

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
November 18, 2024

The meeting was called to order by Vice Board Chair Michael Vo. Those in attendance were Chris Cartwright, Michael Vo, Jeanne Shove, Barbara Jarman, Shelli Miller, Marco Benitez, Terry Foster and Janice Sharp.

Shelli made a motion to amend the agenda adding the list of closed dates for 2025; Barbara seconded. Motion carried; vote was unanimous.

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

Marco made a motion to approve the minutes from the October 21, 2024 meeting; Barbara seconded. Motion carried; vote was unanimous.

Shelli made a motion to approve the financial report, Chris seconded. Motion carried; vote was unanimous.

In the Director's report, Janice shared time required for Terry to enter the entries for the 2025 room reservations needed for each event we have planned for the year. Considering we have three (3) story times each week in addition to Brick Clubs, Dungeons & Dragons, and Ladies Stitch & Chat, it required 23 entries for each event. The time required to enter each event is overwhelming. Terry checked with the City and apparently there is no shortcut. We will check again with Brent for any other option. Initially, he stated that his staff at City Hall would need to enter each just like we would do. Terry would like to know if she could prepare a spreadsheet in Google Docs that could be dropped into the City program. Nothing has been workable at this point.

I have been studying the costs of the leased printers we have through the City. I had been averaging just under \$40 each month (we did own the previous printer); now I'm billed for about \$242 each month. Brent had estimated that the printers would cost us about \$50 monthly. The rates have been changing with each month. In discussion, the Board authorized me to look into getting our own printers again.

The new State Guidelines for Libraries stipulates that we should have bonds for the Board, staff, and the Treasurer. There are some other specifications but the bonds are the most important. In 2020, we changed our insurance to be covered under the City policy – to save about half of our premium. In checking with the current insurance agent, none of these bonds are included in the coverage. The Board wants me to check into the current coverage and make sure we have the coverage as specified by the State.

We have had a young man coming in to use our public computers. Recently, he had an accident on a chair while at the computer. Terry and I have been trying to determine how best to handle the situation. It was suggested that I call the manager of his living facility to determine if he has the capability to understand what he has done wrong. He also has an extremely odorous body. A copy of the Environmental Safety Policy was attached in the documents.

Over the last few weeks, library staff have been struggling with the temperatures in our part of the building. The assistant from Public Works checked the temperature at ceiling level – it was at 100 degrees – and at our working level – it was 70 degrees. The gentleman from Public Works has suggested that ceiling fans may be a solution to equalize the temperatures. We will share the discussion with Brent.

In the Office Manager's report, Terry reported that our stats are running on a normal basis. She also shared that our Sophos equipment will need to be replaced soon. This equipment provides our firewall and the CIPA (Children's Internet Protection) coverage we are required to have. The XGS138 is the "new generation" equipment that will cost \$3,790. The XGS 128 meets the minimum requirements but will only have a lifetime of 39 months. This cost is \$1,860. The Board requested that Terry get our current band width – discussion will follow in the coming months.

Apollo (our automation system) has shared a new texting feature with Terry. It is called Gabbie and will allow texting to contact patrons when they have overdue materials. The cost is \$100 per year. Barbara made a motion to purchase the Gabbie feature; Marco seconded. Motion carried; vote was unanimous.

Terry has also been provided information on Princh – a wireless printing system – at a cost of \$399. Per year. No decision was made on this.

We are researching ideas for upcoming grants. Several ideas were having Civics classes to provide information to area patrons wanting to upgrade their knowledge of our government operations after the election. Another idea was to add signage that would hang from the ceiling. Terry is to visit with the Civics instructor about costs for the online classes.

Terry shared our recent upgrades of computers, keyboards, and monitors from a Technology Grant from the South Central Kansas Library System. The System pays up to \$2,500 of each grant awarded.

In an effort to have a policy in place regarding First Amendment Rights, Terry has provided a Media Relations Policy rough draft. The Board read the policy and would like to approval of the City Attorney, Barry Arbuckle. Janice will forward a copy to him.

Barbara made a motion for the Board to go into Executive Session at 6:42 PM to discuss employee increases for payroll and bonuses ; Shelli seconded. Barbara made a motion to exit Executive Session at 6:52 PM; Jeanne seconded. Motion carried; vote was unanimous. Marco made a motion to approve the schedules of wages and bonuses. Shelli seconded. Motion carried; vote was unanimous.

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