

GARNETT PUBLIC LIBRARY BOARD

Meeting Minutes

Monday, February 5th, 2019

5:30 PM

Present: Betts Abraham, Jennifer Sibley, Linda Huettenmueller, Sandra Moffatt, and Mike Hermann. Also present: Andrea Sobba, Library Director.

I. Secretary's Report – The minutes were approved as submitted. (Huettenmueller/Moffatt).

II. Treasurer's Report – New bank statements for the Gifts & Memorials account and SEK State Aid account were not yet received. Statements from 1/4/19 were on hand; both check registers had been reconciled and were available for review. The Gifts & Memorials account earned \$1.20 in interest. The treasurer's report was approved (Moffatt/Huettenmueller).

III. Courier costs of \$2650.00 for the North East Kansas Library System will be partially covered by a grant from SEKLS. The remaining \$750.00 will be paid from the GPL postage line item. Payment of bills was approved (Moffatt/Huettenmueller).

IV. Librarian Sobba presented her report. Year-end statistics were summarized in the *Garnett Public Library 2018 Annual Report*, a new format that Andrea is adopting to help make patrons and the community-at-large aware of: the services the library offers; the frequency at which patrons are utilizing these services; and the estimated total value in dollars of circulated material and programs. Andrea also provided some infographics regarding GPL trends since 2010 in circulation, meeting room usage, internet usage, and daily patron numbers. The usual monthly statistics were available in spreadsheet format for January, 2019.

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

VI. No minutes were received from the FOL. The annual membership drive has concluded. π Day will of course be held again on 3/14/19 and each delicious slice of pie will cost \$2.50.

VII. A. Items purchased before the end of 2018 with surplus funds have been received. The mobile book cart (rather than fixed shelving) selected for display of additional audio books is now in place. Materials purchased for the ongoing labeling project are also being put to use. Spine labels are now color-coded and list the first and last name of the author to make materials both easier to find and to reshelve.

B. The Storywalk project is progressing on schedule.

C. Restoration of the interior library doors is on hold due to Tommy Lewis' relocation to a new home.

D. The remaining \$500 of the technology grant for updates to the library security system was recently received. This project is now complete.

E. No further theft of DVDs has been noticed by library staff at this time

F. Trustees reviewed page 3 of the *Material Selection and Collection Development Policy*.

- Under Section III: Weeding of Collection, a typographic error was corrected: "outdate" was changed to "outdated".
- Under Section IV: Gifts and tax exemption, paragraph three: "*The library reserves the right to decline either monetary or non-monetary gifts if inappropriate or unneeded by the library*" was amended to read, "*The library reserves the right to decline either monetary or non-monetary gifts if they are not in compliance with library policy or not needed by the library*".

Changes were approved (Abraham/Moffatt).

VIII. A. The library staff continues to experience some challenges. Cass is suffering from shingles and will require time to recover. Adult services coordinator Cindy Powell will be leaving the library in April. Stacey is still on leave from her custodial work due to injury but retiree Shirley Benjamin continues to fill in three days/week.

In discussing specifics regarding the 3% increase in library staff salaries at the January meeting, substitute staff member Jackie Gardner and seasonal gardener Butch Rockers were accidentally omitted. The Board recommended excluding Jackie's position from the increase but will consider allowing the increase for the gardening position when Butch is actually needed again.

- B. Current Board Treasurer Betts Abraham will complete her second consecutive term in April. There is also the possibility of losing the current president and vice-president due to employment changes. Denise Scheibmeier and Sharon Yost have expressed interest in serving on the Board. Andrea will ask one or both as needed to complete the application now required by the City of Garnett.
- C. The City of Garnett reception "Celebrating Community Champions and Everyday Heroes" will be held in the ACJSHS auditorium on 2/20/19 at 6PM. Board members are to let Andrea know if they will not be attending.
- D. The City is requesting an updated insurance quote for the library and its contents even though Andrea recently went through this process.
- E. Upcoming library events include: Remember When Wednesdays, Caffeine & Colors, Teen Tech, book discussion group, & adult reading program. There will also be a Scrabble tournament on 2/24/19 (teams of two).
- F. Library staff will attend two rescheduled trainings on homelessness and active shooter situations.
- G. The next meeting will be held Monday, 3/4/19 at 5:30 PM.

The meeting was adjourned (Huettenmueller/Moffatt).

Submitted by Jennifer Sibley, Secretary