

GARNETT PUBLIC LIBRARY BOARD

Meeting Minutes

Monday, February 5th, 2018

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

- I. Secretary's Report – Minutes from the 1/2/18 meeting were approved (Abraham/Moffatt).
- II. Treasurer's Report – The January statements for the SEK account and the Gifts & Memorials account were available for review. Both accounts had been reconciled by Treasurer Abraham. The Gifts & Memorials account had earned \$1.38 in interest. The report was approved (Moffatt/Sibley).
- III. Trustees reviewed the City of Garnett Library Fund report. Andrea advised that pending an update of the software template, the City's statement currently reflects 2017's beginning budget amounts less expenses incurred in 2018. Payment of bills was approved (Abraham/Rulon).
- IV. Overall circulation was down 412 as compared to January, 2017. Average daily patron numbers remain constant. A Valentine-inspired display near the circulation desk, *Cupcakes & Beefcakes*, encourages patrons to register for the chance to win a dozen custom cupcakes. Andrea informed the Board that the City of Garnett is switching to Wolken Heating & Plumbing after many years with an Ottawa-based business. The library's unique mechanical issues will need to be made known to the new contractor.
- V. A. Walker Art Committee minutes were not received, but Andrea related that an inventory of the City art collection (separate from the Walker Art Collection) has begun. The City collection is currently underinsured. Members hope a current appraisal will result in updated insurance coverage.
- VI. A. FOL held its annual membership drive during January. The library tote bag promotion worked well.
- VII. A. Andrea has sent a letter from Board of Trustees V-P Mike Hermann to Mayor Cole recommending Steve Markham's reappointment to the library board when his current term expires in April of this year.
B. The mini-makeover for the courier area in the staff office is nearly complete. Improvements were made at minimal cost using mostly repurposed materials.
- VIII. A. The Independence Library is offering to share its *Hidden Figures* display with other system libraries. The Garnett Public Library will host the display in Fall, 2018. The library will offer a book discussion and a possible showing of the movie in conjunction with the display.
B. To meet criteria required for increased SEK allocation, Board members will attend SEK training on Kansas public library budgets. Training sessions are currently offered on Tuesday, 2/20/18 in La Cygne or Tuesday, 3/8/18 in Iola. Both sessions run from 6-8PM. Trustees Huettenmueller, Abraham and Sibley plan to attend the La Cygne training.
C. Andrea reported that Garnett Public Library qualified for an increased allocation of 85% from SEK for 2018. This amounted to an additional \$5,077.90 above the regular allocation of \$5974.00.
D. The 2019 library budget is to be submitted to the City of Garnett in May. Library board discussion and approval will need to be completed in April.
E. The insurance value for the Garnett Public Library building was determined to be \$2 million + \$500,000 for the contents (with a \$3,000 deductible). The value for the Walker and City art collections would also need to be considered when appraisals have been updated. Andrea is wondering if alternate insurance coverage might result in a yearly savings for insurance costs overall.
F. Library staff member Sharon Rocker will retire during 2018. Andrea and the Board discussed the impact that her departure will have on the library. The board discussed the hire-in wage for her replacement as well as a pay increase for the lowest paid employee to ensure her wage reflects her years of service as compared to that of a new hire. Even taking these two things in consideration there will be an overall

savings due to Sharon's higher hourly wage due to her many years of quality service. Further action will await Sharon's decision regarding the effective date of her retirement. The Board also approved a cost of living raise for Jackie Gardner. She works approximately 40 hours/year as a substitute when regular staff is unavailable (Sibley/Moffatt).

G. Upcoming library events include: *Teen Tech* after school; *Brainy Babies* with help from the Extension Office; the adult reading program; *Caffeine & Colors*; *Remember When Wednesday*; *Girl of the Limberlost* book discussion; FOL puzzle and board game resale; FOL timed jigsaw puzzle contest; Breakout.edu escape challenge at ACJSHS library.

H. Katy will be attending a summer reading program workshop in February. Andrea is scheduled to attend *Big Talk from Small Libraries* in Iola in late February.

IX. The meeting was adjourned. The next meeting will be held Monday, 3/05/18 at 5:30 PM.

Submitted by Jennifer Sibley, Secretary