

VALLEY CENTER PUBLIC LIBRARY
BOARD MEETING MINUTES
September 15, 2025

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

After the flag salute, Karen made a motion to approve the agenda; Shelli seconded. Motion carried; vote was unanimous.

There was no one here to speak in the Public Forum.

Amy made a motion to approve the minutes from the August 11, 2025 meeting; Michael seconded. Motion carried; vote was unanimous.

Shelli made a motion to approve the financial report for September and pay bills; Chris seconded. Motion carried; vote was unanimous. Most items listed were self-explanatory. We received an invoice from SCKLS for the costs of the new computers and Microsoft upgrades (\$4,150.15) and received a check for the SCKLS portion (\$2,233.00). The check is in the payments listed. We also received payment for the Notables Book grant from the State of Kansas (\$ 247.62). Barbara asked about the payment to the City for our cleaning services. The amount on the invoice is the approximate amount we will have monthly. The budget figures for carpet cleaning and window washing are spread out over the whole year. I added checks for Kylie Davis (for the spices used in our workshop for herbal heat wraps) and a check to St. Jude Catholic Church for the memorial for Martha Donohue.

In the Director's report, Janice shared that the computers purchased in the SCKLS Tech Grant will be installed on Thursday, Sept. 18. Library staff will be setting up the fall book sale on Monday, Sept. 22. The sale will last until Saturday, Oct. 4.

The volunteer insurance policy was discussed. Amy made a motion to purchase the policy; seconded by Karen. Motion carried; vote was unanimous. We will develop a form for volunteers to sign in and out each time they are utilized. We will keep a list here that contains full contact information. The insurance company may request the information in the event of a claim. The cost is \$300 per year for up to 300 volunteers.

Janice has submitted the final report for the 2025 summer reading program. Terry handled the attendance figures and Janice handled the financial information required. We will be getting a check for submitting the report before the deadline.

The Library is partnering with the Chamber to sell buttons for Fall Festival and the sign-ups for the fall garage sales.

The check for the virtual civics class will be written for the civics class along with payroll on Oct. 1.

The Library will be receiving the next check from the City of Valley Center after Sept. 20. Distribution from Sedgwick County is on the date.

The Library will be hosting the Chamber lunch on Wednesday, Oct. 15. Staff will prepare soups, salads and desserts. Shelli has volunteered to bring salad; Karen has volunteered to bring chicken soup.

City Administrator Brent Clark has announced his resignation with a six-week notice.

In the Office Manager's report, Terry shared the stats. The Library has signed up to host a virtual civics class on Thursday, Oct. 23, at a cost of \$450. The class has a capacity of 60 individuals; local individuals can register until 2 weeks prior when the registration opens to outside participants.

Terry asked board members if they want their email information available on the Library website. The alternative would be for Terry to set up a Board email address that would be monitored by her. The initial email addresses were added previously for any complaints/comments by Valley Center citizens if they had complaints about happenings at the library.

Terry showed examples of the backpacks she is preparing for the parenting grant we received from the Central Kansas Community Foundation. She showed games, books and information for parents that are included.

Terry presented information from Princh which is a company from Denmark that allows patrons to print to the library computer wirelessly from their personal device. They would use the Princh app to print their documents. The app would also allow them to pay electronically from their device via Venmo, PayPal, Apple pay, or their credit/debit cards. If they pay electronically, the funds (less the transaction fees) would be deposited electronically in the library's bank account. Janice will check with Halstead Bank about the need for a separate account for Princh access only for our security. Terry will check references.

Terry shared that we are having a workshop on Saturday, Sept. 20, for participants to make thermal heat bags. We have 23 signed up to attend.

Terry pointed out the stands ordered to hold the various backpacks and bags we have developed from grant projects and children's activities. The usage of the backpacks has increased since they are more visible.

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