

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
December 9, 2024

The meeting was called to order by Vice Board Chair Michael Vo. Those in attendance were Michael Vo, Jeanne Shove, Barbara Jarman, Shelli Miller, Terry Foster and Janice Sharp. Amy Heilman came after the meeting had started.

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

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

Shelli made a motion to approve the minutes from the November 18, 2024 meeting; Barbara seconded. Motion carried; vote was unanimous.

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

In the Financial report, Janice shared that she had added several more payments to the list of checks for December. She had started the report before the bills were in. The check to the City of VC reflects the payment of \$130.92 for the printers. Not sure if that price will be the monthly amount. She is still checking with City Hall.

We have received payment from the State of Kansas for the reimbursement of the cost of the Notable Books Grant. \$271.99 was deposited directly into our bank account.

In the Director's report, Janice shared that the input for the Community Calendar is ongoing for the first half of 2025 by Scharlene, VC Senior Services Coordinator. Terry has completed the needed reserves for June to the end of the year.

As stated above, we are still checking with City Hall about the amount for the printers. Janice is still working on the requirements for the insurance and may not have that completed until January.

Janice and Terry will be working on the State Report in January. Terry will provide the statistical portion and Janice will provide the accounting portion.

In the Office Manager's report, Terry reported that most of the stats will exceed those of 2023. The exception will be the issuance of new library cards.

Terry reviewed the information regarding the Sophos upgrade. She has visited with the Director of Technology at SCKLS who advised that we should be OK to use the XGS 128 which meets the minimum requirements. The high-speed Internet is anticipated to be available next year. Our equipment should be able to function for the expected duration of 39 months. Members of the Board realized that with the uncertainty of the short life span of the XGS, we may be faced with purchasing the XGS 138 for \$3,790; however, we are utilizing the budget wisely now. Shelli made a motion for the XGS 128; Jeanne seconded. Motion carried; vote was unanimous.

Terry reported that she and Janice had participated in a webinar by Everylibrary.com. It was shown that libraries should consider using a Library Responsiveness Policy rather than a Reconsideration Policy when confronted with materials that have had complaints about content. Typically, now libraries that receive complaints must form a review committee, explain the nature of the complaint to the committee members, purchase a copy of the material for each committee member, then schedule a meeting(s) to discuss and resolve the complaint. A draft policy was included in the packet for the Board; discussion and possible approval will be included in the January meeting.

Janice had provided a copy of the Media Relation Policy to the City Attorney for his approval. He provided his verbal approval on Monday, Dec. 9. The policy will be adopted by the Board in January and then posted online.

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