

GARNETT PUBLIC LIBRARY BOARD
Meeting Minutes
Monday, December 2nd, 2019
6:00 PM

Present: Sandra Moffatt, Jennifer Sibley, Jordan Hall, Linda Huettenmueller, Sharon Yost and Mike Hermann as well as Library Director Andrea Sobba.

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

II. Treasurer's Report – Check registers and bank statements were available for review for the SEK State Aid and Gifts & Memorials accounts. Interest in the amount of \$1.88 was paid to the Gifts & Memorials account. Andrea reported that there is \$18,000 – \$20,000 left in the 2019 budget. Possible uses include: purchasing remaining furniture from SEKLS grant proposal; new copier; potential encumbrance toward Spring, 2020 roof recoating. Andrea will meet again with Manager Weiner to decide.

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

IV. Librarian Sobba presented her report. Highlights included: 5 storytime sessions; a well-attended 3rd/4th grade book discussion; 5th -8th graders constructed freestanding circles from Pringles potato chips; 3 adult programs with 63 attending. The regional courier system is experiencing problems again, but the library will be reimbursed postage costs for the 2 boxes of books that came through the mail rather than the courier.

V. Minutes were received from the Walker Art Committee. Members are working on a policy for the acceptance and installation of outside exhibits.

VI. The FOL recently sponsored another grocery BINGO which attracted over 30 people, doubling the previous attendance. The FOL annual meeting with guest speaker and refreshments was successful. The annual Holiday Homes tour is scheduled for Sunday, 12/8/19. Holy Angels will be the featured church this year.

VII. A. FOL has agreed to cover costs for the update to the AWE computer in the children's section (less the \$370 remaining from the Judy Brummel Memorial).

B. Andrea has ordered the following items to partially update the magazine corner: two red club chairs, two hardback chairs, one small magazine rack.

C. Andrea now has a list of recommended companies for repairs to the stained glass window in the foyer. She will be contacting them for estimates.

D. The computers that will replace those currently used by Andrea and Connie have still not yet arrived.

E. Andrea provided board members with a preliminary overview of the 2020 budget.

F. Charlotte Lutz has been hired as the new Young Adult Services Coordinator. The Board approved a \$9.15/hour starting wage due Charlotte's previous efforts filling in for library story hours and teen scene events (Sibley/Huettenmueller). She will start in her new position on 12/4/19.

G. Andrea has decided to attend the 2020 PLA conference in Nashville. By taking advantage of the "early bird" registration discount, she can use 2019 funds to cover costs and enjoy a reduced registration fee. She still may receive an SEKLS grant to partially cover the cost.

VIII. A. Discussion of adjusting the monthly Board of Trustees meeting date and time was tabled until all members could be present.

B. Board members reviewed "**X. Internet Access Policy, 5. Objectionable material**" and CIPA compliance with no changes recommended.

C. *Taste of the Holidays* will be held Wed., 12/11/19 from 11:30-1:30 in the Archer Room. Library patrons are invited to stop by for a light lunch and a chance to visit. There will be a potato bar and holiday goodies to enjoy.

D. The library will close for Christmas Day and New Year's Day.

- E. Board members moved to executive session for 20 minutes to complete an evaluation of the library director (Sibley/Yost). The meeting was reconvened to request an additional 10 minutes of executive session to finish the evaluation (Huettenmueller/Sibley).
- F. The meeting was reconvened to discuss final needs regarding end-of-year staff bonuses (Sibley/Huettenmueller). Trustees approved a \$50 bonus for long-time substitute Jackie Gardner if not possible through the City of Garnett (Sibley/Hall).
- G. The next meeting will be held Monday, 1/6/19 at 6:00 PM in the Archer Room.

The meeting was adjourned (Yost/Hall).

Submitted by Jennifer Sibley, Secretary