

VALLEY CENTER PUBLIC LIBRARY  
BOARD MEETING MINUTES  
January 17, 2022

The meeting was called to order by Toby Carver, Board Chair. Those in attendance were Toby Carver, Jeanne Shove, Barbara Jarman, Stacy Alexander, Morgan Wiebe, Shelli Miller, Terry Foster and Janice Sharp. Ron Colbert attended by zoom.

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

No one spoke during the Public Forum

Stacy made a motion to approve the minutes from the December, 20, 2021 meeting; Jeanne seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the financials for January and pay bills – including discussion to move \$30,000.00 to the CIP account for future use; Shelli seconded. Motion carried; vote was unanimous.

Toby had nothing to report in the Board Chair report.

In the Director's report, Janice shared that the Annual State report is in progress. She gathers the information for the financial portion and Terry prepared the statistical portion. The report should be completed in the next week.

We are working on the 2022 summer reading program – incentives have been purchased and we are in the process of checking out performers. Janice expressed that she has had some hesitation in booking performers due to the unknown virus status for the summer. We'll book then cancel if necessary.

Janice shared that the annual renewal for Sage (accounting software) is included in the financials. The renewal will be deducted from the bank account on Jan. 18.

In the Office Manager's report, Terry shared that our stats are "ordinary" – attendance and circulation are both up for the month. We are not having story times this week due to the high numbers of Covid in our community. We'll make the decision for the upcoming weeks on a week-to-week basis.

In Old Business, Janice shared that she had purchased a television to be used instead of a monitor. The monitor could not be mounted on the wall. The cable billings on the financials are for extending the cable from the server room to the wall of Janice's office. The City building staff are installing the television and running the cable.

In New Business, there was a lengthy discussion regarding the issues that arose recently from the court session in our building. Members of the Board feel that the Court should not be held in the building but the City utilizes the building due to the space that is needed for the Court. The recent incident came from Court continuing after 10:00 AM with a female handcuffed prisoner in the Bison Room alone with the door open and no officer nearby. Brent and Lloyd will be asked to attend the next Board meeting.

Janice presented the 2022 budget detail – asking for any changes from the Board. There were none.

Discussion was held regarding the current mask requirement. It was decided to require masks for the time being due to the local high numbers of Covid.

Toby requested information about the way Board emails are sent. The Kansas Open Meetings Act stipulates that messages should not be sent as a "group" email but send as the BCC (blind carbon copy) function. This is to eliminate the possibility of a quorum of members discussing matters which would constitute a meeting and the public not being notified. The Mayor had discussed the need for the messages to be sent as BCC with Janice several months ago.

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