

GARNETT PUBLIC LIBRARY BOARD

Meeting Minutes

Monday, June 4th, 2019

5:30 PM

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

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

II. Treasurer's Report – Newly elected treasurer Linda Huettenmueller reported that the Gifts & Memorials account earned \$1.52 on the April statement and \$1.24 on the May statement. Check registers and statements for both the SEK State Aid and Gifts & Memorials accounts were reconciled and available for review.

III. Payment of bills was approved (Sibley/Huettenmueller). Andrea noted that the \$400.00 to be paid to Midwest Cleaning was for carpet cleaning in the Archer Room and Walker Art Gallery following recent torrential rains. Water had entered through the emergency exit doors on the west side of the library and left noticeable stains in the carpet. Rueschhoff Security is owed \$590.35 for replacement of a faulty camera in the Walker Art Gallery.

IV. Librarian Sobba presented her report. Circulation is down as compared with May, 2018.

V. Minutes were received from the Walker Art Committee. The Garnett Art Collection has grown and the insurance value should be updated accordingly. Frank Martin built a new storage cabinet for the artwork in the curator's room. As of April 18<sup>th</sup>, no graduating senior had yet applied for the committee's yearly scholarship.

VI. The FOL have at least 100 active memberships this year. The annual ice cream social will be held at the Depot on Thursday, 6/13/19 at 7PM. The community band will once again provide music.

VII. A. The SEKLS library bus tour was attended by Andrea and most of the staff. Ideas from other libraries that Andrea would like to try here included an outdoor movie during the summer and grocery BINGO. Andrea's dream of a dedicated quiet room within the library space continues as well.

B. Darwin Hamilton is currently working on the library's office doors. His original bid was accepted and the library is purchasing the kickplates separately for Darwin to install.

C. Library custodian Terry Snover was unable to return to work. Shirley Benjamin has been cleaning 3 days/week on a temporary basis but Andrea would like someone on a permanent basis who can work more days a week. Butch Rocker has resumed seasonal work on the library grounds but currently earns only \$8.41/hour --less than the custodial wage. The Board agreed to raise his wage to \$9.00/hour (Sibley/Huettenmueller).

D. Rain and storm damage on the Rail-Trail has put installation of the kiosks needed for the Storywalk on hold. The Storywalk project was funded in part by a dream grant from SEKLS. Andrea will need to check with SEKLS Director Roger Carswell regarding the grant's window for completion and the ability to wait for the KS Dept. of Wildlife and Parks to resume work on the project.

E. Part of the funds received from the Judy Brummel Memorial have been earmarked for the refurbishing of the display case in the main foyer. Two bids were submitted for the project: Niels Rytter, \$960; and Eileen Poss, \$396.94. The Board accepted the bid from Eileen Poss (Sibley/Yost). The need for upholstery, lighting and a memorial plaque will be addressed later. Andrea is still considering manipulative play stations for the children's area to round out Judy's memorial gift.

VIII. A. The library's air conditioning unit is 15 years old and has been experiencing problems lately. Wolken Plumbing & Electric, Inc. recommends a new unit for overall efficiency and availability of replacement parts. The current unit should run okay for now, but purchase of a new unit may be necessary sooner rather than later.

- B. Replacement carpet squares were available to replace those affected by the flooding mentioned earlier.
- C. City of Garnett department heads met to discuss disaster planning. The library will need to have a plan in place for the preservation of the Walker Art Collection and the collection of local history books & materials.
- D. City Manager Chris Weiner would like the 2020 library budget to stay just above \$200K to ensure that eligibility for state funds is guaranteed. Andrea presented the Board with the 2020 budget estimates for the library. She specially noted: the need to update insurance coverage for the Walker & City of Garnett art collections; an increase in the courier rate; the need to replace two computer stations each year to keep things current; anticipated updates to the office furnishings; and a proposed staff salary increase of 3%. The Board agreed to accept the budget for submission to the City of Garnett (Sibley/Huettenmueller).
- E. The summer reading program enrolled 90 youth patrons on its opening day. A trip to the Powell Observatory in Louisburg is planned as part of the teen scene programming. There will an upcoming book discussion for adults.
- F. The annual SEKLS meeting will be held at Iola High School on 6/7/19.
- G. The next meeting will be held Monday, 7/1/19 at 6:00 PM in the Archer Room.

The meeting was adjourned (Sibley/Yost).

Submitted by Jennifer Sibley, Secretary