

GARNETT PUBLIC LIBRARY BOARD

Meeting Minutes

Monday, January 7th, 2019

5:30 PM

Present: 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/Rulon).

II. Treasurer's Report – New bank statements for the Gifts & Memorials account and SEK State Aid account were not yet received. Statements from 12/7/18 were on hand; the Gifts & Memorials account earned \$1.57 in interest. The treasurer's report was approved (Sibley/Moffatt).

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

IV. Librarian Sobba presented her report. She related library statistics with regard to December, 2018 as compared to December, 2017. She will present the 2018 end-of-year statistics at the February meeting.

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

VI. The November minutes were received from the FOL. The annual membership drive will occur in January, 2019.

VII. A. To reduce the amount of carryover from the 2018 budget, Andrea was encouraged by City Manager Weiner to spend around \$5000 on needed items. Although Andrea did not purchase any "big ticket" items, she did find a mobile book cart (rather than fixed shelving) for the audio books. She also purchased \$1200 in materials for a labeling project to be spearheaded by staff member Cass Smitheran.

B. Andrea will accompany the trail representative to see the progress on the Storywalk project along the Prairie Spirit Trail. There is a possibility that there will be a memorial donation made to match the original \$1700 SEKLS Dream grant.

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

D. Reuschhoff Security has installed additional cameras in the library. Andrea reports that the clarity is much improved with the new cameras.

E. The patron suspected of taking DVDs from the library has returned 10 missing DVDs with the aid of a family member; however, Andrea has restricted the patron's check-out status in Garnett & Iola—both public libraries that the patron frequented.

F. Trustees reviewed page 2 of the *Material Selection and Collection Development Policy* under Section II: Guidelines for Material Selection. No changes were made.

VIII. A. Andrea presented a library goals flow chart for 2019. Board members added the higher-priority goals to Andrea's evaluation form for final submission to the City of Garnett. Most pressing is the update and weekly maintenance of existing social media pages. Andrea hopes to then use these channels to obtain suggestions for future library programs from the online community.

B. A 3% increase in library staff salaries was originally approved by the Board when the 2019 budget was sent to the City of Garnett in July, 2018. Staff changes since that time required further discussion on this matter. The Board voted in favor of a 3% wage increase for all current employees with the exception of custodian (Abraham/Rulon). When the current custodian (Stacey) returns to work on a regular basis following recovery from her injury, the Board will revisit the matter on her behalf.

C. Upcoming library events include:

- Remember When Wednesdays: Bring an object for show & tell on 1/9/19
- Caffeine & Colors: Wed., 1/16/19
- Adult Reading Program Kick-Off Party: Mon., 1/21/19

- Book discussion group: Wed., 1/23/19
- D. The library will close early on 1/22/19 to allow staff to attend active shooter mitigation training. Connie and Andrea will attend upcoming homelessness training in Iola. They will be looking for possible solutions to situations that are also occurring in the Garnett community and affecting library patrons.
- E. The next meeting will be held Monday, 2/4/19 at 5:30 PM.

The meeting was adjourned (Abraham/Huettenmueller).

Submitted by Jennifer Sibley, Secretary