

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
October 14, 2024

The meeting was called to order by Board Chair 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. Paul Hawkins, Director of the South Central Kansas Library System, attended as our speaker for the meeting.

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

Marco made a motion to approve the minutes from the September 16, 2024 meeting; Chris seconded. Motion carried; vote was unanimous.

Jeanne made a motion to approve the financial report, Michael seconded. Motion carried; vote was unanimous. Janice shared that the check to Biblionix is our annual fee for our automation system. The check for Swank is also for our annual fee for movies. The billing from the City includes the first charges for the printers. The total charge for the printers is \$310.69 of which \$212.94 was for setting up the printers – our monthly charge was \$97.75. We had received a check from the City for our September payment - \$24,952.99. Janice transferred 10% of the last 2 payments from the City to the CIP account -- \$3,787.90.

Paul Hawkins came to present the Kansas Public Library governance orientation for our board members. The handout detailed the State Statutes that govern libraries and the boards. He also passed out copies of the 2020 Kansas Public Trustee Manual to all members.

In the Director's report, Janice shared that Library staff is preparing the lunch for the Chamber of Commerce on Wednesday, October 16. Staff and some members of the Friends are preparing the food.

The Library is hosting singer Sarah McQuaid on Wednesday, October 23 at 7 PM. The concert is free for all attendees.

Janice presented information from the VFW requesting to place a donation jar in the Library. Michael made a motion to not allow any organizations to place a donation jar in the Library; Amy seconded. Motion carried; vote was unanimous.

In the Office Managers report, Terry shared that our stats for the month are average for this time of the year. She reported that our book sale (finished on Saturday) made \$1,465. We sold 1,953 materials, gave 809 free with some going to the Burrton Public Library, Threads in Valley Center and several individuals that have free little libraries. There were 15 boxes of hardback books going to Open Door Ministries and 11 boxes going to the Sedgwick County Jail.

There was no Old Business.

In New Business, a Media Relations Policy was included in the packet for review. The policy will be discussed at the November meeting.

Amy will be out of town for the November meeting.

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