

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
June 10, 2024

The meeting was called to order by Jeanne Shove. Those in attendance were Jeanne Shove, Michael Vo, Barbara Jarman, Amy Heilman, Terry Foster and Janice Sharp. Brenda Ingram attended as a guest.

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

Barbara made a motion to approve the minutes from the May 13, 2024 meeting; Michael seconded. Motion carried; vote was unanimous.

Barbara made a motion to approve the financial report; Amy seconded. Motion carried; vote was unanimous. Janice explained that the charge for Ideatek on the statement from the City is actually for two months of service. The cleaning charge was about \$400 less than in previous months due to issues pointed out by the City.

In the Director's report, Janice shared that she has purchased some incentives from Imprint.com to be given away for the Library Crawl, reading challenges or other prizes. The primary purchase was for 300 wrist lanyards with the Library imprint. There are also 100 pens included with the Library name on them. We had notice that the items shipped out today. We also purchased some incentives from Demco. We purchased some regular length lanyards and some small squeezable, stress-reliever books.

Janice had an email from an artist in the UK about performing at our Library on Oct. 23. She is Sarah McQuaid and is a singer and guitarist. She will be performing in the Kansas City area on Oct. 22 and in Tulsa, Oklahoma on Oct. 24 and is wanting to book a show to help cover her travel costs. Janice and Terry reviewed her link provided as an example of her shows. We have booked the show for \$750 and will provide either two motel rooms with a single bed or a single room with two twin beds for Sarah and her manager that travels with her. She is booked for a 90-minute show with a break in the middle for cookies or another snack for the audience. We will also provide a light meal for Sarah, her manager and staff that is working. Sarah has provided links for her other information and brochures.

Janice also booked Daniel Baird for a handpan concert to be held on the patio on Thursday, June 27, beginning at 7 PM. We are suggesting that those attending should bring lawn chairs, yoga mats or another seating arrangement. We will provide popsicles during his intermission.

Janice provided an update on the cabinet order from Yoder Furniture. The down payment for the order was included on the financial report. Janice and her husband will be going to Yoder on Tuesday, June 18 to choose the correct stain for the cabinets. They will take a shelf from our book shelves to compare. The cabinets will take about 3 months for the construction.

City Administrator, Brent Clark, has visited with us about participating in a lease with the City for new printers. The printers would be replaced every 3 years. The company would come on location for any needed repairs, toners are included but we would be paying a per-copy amount monthly. We currently pay \$90 per quarter and \$.10 per copy. The billings would come through the monthly billing from the City. We purchased our current copier when we moved into this building almost 6 years ago and it was used at that time. We do not know if this company will take our current machine or if we will need to sell or dispose of it ourselves.

We continue to have issues with being able to unlock our library entry doors. At this time, whichever staff member arrives first needs to unlock and go through the Meadowlark Room to enter the Library. We then prop one of the entry doors open while the library is open. Apparently, the guys from Public Works are not able to get the connections with the lock company to solve the issue. This has been ongoing for the last several weeks. We have also had some issues with the new phones. Janice has returned her cordless. The men from Public Works have also been over to work on the blinds on the south and west windows. They are ordering parts to make the blinds easier to open and close.

Today, we received an email from the Chamber director regarding the June meeting. They are showing that the meeting is the same day as our June 19 performer. Janice contacted the Chamber about the duplicate request for the Sunflower Room. Eventually, the problem was resolved with the Chamber lunch starting at 12:30 rather than 12 PM giving our performers ample time to complete the show and program attendees to leave. Brent will come to close the curtain so that the Chamber lunch can proceed. We had the same issues last summer with the duplicate bookings.

In the Office Manager's report, Terry highlighted on the number of withdrawals listed. Staff has been withdrawing books that have not been used in the last 3 years or are in bad condition. The shelves are tight making it necessary for staff to withdraw materials from several areas of the Library. The magazine withdrawals are completed twice each year.

Terry also shared that we continue to have increases in the number of eBooks that are checked out. The real increase of the eBooks started during Covid. She also shared that we have had 11 programs already as part of the summer reading programs. Attendance for the 11 programs has been over 800. We have had 192 registrations returned here with 69 completed online.

Election of officers was listed under Old Business as a reminder that we normally do the elections in July.

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