Butterfly Garden on Monday, Aug. 2, beginning at 5:30 PM.

Shelli made a motion to approve the minutes from the June 21, 2021 meeting; Sara 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 explained that she is transferring funds from the Savings account at Chisholm Trail State Bank to the Checking account there. She then wrote a check for \$4,000.00 to the Library to be deposited in Halstead Bank. This will close the Savings account at CTSB. She will make entries to void checks that had not cleared in the Checking account so that account can be closed soon.

In the Board Chair report, Toby shared that he is glad to be back attending the Library meetings.

In the Director's report, Janice shared that a technology grant will be available in early August from SCKLS. This grant, offered three (3) times during each year, is where we have been able to acquire our computers and monitors on a rotational basis. This year we will apply for four (4) computers and four (4) monitors. The System will match up to \$2,500 on the grant total. The grants are highly competitive so Janice will be prepared to submit at 8 AM when the grant cycle opens.

Janice shared that we have completed the programs for our summer reading program for this year. The attendance of the programs held in the late afternoons was low so Janice plans to revert back to having the programs in the mornings in the future. The reading logs are due on Friday, July 23, 4 PM. Staff will total all logs then gather the donated coupons and incentives with reading certificates and the returning reading logs, placing them in bags to be picked up on Wednesday, July 28, beginning at 10 AM.

Janice has several grant applications she is working on for submission. One of the grants could possibly be used to help in the cost of the butterfly garden.

In the Office Manager's report, Terry shared about the stats and that our numbers are increasing overall. She shared that we had had 21 programs during the summer programming – 15 active programs and 6 passive.

The book sale has been completed. We sold 2,266 items, donated 155 books to the boys' ranch, a box of books to a Scout free standing library. We sent 27 boxes to the Sedgwick County Jail and 55 boxes to the Union Rescue Union. She has not yet counted the money collected.

The Library is again participating in the Kansas Notables Book Grant. The books in the grant are either by Kansas authors or take place in Kansas. We have purchased the books but are waiting for one title in Playaway format. The grant will cover the cost of the books. Once we have submitted the cost form, they will issue seals for each book then the check. We do not complete the processing until we have affixed the seals to the book covers which will then be covered by book jackets.

In Old Business, Janice shared that we had been continuing to quarantine materials for a week. She and Terry requested that the quarantine period be reduced to three (3) days. We are running out of space for the quarantined materials to be held for the week since our volume of materials in circulation has increased over the summer. The Board approved; no motion was required.

Janice had shared last month that a couple had requested permission to hold their wedding ceremony here in the Library. The couple has now changed their minds with the mother insisting that the space would not be large enough for the number of invited guests. Janice has offered to allow them to have pictures taken in the Library if they choose.

In New Business, due to comments from an individual in the community, Janice and Terry had developed questions for a possible survey to be submitted to the community. The Board, after discussion, determined that the survey would not be needed at this time. Janice suggested that before the decision about survey could be made, the Board should discuss the possible change of hours due to Police Court being held in the building and the potential change of hours due to improved Covid numbers. Brent shared that the Court is willing to change their schedule to 8 to 10 AM on the 2<sup>nd</sup> Wednesday session instead of beginning at 1 PM. The Court will then convene again at 6 PM for the evening session. The Court sessions on the 4<sup>th</sup> Wednesday of the month begin at 6 PM.

With the adjustment of times for the Court sessions, the Board then decided our new hours could be as follows:

Monday	10 AM to 6 PM
Tuesday	10 AM to 7 PM
Wednesday	10 AM to 5 PM
Thursday	10 AM to 7 PM
Friday	10 AM to 4 PM
Saturday	10 AM to 1 PM

The weekly hours will total 42 hours. Terry will develop a schedule for staff to work, giving each of them one day off per week. Morgan made a motion to adopt the new schedule beginning Monday, August 2; Barbara seconded. Motion carried; vote was unanimous.

Janice and Terry shared that we have had issues with some teens and younger children that come in without an adult who are pushing books back, turning some books backward in another area and taking maintenance items and hiding them within the shelves in the Junior and Young Adult areas. Janice has visited with Neal about the possibility of adding several cameras on the west wall so staff can watch when teens are in that area. Neal has made arrangements to have someone come to discuss the cost of the camera addition. Janice will have information for the next meeting.

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