

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
February 10, 2025

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

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

Shelli made a motion to approve the minutes from the January 13, 2025 meeting; Amy seconded. Motion carried; vote was unanimous.

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

In the Financial report, Janice shared she included the balance that will be due on the cabinet from Yoder Furniture. The cabinet should be finished either late February or early March and full payment will be needed upon delivery. The report includes the annual cost of the courier (\$4,245), the annual cost of the Sunflower eLibrary Consortium (\$1,500 which includes \$350 for maintenance and the balance for ebooks), and the annual fee for the participation in Overdrive – the Sunflower eLibrary (\$50). Most of the payment to Twotrees Technology is for the upgraded equipment that was recently installed. We have received our first check from the City for our portion of property taxes (\$180,492.69). We transferred 10% of that payment to the CIP fund.

In the Library Director's report, Janice shared that the State Report had been filed. After the report was confirmed, the State returned some documents that gave an annual report of the Library and some statistics i.e. holdings, circulation, operating income and expenses and library visits. We will develop a report for the City Council using these documents.

Janice has all of the performers booked for the upcoming summer reading programs. The brochure will be prepared soon. We will be having a performance by the Wichita Children's Theatre on Thursday, February 27, at 10 AM. The play will be School Daze. There is no cost for the play.

Janice is preparing the documents that will be needed by the City auditors on March 26. She will receive a list of the reports needed so they can be emailed in advance.

At Amy's request, we have a list of holidays for when the Library is closed. We were open on Martin Luther King's birthday when most government offices and businesses were closed. After discussion, Terry will look at the calendars of area libraries to determine if or when they are closed for holidays. She will have the report for the March meeting.

In the Office Manager's Report, Terry shared that the stats are very similar to last year at this time. Several members from the American Heart Association came to visit about placing blood pressure tool kits in the Library. We decided that we would have 3 kits here for patrons to check out. The kits are not ready for delivery yet.

We had notice that our Menocause grant was not funded for this year. We had applied for the classes of Civics to be held here. Terry has applied to SCKLS for an adult program grant for one of the civics classes.

Twotrees has installed the equipment upgrade that was approved at the last meeting. We were anticipating a time frame of several hours and the upgrade was completed in about 30 minutes.

We found that a new printer was not required after Terry called about the issue. The new fan was installed and the printer is now working satisfactorily.

In Old Business, we presented the Public Input & Library Responsiveness Policy. Amy made a motion to approve the policy; Barbara seconded. Motion carried; vote was unanimous.

Janice had also included a breakdown of the total 2024 hours worked by staff.

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