GARNETT PUBLIC LIBRARY

BOARD MEETING

Monday, October 9, 2023

Present: Librarian Andrea Sobba, Linda Huettenmueller, Karen Katzer, Sharon Yost, Sandra Moffatt, Rachel Dougherty, Cass Smitheran. Absent: Mike Hermann and Mayor Jason Sheahan

1. SECRETARY’S REPORT: Motion was made and seconded to approve the minutes as presented (Katzer/Yost). Motion carried.
2. TREASURER’S REPORT:
3. We’ve spent approximately 61% of our budget. We’ll probably go over on gas and electric.
4. Mowing is almost done. The food expense is for the staff work day, programs, and supplies. USI is where we get the laminate.
5. Nothing to note on the petty cash sheet.
6. Money bag sheet lists $8.25 received by credit cards.
7. Expenses and income for Gifts & Memorials fund. The stained glass window is not yet done. Amazon is for office furniture, amount to be paid to Andrea is for things she bought at Office Depot when she was in Wichita, they had a sale she couldn’t resist so used her personal credit card. Plus the charge for the ARSL conference. We should get partially reimbursed for her ARSL and KLA conferences from SEKLS in November. The ARSL conference was good, there was a lot on book banning but she got some ideas that will probably be used later. It was good to reconnect with people and hear that they have the same struggles.
8. SEK & State Aid balanced. We should have $951.73 after paying today’s bills. We will get one more SEK Allocation of about $3,000.00.
9. Gifts and Memorials fund – what’s in red is what was done last month but wasn’t included on this report at that time. $8.25 KanPay, $14.31 interest. We have $38,390.15 in this account. We used the rest of Evelyn Blubaugh’s and Vivian Fink’s Memorials for the Stained Glass Window. The rest of the payment to Eileen Poss was taken out of the Miscellaneous and Donations lines.
10. APPROVAL OF BILLS: Motion was made to approve payment of the bills (Yost/Katzer) Motion carried.
11. CITIZENS: There were no additional citizens in attendance.
12. LIBRARIAN’S REPORT: Circulation was again down but eBooks and Audios were up, mostly Audios. Storytime included going to Head Start. Young Adult program was making a pumpkin launching machine.
13. WALKER ART COMMITTEE: They’re going to take the bike sculpture away to possibly display at the Depot. They also judged the photography contest.
14. FRIENDS OF THE LIBRARY COMMITTEE REPORT:
15. They do have three homes for the Homes Tour: Wayne & Mary Hodgson, Casey Smith, and a house in the Lakeview Addition. The Nazarene Church will host the services. This will be the 1st Sunday in December. They also held Grocery Bingo and the eRecycling that was discussed at our last meeting. There will be a Humanities Council speaker from the Oz Museum in Wamego for the Annual Meeting. Solar Eclipse is on Saturday. They did donate to the Community Fund.
16. OLD BUSINESS:
17. SEED grant – The current grant is all done, paperwork is all submitted, and we spent all the money. The new grant will be for $25,000.00 but the person in charge of gathering all the applications together is gone so we’re not sure who will do this and how it will go. If four groups submit applications, we won’t get much. We have to match 10% so if we get $8,000 we will spend our own $2,000.00. The staff is wanting to get a meeting room pod where people can go for confidential meetings, quieter study time. It would have 2 seats and a table, outlets, ventilation fan, and is soundproof. It could hold 4 people. Discussion was held about the pod and how much we would be willing to fund if we don’t get much from the grant. A motion was made to authorize the use of library funds up to $5,000 to use with whatever SEED grant money we will be awarded, to purchase the pod. (Katzer/Smitheran). Motion carried.
18. SEK Facilities grant – Members took a tour of the corner of the library that will be changed using this grant. Jen Sibley helped Andrea with the ideas and a color picture of the suggested changes was given to all. The pole will be covered with downloadable prints. Wall will be painted a blue color, juvenile non-fiction books and graphic novels will be moved to a low shelf. The computer table will be narrower and we’ll add a low table and 3 chairs. The genealogy portion will stay in the northeast corner of the library which is also where the pod will go if we get that. The changes will make the young adult section more inviting for them. The grant is for $5,000 with a 25% match, which would mean we’d use $1,250 of our money for a total of $7,250.00. Andrea is at $8,000 now. The grant is due tomorrow.
19. Certificate of Deposits – When we started creating these CDs, we were told they would be 7 month CDs but we got 6 month CDs. We have two CDs now with $10,000 each, one opened in June and one in September. So the June CD will come due again in December. We discussed whether we want to create another new CD in December or wait for a different month. Rates now are at 4%. It was decided that we’ll wait until our December meeting to make the decision, it should be due the Friday after that meeting and then we’d have 10 days more to get it done.
20. Cataloging Position – Connie Mead is going through training and is doing good.
21. KOMA Training – If anyone has not watched this video about meeting procedures, they were encouraged to do so.
22. Stained Glass Window – The old lights were not bright enough so Andrea got new ones, but the plug-in is not big enough for them, it gets really hot. Troy from the City is supposed to come and look at it.
23. Office work day – This went well. All of the staff were there as well as volunteers. They shifted the Large Print books, moved shelves, shortened shelves, took some corner shelves out. They could use more days of work like that one so may do this yearly.
24. Office Furniture – Connie Fagg’s new desk is here and Andrea has a cabinet to put with her desk. At our last meeting we authorized $2,500 to $3,000 and she is now at $2,400.00.
25. NEW BUSINESS:
26. Holiday Closings - Veterans Day is November 10 which is a Friday, and the City and Library closes on that day. Andrea asked if we should close on the 11th. Also for Thanksgiving, we’re closed on Thursday and Friday, should we close on Saturday, too? Motion was made to close the library on Saturday, November 11th, and also on Saturday, November 25th. (Dougherty/Huettenmueller). Motion carried.
27. Upcoming Events –They were listed on a calendar given to all. This Saturday is “Solarbration” - watching the Solar Eclipse from 11:30 to 12:30. Everyone will receive special glasses. 17th is an In-service Day, they’re going to Iola. The 21st is the new Cemetery Walk where they will talk about famous people such as the first one buried there, the person who founded Garnett, Granny Ray’s burial plot. They’ll also talk about different symbols on the tombstones, what they mean, and how tombstones have changed. And Connie will discuss the Find a Grave app.

The meeting was adjourned (Katzer/Yost) at 7:20 p.m. Next meeting will be November 13th at 6:00 p.m.

Linda Huettenmueller, Board Secretary