GARNETT PUBLIC LIBRARY

BOARD MEETING

Monday, September 11, 2023

Present: Sharon Yost, Sandra Moffatt, Linda Huettenmueller, Rachel Dougherty, Karen Katzer,

Mike Hermann, Librarian Andrea Sobba. Absent: Cass Smitheran and Mayor Jason Sheahan

1. SECRETARY’S REPORT: Motion was made and seconded to approve the minutes as presented (Yost/Katzer). Motion carried.
2. TREASURER’S REPORT:
3. City expenditures – We are at 66.78% of our budget. Personnel and benefits has not gone over as Andrea expected since we haven’t had the Cataloging position filled.
4. Garnett Publishing expense was for the Help Wanted ads.
5. Nothing to note on the petty cash sheet.
6. Money bag sheet shows the credit card income of $30.25, which balanced.
7. One more expense needs to be added for the SEK & State Aid amount on the Income and Expense sheet: KLA conference amount is $270.00 for Andrea to attend. We didn’t get much for donations this month.
8. Gift and Memorial Fund – we had interest of $9.64 and KanPay receipts of $30.25.
9. Nothing to note on the SEK & State Aid sheet.
10. Last month we approved taking the money out of our CD to put into another $10,000.00 CD at GSSB, so Rachel will take that $18,588.49 and create the $10,000.00 CD in September (3 months from our last CD in June), which will leave $8,588.49 in the Gifts & Memorials account. In December we may take that leftover amount and add more to equal another $10,000.00 and open another CD. So we’ll end up with 3 CDs. 3 months apart from each other.
11. APPROVAL OF BILLS: Motion was made to approve payment of the bills (Huettenmueller/Katzer) Motion carried.
12. CITIZENS: There were no additional citizens in attendance.
13. LIBRARIAN’S REPORT: Circulation was down from last year but eBooks was up again. We didn’t have any youth programs in August.
14. WALKER ART COMMITTEE: No minutes were received.
15. FRIENDS OF THE LIBRARY COMMITTEE REPORT:
16. Minutes were received but nothing was noted about them.
17. E-Recycling went well. We filled four of the big boxes with items like fax machines, speakers, scanners, and of course, laptops. Not sure we will do it again as there were struggles in communication and delivery procedures with the company who we set this up with.
18. OLD BUSINESS:
19. SEED grant - The current SEED grant is all done, we received the new tables. There will be another SEED grant, this one only $25,000.00 per county and we have until the end of October to apply for that. Andrea feels that if a new group applies, they will get priority.
20. SEK Facilities grant - This is for the Young Adult section and the staff are talking about the ideas. She did get the old carrels sold for a total of $55.00.
21. Certificate of deposits – this was discussed earlier.
22. Cataloging position – Connie Mead has been hired for the Cataloging position. She starts Wednesday and will be going through training.
23. KOMA Training - This was the training about meeting procedures that Travis Wilson had sent a link for. If anyone on the Board has not listened to it, they were encouraged to do so. We feel like we do a good job in our meetings.
24. Stained Glass Window - Andrea got different lights and will call Eileen Poss to tell her so she can put them in.
25. Renewal/Expiration of Board Term - Sharon Yost has agreed to continue being on the Board. She will fill out the application and turn it in to the City. Mike will go off after our December meeting as he has filled two 4-year terms. January we will hold election of officers again. Andrea is talking to a couple of people about applying to be on the Board.
26. NEW BUSINESS:
27. Staff Work Day: The staff would like to close for a day so they can get some things done that they can’t do with patrons in the library. Things like shortening a shelf, rearranging the office area. They will ask all staff and volunteers to come in and work on that day. They would like to do this on September 27th and provide a meal for the workers. It was moved and seconded (Hermann/Dougherty) that we allow this to happen.
28. Office Furniture: In rearranging the office area, Andrea asked if they could possibly purchase some different desks. They may move Andrea into the kitchen area. Basically what they would like is a new desk for Andrea, a new desk, chair and computer for Connie, (there is only a tiny desk there now) and possibly a slip printer and scanner for Connie. Andrea thinks these could be purchased for $2,500.00 to $3,000.00. Funding for this would be taken from the Gift & Memorial fund, we are anticipating receipt of Carol Askins-Beller’s memorial. Motion was made to allow $2,500.00 to $3,000.00 for the new furniture and computer, it was seconded (Huettenmueller/Katzer) and the motion was approved, stating that if she needed more money, Andrea could ask for more.
29. Community Foundation Grant/Fundraiser: This is a $70,000.00 grant and the premise is if people will donated to the Community Foundation in September and November, they will use the grant to match the donation. Any donation to the library will essentially be doubled and there is no stipulation on what we can use it for. The Foundation will keep the money and we would submit invoices. Everyone was encouraged to spread the word about this grant.
30. Upcoming Events: Andrea gave us a calendar with upcoming events and there will be more in October, one of which will be at the cemetery where they will talk about the “famous” people buried there, the different types of tombstone symbols and what they mean. They hope to teach people about the Find a Grave program. Another is a Solar Eclipse activity, and they’ll have a craft in November.

Andrea mentioned that she will be gone Wednesday, Thursday, and Friday for ARSL.

The meeting was adjourned (Katzer made the motion) at 6:56 p.m. Next meeting will be October 9th at 6:00 p.m.