

GARNETT PUBLIC LIBRARY BOARD

Meeting Minutes

Monday, November 5th, 2018

5:30 PM

Present: Steve Markham, Betts Abraham, 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/Moffatt).

II. Treasurer's Report – Check registers for the Gifts & Memorials account and SEK State Aid account were reconciled with recent bank statements and available for review. The G&M account earned \$1.14 in interest. The City budget sheet indicates the library will be below budget for 2018. Andrea is considering a small project to make use of the funds; perhaps replacement copies for well-loved books could be ordered. The Treasurer's report was approved (Sibley/Rulon).

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

IV. Librarian Sobba presented her report. Circulation numbers were up by 189! The library continues to receive donations for *Kansas Reads to Preschoolers*. The final SEK allocation of the year was received. The library averaged 10 patrons per hour for the month of October.

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

VI. The FOL are organizing the *Kansas Reads to Preschoolers* activities for November. The FOL annual meeting is scheduled for Nov. 13th at 7PM. The FOL are also sponsoring the annual holiday homes tour to be held Sunday, 12/2/18 from 1-4PM.

VII. A. The 6 globe lighting replacement fixtures for the original library area have been installed. They look very nice.

B. The 2019 budget submitted by library trustees is on track for final approval.

C. Andrea has determined that the Storywalk kiosk pages along the Prairie Spirit Trail will begin at Park Road and end at 1st Street. The project should be complete by Spring, 2019 and ready for use by area families.

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

E. The application for the SEKLS Technology grant was approved! The \$2,000 provided by the grant will be used to update and expand the library's current security system. The estimate from Reuschhoff Security was \$5826.00. The difference will be covered using remaining funds from the library's 2018 budget as well as funds from Gifts & Memorials.

F. Cindy has been gone since mid-Oct. with health concerns so the library has been short-handed at times. Andrea has hired Nancy Amaya for the Youth Services vacancy. Charlotte Lutz has filled-in periodically on a volunteer-basis during Sept. and Oct. The Board approved purchase of a \$50 gift certificate to show Charlotte its appreciation (Sibley/Abraham).

G. The library staff will continue to leave DVDs available for checkout in their cases on library shelves. So far, theft has not been an issue.

H. The wireless printer that was recently approved for purchase is working out well for the most part. It is compatible with most patrons' phones, tablets and laptops.

VIII. A. Andrea will speak to library staff for additional ideas in spending any funds left in the 2018 budget.

B. Review of *Material Selection and Collection Development Policy* included an amendment to the library's mission statement. Under item *I. Introduction, B. Mission Statement*, the word "technological" was added. The mission statement now reads,

“The mission of the Garnett Public Library, a tax-supported community resource, is to provide informational, educational, technological, and recreational services, materials and programs to users of all ages.”

- C. Upcoming library events include: Teen Tech on 11/17/18, *Caffeine & Colors*, *Remember When Wednesday* on 11/14/18 (topic: holidays). Book discussion group activities have been suspended until January of 2019 due to the demands of the holiday season.
- D. Nancy will be attending a storytime workshop on 11/16/18. Andrea will be taking a personal day this month.
- E. The next meeting will be held Monday, 12/3/18 at 5:30 PM.

The meeting was adjourned (Sibley/Moffatt).

Submitted by Jennifer Sibley, Secretary