

GARNETT PUBLIC LIBRARY BOARD

Meeting Minutes

Monday, May 6th, 2019

5:30 PM

Present: Linda Huettenmueller, Sandra Moffatt, Mike Hermann, and Jennifer Sibley. Newly appointed board members Jordan Hall, Denise Scheibmeir, and Sharon Yost were present, as well as Library Director Andrea Sobba.

I. Secretary's Report – The minutes were approved. (Moffatt/Yost).

II. Treasurer's Report – The Treasurer position is in transition pending election of officers so Andrea ran through the library's financial holdings for new board members. She discussed funding related to SEKLS & state aid, gifts and memorials, and the community foundation. She noted that the library had been reimbursed for excessive postage costs due to courier error in the amount of \$110.26. Reconciliation of the SEK State Aid and Gifts & Memorials accounts was delayed until the June meeting when the newly elected treasurer will be in place. Board members reviewed the City of Garnett report of library expenses thus far in 2019, noting that utility line items were not yet entered and that the library had also experienced a water leak.

III. Payment of bills was approved (Huettenmueller/Moffatt).

IV. Librarian Sobba presented her report. Circulation is up. Items sent with the courier continues to increase. Postage costs are still higher than normal due to a courier glitch. The Caffeine & Colors adult program will most likely end soon due to poor attendance.

V. No minutes were received from the Walker Art Committee.

VI. The annual book sale in April generated around \$700. The FOL will again provide funds to help support the summer reading program. They are also considering an October walk/run event where participants would wear costume: the Monster Mile.

VII. A. Two bids were returned regarding the refinishing of the 6 original interior library doors. Pending clarification with Darwin Hamilton about the estimated additional cost of kick plates, board members voted to accept his initial bid of \$1520 (doors only). If his total estimated cost exceeds the second bid submitted (Niels Rytter), the Board will re-evaluate.

B. Library personnel issues continue to arise. The good news is that Candy Bond has been in place as Adult Programming Coordinator for the past month. Unfortunately Terry Snover, who took over as custodian, has had a family emergency and has taken an indefinite leave of absence. Shirley Benjamin is willing to resume cleaning duties in the meantime, and Ray Peine also offered to help if needed.

C. There is no further news from the local Kansas Dept. of Wildlife & Parks office regarding the opening of the Storywalk on the Prairie Spirit Rail-Trail. A Fall, 2019 grand opening may have to be considered.

VIII. A. The library has received around \$1400 funds from the Judy Brummel Memorial so far. Andrea has come up with several options for library improvements: replacement bulletin board for the lobby; refinish/reupholster of the lobby display case; hands-on manipulatives sets for the children's area; replacement desk for the computer in the children's area. Judy's daughter would definitely like a commemorative plaque purchased. Spending decisions will be made in cooperation with the family in the near future.

(cont'd)

B. The GPL Service Policy was amended:

- *Section I: Patron registration: Item 3: Required 24-hour waiting period after initial application for library card.* The Board approved deletion of this waiting period (Scheibmeir/Huettenmueller) SEKLS policy does prevent member libraries from issuing a card to a prospective patron if the system shows unpaid fines to another library. In this event, GPL staff will advise the individual to contact the library that posted the fines to resolve the matter before a GPL card is issued.

C. Andrea presented a goals flow chart to familiarize trustees with current short and long-term library goals. These goals will guide her as she begins preliminary work on the 2020 budget.

D. The following officers were elected to one-year terms on the GPL Board of Trustees (Scheibmeir/Moffatt):

- President: Mike Hermann
- Vice President: Sandra Moffatt
- Secretary: Jennifer Sibley
- Treasurer: Linda Huettenmueller

Trustees holding the offices of President, Secretary, and Treasurer are authorized signers on GPL bank accounts.

E. The usual library sessions will be held this month: Teen Tech, Remember When Wednesday (topic: graduations past), Caffeine & Colors, book discussion group.

F. The Library will be closed on Tuesday, 5/21/19 to allow staff to attend the SEKLS library bus tour. Connie and Cass will both be taking a week of vacation soon.

G. The next meeting will be held Tuesday, 6/4/19 at 5:30 PM in the Archer Room to avoid overlap with the first day of the summer reading program on Monday, 6/3/19

The meeting was adjourned (Scheibmeir/Yost).

Submitted by Jennifer Sibley, Secretary