

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
February 21, 2022

The meeting was called to order by Toby Carver, Board Chair. Those in attendance were Toby Carver, Jeanne Shove, Barbara Jarman, Stacy Alexander, Sara Johnson, Morgan Wiebe (by zoom), Shelli Miller (by zoom), Terry Foster and Janice Sharp. Brent Clark also attended by zoom.

Stacy made a motion to approve the amended agenda – adding masks to the New Business; Barbara seconded. Motion carried; vote was unanimous.

There were no comments in the Public Forum.

Barbara made a motion to approve the minutes from the January 17, 2022, meeting; Stacy seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the financials for February and pay bills; Jeanne seconded. Motion carried; vote was unanimous. Janice pointed out that we had received a check from the City for \$154,609.05 and that she had prepared a transfer of \$15,400.00 from the Savings account to the CIP account following the discussion in the January meeting about transferring funds into the CIP account for future projects. Janice also pointed out that we are paying two months of invoices for the City – the January statement including the 2021 insurance billing for \$2,772.00. A transfer was also made for \$30,000.00 on February 1 as voted on at the January Board meeting.

Toby had nothing for the Board Chair report.

In the Director's report, Janice shared that our annual report had been filed on January 24. With the early filing of that report, we have received notice that we will be receiving our Kansas 2022 State Aid payment for \$2,114.85 as a direct payment into the bank account.

Janice is on the committee for the State Courier Committee and they have been discussing the current year courier request as well as the contract for the next three (3) years. We paid \$1,450.00 for 2021 as a Covid rate but Henry Industries (who operates the courier) is requesting a rate adjustment for 2022 which would move our rate to \$2,900.00. The committee is trying to re-negotiate the rate to \$2,600.00 for this year. The rate for 2023 would then be \$3,565.00 for the five-day per week rate. (The courier provides either three-day service or five-day service. We have enough volume to warrant the five-day service.) This is a service that we must have – even with the higher adjusted rate, the service is still cheaper than using the Postal Service.

Staff has discussed Easter plans several times over staff meetings/lunch. We have decided to schedule the Easter Egg hunt on Saturday, April 16 (the day prior to Easter). We would like to have the event here in Lions Park with activities being outside as much as possible. Terry has emailed Lloyd about having a firetruck and police car here for touch-a-truck. The Lions Club will also be providing some activities.

Janice has applied for a SCKLS Technology Grant which would provide four (4) computers and the two (2) Star printers we have purchased for the check out stations at the circulation desk. We have not been notified yet if we have been accepted but if not, there is another round for the grant later in the year.

We have second grade classes coming tomorrow, Wednesday and Thursday, to visit the Library. We'll have a craft for them, Erin will read a story and have time for questions. They will be here for about an hour.

We will be needing to find a new board member since Sara has decided to not renew her time. We will need the new member by the end of April.

Janice received a 2021 SCKLS Value of Services Statement. The System has provided services to us valued at \$36,408.00. They host our websites, provide services and some supplies for our summer reading program, provide grants to us amounting to \$27,531.00, provide a rotating collection, and technology support both in person and virtually.

Janice reported that the Friends had received a grant from Menocause for \$1,630.00 which will provide the bubbler rock, solar pump and installation items needed for the installation in the butterfly garden. Once the rock has been placed, other items will be purchased to utilize the remaining balance. The cost of the bubbler rock and related expenses is \$1,139.49.

In the Office Manager's report, Terry shared that stats are average for January and have been affected by the four snow days we have had. She provided a year-end stat report to the City Council for their last meeting.

Terry has applied for a grant from the Central Kansas Community Foundation for the purchase of crisis kits for our children and youth. They will address areas such as grief, bullying, addiction, divorce and emotions. The kits will contain print books, cards and card games to help build resilience, coping skills, emotional awareness and self-esteem; educational toys that support the themes and stress relieving tools.

Terry has applied for a grant from Monarchwatch.org for the purchase of milkweed plugs for the butterfly garden. The milkweed is food for the monarch butterflies. The plugs are valued at \$160.00 to \$180.00.

Terry has also applied for a \$500.00 program grant from SCKLS to be used for the signage for the butterfly garden. Signs will be placed for the garden itself as well as for individual plants.

In Old Business, several of the Board members questioned Brent about the need for the courts to be held in this building. He explained that the move was necessitated by the need of distancing when Covid began. The issues in January were a result of two-months of criminal court cases – no court was held in December. Brent apologized that his directives had not been followed in bringing in prisoners via the east door and having the police vehicles parked on the east side of the building. The public should never see prisoners. The intention of the City was to not interrupt the library. Usually the criminal court held on the second Wednesday morning of each month could have four or five cases; the traffic court held in the evening of the fourth Wednesday may have 60 to 80 cases. The earliest possibility of having a new building for Public Safety would be 2025. Board members asked if the court sessions could be split into different days to be able to utilize the current Public Safety building? They also explained that when they had contributed money toward the new library, they had no idea that court would be held here. If they had known, they may not have made their contributions. It was pointed out that members of the public had donated half of the cost of construction for the building. Brent would like to be on the agenda for our March meeting as well.

In New Business, Terry requested an option regarding the wearing of masks. Instead of staff wearing masks when patrons enter, the discussion was about masks wearing be "suggested" not "required" for the future. Staff members are now given the option to wear masks when working closely with patrons. They may choose to not wear masks when handling the circulation desk due to the spacing in front of the desk. The Board approved in the discussion.

Stacy made a motion to go into executive session to discuss personnel for a period of 15 minutes; Barbara seconded. Motion carried; vote was unanimous. Stacy made a motion to exit the executive session; Sara seconded. Motion carried; vote was unanimous. No action was taken.

Shelli made a motion to adjust employee wages based on a prepared chart for salaried staff; Jeanne seconded. Motion carried; vote was unanimous. Sara made a motion to adjust employee wages for part-time staff based on a prepared chart; Stacy seconded. Motion carried; vote was unanimous.

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