

GARNETT PUBLIC LIBRARY BOARD
Meeting Minutes
Wednesday, December 5th, 2018 5:30 PM
(Monday, 12/3/18 mtg. rescheduled for lack of a quorum)

Present: Steve Markham, Jennifer Sibley, Linda Huettenmueller, Sandra Moffatt, Carrie Rulon, and Mike Hermann. Also present: Andrea Sobba, Library Director.

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

II. Treasurer's Report – Check registers and bank statements for the Gifts & Memorials account and SEK State Aid account were not available for review due to the Board treasurer's absence.

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

IV. Librarian Sobba presented her report.

V. Minutes were received from the Walker Art Committee for the months of September, October & November.

VI. The FOL annual meeting on Nov. 13th was not well attended this year. The FOL did sell 150 tickets for the Holiday Homes Tour held Sunday, 12/2/18. The annual membership drive will occur in January, 2019.

VII. A. The library will be below budget for 2018 partly due to employee salaries; an outside job training program covered Cindy's wages during her first five months at the library. Andrea will be looking to spend the remaining \$4000 in the book line item on new books. Budget funds can also be used to pay off the remaining \$2500 for security updates after the \$2000 SEKLS Tech grant was applied.

B. Work will continue on the Storywalk project along the Prairie Spirit Trail after January 1st. The project should be complete by Spring, 2019 and ready for use by area families.

C. The status of the interior door restoration remains the same.

D. Reuschhoff Security will be in the library 12/6 - 12/7/18 to install 7 new cameras in the following areas: circulation desk (facing patrons); coffee nook; genealogy corner; front entrance (facing street); west wing door to courtyard; rear of building; and another area yet to be determined. Andrea led board members on a tour of the library to seek input for the seventh camera site. This security update will provide the library with 16 security views, visibility of the nooks in the south connecting hallway, and a color camera in the Walker art gallery.

E. Despite retirement, Shirley Benjamin has been filling in 2 days/week cleaning for Stacey who is suffering from a broken arm.

F. Security images suggest that one patron may be taking DVDS from the library. Andrea is not ready to abandon the switch to having actual DVDs in their cases, but it is hoped that the security upgrades may provide staff with more conclusive evidence of any future theft.

G. After some discussion, the Board gave Andrea permission to spend up to \$3000 for end-of-year expenditures using funds remaining in the budget. Library staff generated a list of possible items that was presented to the Board: new fax machine; Meraki wireless internet usage counter; small book cart; 1-2 new public access computers; 32" monitor for expanded security views; book jacket film dispenser; staff coat rack; additional acrylic signage; Slatwell display trough.

H. Policy review was tabled due to meeting length.

VIII. A. At 6:50 PM, the Board adjourned to executive session for 20 minutes to discuss personnel issues (Markham/Hermann).

B. At 7:10 PM, the board reconvened with Andrea to discuss her positive yearly review and thank her for her continued commitment to the library.

C. *A Taste of the Holidays* will be held Wed, 12/12/18 from 11:30 – 1:30PM in the Archer Room. A light lunch will be provided as a thank you to library patrons.

- D. The library will close at 3PM on Christmas Eve and New Year's Eve (unless the City of Garnett closes earlier—the library will then close earlier to match the City).
- E. The next meeting will be held Monday, 1/7/19 at 5:30 PM.

The meeting was adjourned (Moffatt/Rulon).

Submitted by Jennifer Sibley, Secretary