

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
September 16, 2024

The meeting was called to order by Amy Heilman. Those in attendance were Amy Heilman, Chris Cartwright, Michael Vo, Jeanne Shove, Barbara Jarman, Shelli Miller, Marco Benitez, Terry Foster and Janice Sharp. Brent Clark and Kristi Carrithers attended as well.

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

Shelli made a motion to approve the minutes from the August 12, 2024 meeting; Barbara seconded. Motion carried; vote was unanimous.

Barbara made a motion to approve the financial report, Jeanne seconded. Motion carried; vote was unanimous. Janice shared that most payments were for normal monthly charges. The check to SCKLS was for the items funded in the Tech Grant we were recently awarded -- \$4,586.03. Last month we received a check from SCKLS for \$2,500.00 which was the matching portion of the Tech Grant. The new computers will be delivered in early November. A check was issued to Kylie Davis after the documents were prepared for mileage to the CPR/First Aid workshop in South Hutchinson. Janice also shared that we had received a check on Saturday from SCKLS for \$12,817 for our 2nd grant in aid payment for the year. This check covers the number of materials we have loaned to other libraries. The check we had received in April's grant in aid payment covered the number of out-of-district patrons that we have. All libraries submit totals from the previous year to the System before the first grant-in-aid payments are made. The System has basic grant amounts for libraries based on ranges of population. Amounts received above the basic totals are based on the interlibrary loans or the number of out-of-district patrons.

In the Director's report, Janice had shared about the Tech Grant above. Janice and Terry have attended several webinars in the last several weeks. Both attended the workshop regarding strategic planning. We both have realized that we are already doing many of the recommended actions for future planning. We also both attended the webinar for First Amendment in the Library. Terry had previously been reading about the First Amendment. There are some conservative groups that are going into libraries to film people in the libraries. There are laws, however, that prohibit taking photos of the faces of people reading, on the computers, or of children. They also cannot interrupt patrons while they are in the Library. Terry has accessed a sample policy to address these issues. Marco requested that we present that at our next meeting. Terry explained that she had had a phone call from someone wanting to come in to observe in our library. Terry welcomed them in but stated they were not allowed to photograph faces of people on the Internet, or in activities, or of children in story times. No one ever showed up to observe.

Janice has the documents for board members to sign as signers for the bank accounts. She also presented that the Library will be hosting the Chamber lunch on Wednesday, October 16. We typically provide a variety of soups, salads, and desserts for about 30-35 people. For our program, we plan to contact someone from a gardening facility or the County Extension Office to share information about the water rationing we are currently experiencing and how it affects our lawns and plantings. We usually request help from some of the Friends for donating some of the food for the lunch.

In the Office Managers report, Terry shared that our stats for the month are down from the totals during the summer due to students being back in school. Circulation will increase some due to the home-schooling families coming in for materials.

Terry shared that we will be hosting the Fastest Hook in the Valley crochet contest as part of the Fall Festival activities on Saturday. We have 5 or 6 entrants currently but some additional participants may come on Saturday. Participants will provide a #5 crochet needle; we provide yarn and a pattern. The contest is limited to 30 minutes to find which participant will be the fastest. Terry also provides a variety of music that will either assist or confuse those crocheting. We provide prizes for the top 2 fastest.

Terry attended a webinar provided by Civic Plus about website compliance. This provided information to ensure that a website is accessible for all individuals.

In New Business, we had discussion regarding court sessions held in the building during June and July. Brent Clark, City Administrator, and Kristi Carrithers, City Clerk, attended the board meeting at the request of the Board at the August, 2024, meeting to discuss the relationship of the Library and the Valley Center Court. The Court is held on the morning of the 3rd Wednesday of each month; the Library, during the months of June and July in the Summer Reading Program, holds programs each Wednesday at 9 and 11 AM. On July 17, 2024, the Library had scheduled Tanganyika Wildlife Park for the program at 11 AM. (Court started being held in the Community Building during Covid in 2020; at that time, the Library was no longer able to hold a program at 9 AM for June and July). (Police Officers are always in the building while court is in session to maintain security.) Court was still in session when children and families starting coming for the program. By 11 AM, the foyer was packed with people and Court was still in session. The Court Clerk finally allowed library staff to start setting up chairs about 10:50 AM. Library staff started allowing people to enter the Cottonwood Room just after 11 AM. Approximately 275 people were in the Cottonwood Room in chairs, standing along the walls, and sitting on the floor. While directing people into the program, a gentleman from the Court side of the building, yelled at Janice to keep the voices down so they could hear in court.

Janice went in the Cottonwood Room to introduce the speaker and watch the program. Stacy, Court Clerk, came in to tell Janice that Court had declared a recess until 1:15 PM. The program was finished around noon, with families coming into the Library to check out books or leaving. Janice had several discussions with Brent in the following weeks and also informed the Board at the next meeting about the issues from that day. In August, the Board, at their monthly meeting, suggested that we invite Brent and Kristi to our Sept. meeting for a discussion regarding the July program/Court date.

At the Board meeting, Janice started by stating that the Library had been having summer reading programs on Wednesdays when she started at the Library in 1990. Kristi asked how we handled the programs at our old building. Janice stated that, in the building with a much smaller attendance, we did have some programs outside. When we moved the programs inside, staff moved 17 shelf units down the aisles each week to accommodate the growing number of children and families attending. We have continued to have programs on Wednesdays due to the fact that families have become ingrained to the programs on Wednesdays. Another factor is that some area libraries have their programs on Tuesdays or Thursdays and that some area families attend other programs from Valley Center. Prior to Covid, we scheduled 2 programs each Wednesday during June and July but eliminating the week of July 4. After Court started in the building, we had no choice but to eliminate the 9 AM sessions from the schedule on the 3rd week of each month. In 2024, we had 7 weeks available for programs. The last Wednesday of July is reserved for the completion party for program participants. Janice stated that her ideal would be that the Court could reduce the Court docket during June and July so that Library programming could continue without conflict.

Kristi and Brent both emphasized that Court cannot be moved or reduced. Our Board asked about having fewer cases on the Court docket but apparently the length of the cases is determined by the proceedings as needed for the judge to hear from all parties affected and make a decision. There is no way to determine of the length of the cases prior to case being presented. Kristi did state that she understands the importance of having the summer reading programs and having programs that will generate the attendance while also encouraging the kids to read. The State Library and SCKLS both require that the stats be reported annually.

It was finally decided that Janice will make the beginning times for those two weeks as 11:30 AM and will try to choose a performer that may fit the circumstances (maybe not as popular with the kids or have a shorter program). It was discussed that we could set up the chairs in the Cottonwood Room on Tuesday late afternoon to eliminate the time and noise from the Wednesday morning set-up. Brent will discuss with the judge about the importance of the Library programming make a possible request that court could be complete by 10:30 to 10:45 AM -making it possible for those coming for the Library programs to be seated and ready for a 11:30 AM performance.

Janice presented an agreement to be used when individuals place personal items in the display cases. This is to ensure that individuals are aware they should have personal insurance coverage for items on display. Library /City insurance does not cover any losses if they occur.

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