

Minutes, Garnett Public Library Board of Trustees, Monday, Oct. 3, 2016 5:30 p.m.
Nancy Horn, president, presiding; Betts Abraham, Mike Herrman, Linda Huettenmueller, Steve Markham, and Cleon Rickel. Also attending Andrea Sobba, library director.

I- Motion by Abraham to accept the secretary's report, second by Huettenmueller. Board approved.

II-Treasurer's Report.

Librarian Sobba presented treasurer's report and copy of city budget figures. Trustees examined memorial checkbook and disbursements.

Motion by Herrman to pay bills, second by Markham. Board approved

III-Approval of Bills

Motion by Rickel to pay bills, second by Herrman. Board approved.

IV-Librarian's Report

Librarian Sobba reported on library circulation, financial and other data for the month.

V- Trustees reviewed Walker Art Committee minutes and Taste and Talents project.

VI-Friends of the Library

A. Librarian Sobba discussed the 30th anniversary party for Friends, which will be Nov. 4 at Knights of Columbus Hall. Ken Church, a Mark Twain re-enactor, is scheduled to perform; and the Holiday Homes Tour Dec. 4.

The Friends were also interested in buying a charging station and have bought a literature stand, Sobba reported.

VII-Old business.

A. Librarian Sobba discussed the process of creating a capital improvement fund in the library budget. Money left over in the library's budget at the end of the year would be rolled over into the capital improvement fund, which would be saved for major equipment purchases or construction projects.

B. Librarian Sobba reported repairs by Adamson's Brothers to the air-conditioning system appear to be working.

C. Trustees relayed information they learned from library training workshops they attended, including the need for a formal library trustee manual (which the Garnett library has) and new-trustee orientation, establishing capital outlay funds, procedures for dealing with challenges to books (which the Garnett library has), ideas for getting people and communities more involved in the library, wireless hot spots (which the Garnett library has), marketing on social media, and advocating for libraries with elected officials.

D. Library policies discussion delayed.

VIII-New Business

A. (Addition to agenda) Librarian Sobba reported staff is using hand-held scanners to inventory book collection and found some small catalog errors.

B. (Addition to agenda) Librarian Sobba reported the Southeast Kansas Library System has extra money in its budget and will allocate an additional \$1,900 to Garnett Library.

C. (Addition to agenda) Librarian Sobba reported she attended a seminar on weeding books from young adult and children's collections.

D. Heard that a staffer would be absent a week for surgery and that Librarian Sobba would attend a three-day session of the Kansas Librarians Association.

E. Next meeting to 5:30 p.m. Monday, Nov. 7.

Adjourned by President Horn.

Respectfully submitted by Cleon Rickel, secretary