

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
February 13, 2023

The meeting was called to order by Toby Carver, Board Chair. Those in attendance were Toby Carver, Stacy Alexander, Jeanne Shove, Shelli Miller, Barbara Jarman, Morgan Wiebe, Terry Foster and Janice Sharp. Nancy Anderson also attended.

Stacy made a motion to approve the agenda; Morgan seconded. Motion carried; vote was unanimous.

In the Public Forum, Nancy shared information about our upcoming program by Sara Dykman, who will be talking about her book *Bicycling with Butterflies* on Saturday, April 1. She also shared that we had gotten our Menocause grant for \$3,000 that will provide plant markers for the plants and trees in the butterfly garden as well as several larger signs identifying the butterfly garden.

Shelli made a motion to approve the minutes from the January 9, 2023 meeting; Stacy seconded. Motion carried; vote was unanimous.

Morgan made a motion to approve the financial report and pay bills for January; Shelli seconded. Motion carried; vote was unanimous. Janice shared that we were paying the December utilities from the City; the check to Collaborative Summer Library Program for \$1,133.34 is a replacement check previously written in March '22 – the report shows the voiding of the previous check; the Gumdrop Books check is for books selected by Janice when the representative visited. We haven't had a visit from Gumdrop for 6-8 years. The check for the courier was more than expected (\$3,850.00) but the courier service is certainly more economical than using the Post Office. The courier in '22 was about \$2,400.00. We also received our first check from the City for the year. We are transferring 10% to our CIP Fund. Morgan asked about the balance in the Computer Maintenance account. Upon review, Janice has transferred \$1,285.00 to the Computer Software account. The \$1,285.00 payment was for the annual charge from Sage for the accounting system. The change in the account totals will be reflected in the next financial report.

In the Director's report, Janice presented the 2023 Budget; Morgan made a motion to approve the budget; Shelli seconded. Motion carried; vote was unanimous. Janice shared that the annual report to the State Library was submitted Jan. 27, 2023. A copy was circulated.

Janice reviewed the monthly programs scheduled to date. Nancy had presented the information about the author visit in her report.

Janice had included a copy of the CIPA Policy for review and approval. This was a requirement to accompany the State Report. Stacy made a motion to approve the policy as of today, Feb. 13, 2023; Jeanne seconded. Motion carried; vote was unanimous. Toby asked if the software supporting the policy does actually block illegal searches. We have never had any blocks occur; Terry will check with Twotrees to verify that the software works and request monthly reports.

In the Office Manager's report, Terry shared that the final stats for '22 were included as well as the stats for Jan. '23. The totals for '22 were higher than previous totals. Terry shared more details about the Menocause grant that will supply metal signs for identifying the plants.

Terry is preparing a \$3,000 grant from the Central KS Community Foundation Kids Fund for the purchase of Launchpads for our collection. The Launchpads we have been checking out came from the State Library a number of years ago and are gradually becoming unworkable. The grant will provide about 20 Launchpads.

Terry is also working on a programming grant from SCKLS. There are several options we are looking at. The grant period just opened so we have time to determine the best program.

Stacy asked if everyone was aware that the March meeting falls during Spring Break week. It was decided to move the meeting to March 20. (Jeanne's birthday!)

Morgan made a motion to go into executive session for 10 minutes to discuss employee compensation; Stacy seconded. Motion carried; vote was unanimous. The Board exited the executive session; Morgan made a motion to go back into executive session for another 5 minutes; Stacy seconded. Motion carried; vote was unanimous. Morgan made a motion to exit the executive session; Stacy seconded. Motion carried; vote was unanimous. Morgan made a motion to adjust employee compensation based on the chart presented; Stacy seconded. Motion carried; vote was unanimous. Barbara requested that Janice look back in previous minutes to verify vacation guidelines.

Janice asked Jeanne and Shelli if they would consider being reappointed for another 4 years on the Library Board. Both consented. Janice will send a letter to the Mayor for Council approval. The current terms will expire at the end of April.

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