GARNETT PUBLIC LIBRARY

BOARD MEETING

Monday, November 13, 2023

Present: Librarian Andrea Sobba, Linda Huettenmueller, Karen Katzer, Sharon Yost, Sandra Moffatt, Cass Smitheran. Absent: Rachel Dougherty, Mike Hermann and Mayor Jason Sheahan

1. SECRETARY’S REPORT: Motion was made and seconded to approve the minutes as presented (Katzer/Yost). Motion carried.
2. TREASURER’S REPORT:

* We still have about $41,000.00 left of our budget. Andrea will check with Travis to see how much we can carry over. She is also trying to get with Tom Wolken about replacing the thermostats.
* We did not have any credit card transactions this month.
* We did get the $25,000.00 from the Carol Askins Beller Estate.
* We need to spend the SEK funds yet. It has been encumbered and we will write the last check in December. We don’t have the amounts paid yet for the ARSL and KLA Conferences.
* We received $12.75 in interest for the Gift and Memorial Fund, due to the fact that we have a large balance because of cashing in the CD.
* Bills that the City will pay includes payment to the Eureka Public Library which is a reimbursement for Andrea staying with their librarian at a conference, and Scott Rogers for cleaning the windows.

1. APPROVAL OF BILLS: Motion was made to approve payment of the bills (Huettenmueller/Smitheran) Motion carried.
2. CITIZENS: There were no additional citizens in attendance.
3. LIBRARIAN’S REPORT: Circulation was again down but eBooks and Audios were up. Internet is also up. The adult program was the Cemetery Walk which went well, we will do it again, however will provide more chairs at every stopping point. Storytime included Charlotte reading at Mundells Pumpkin Patch.
4. WALKER ART COMMITTEE: Bob Swain will be coming to look at some of the art we may sell.
5. FRIENDS OF THE LIBRARY COMMITTEE REPORT:
6. The annual meeting was good. The speaker gave a lot of information about L. Frank Baum. The Homes Tour will be the 1st Sunday in December. They will decorate the library this weekend.
7. OLD BUSINESS:
8. SEED grant – Andrea submitted our grant application but hasn’t heard back yet. Andrea added a divider wall for the Young Adult section as well as the meeting pod. We were the only ones who submitted an application but we won’t get the entire $5,000. We should know by the end of December.
9. SEK Facilities grant – There were 30 applications and we did not get chosen in the 1st round. They have set 4 aside in case there is money available at the end of the year and we are one of those 4, so we could possibly get some of the grant yet. If we don’t, maybe the FOL will help us with the matching amount.
10. Certificate of Deposits – We will talk about this again in next month’s meeting.
11. Stained Glass Window – This is still not done. The box that the wire is plugged into gets too hot. Troy Hart didn’t think it was a problem but Andrea has a call in to an electrician from Ottawa who did the outside electrical work.
12. Office Furniture – The new chair has been put together but Andrea’s desk is still in the box – but we’re getting closer.
13. NEW BUSINESS:
14. Director Evaluation will be done at the end of the meeting.
15. Reappointment of Walker Board Members – Wanda Taylor and Nancy Foltz are both up for reappointment and both have said they are willing to continue on the Board. A motion was made and seconded (Katzer/Smitheran) to reappoint them to the Board. Motion carried.
16. Storage Room Clean Out – There are some extra green chairs, end tables, wall divider panels with faded spots, maybe shelves, some odds and ends. After discussion, it was decided that we will try to sell the items first and if they don’t sell, we’ll offer them to other libraries.
17. “We Have a Dream List” / Carol Askins Estate. Andrea and the staff put together a list of items they would like to purchase with this Estate money. The items with an asterisk total less than $4,000.00. A motion was made that IF we don’t receive the SEK Facilities Grant, we will allow up to $6,000.00 to be spent to revamp the Young Adult section. (Katzer/Smitheran) Motion passed. A second motion was made to spend up to $4,000.00 to purchase the asterisked items for the children’s section (Katzer/Huettenmueller). Motion carried.
18. Policy Update – The Request for Reconsideration of Library Materials was discussed at length. The items highlighted in yellow on the form and the Appendix A were approved as suggested. #10 should be “challenges” and we will add “(see #5 and #7)” after “the above timeframe”. Motion was made and seconded (Yost/Kater) to accept the proposed changes. Motion carried.
19. Upcoming Events – Andrea gave us November’s calendar. Wednesday, December 13 from 10:00 to 2:00 will be a Patron Appreciation, a community thank you. Teagan, Charlotte, and Andrea are going to put a display in a window as part of the community contest.
20. The Board then went into Executive Session to discuss the Director Evaluation after motion made and seconded to take 30 minutes (Katzer/Huettenmueller). Executive Session began at 7:17 p.m. 30 minutes later, at 7:47 motion was made, seconded, and carried to return to the open meeting (Yost/Smitheran). Andrea stated that the evaluation needs to be returned to the City by the end of the month.

The meeting was adjourned (Yost/Smitheran) at 8:05 p.m. Next meeting will be December 11th at 6:00 p.m.