



**CANEY CITY LIBRARY BOARD MINUTES**  
**February 26th, 2020**

**Board met in regular session. Meeting was called to order by President Cheryl Fentress at 6:12 pm. Roll call was taken by Karen and the following members were present:**

**President:** Cheryl Fentress

**Vice President:** Chelsy Kirchner

**Secretary:** Karen Miller

**Treasurer:** Laurie Myers

**Board member:** Lorraine Kelly

**Library Director:** Jennifer Rosson

**Members of the Public:** Two members of the public in attendance (Ginger Harmon, Pamela Earnest)

**Review Agenda:**

**Motion was made by Chelsy; seconded by Karen to approve the agenda, 5-0 Motion carried.**

**Consent Agenda:** The following items were on the consent agenda:

1. Meeting minutes from January 28, 2020 were reviewed.
2. Approved Bills and Payroll in the amount of: \$8,498.92
3. Expenditures: \$4,915.62
4. Payroll: \$3,583.30
5. Treasurer's report: \$52,004.40

**Motion was made by Chelsy; seconded by Laurie to approve consent agenda, 5-0 Motion carried.**

**Public Comments:** none

**CanKan Report:**

- Chelsy attended the meeting.
- March 17, 2020 is next CanKan meeting (general meeting) 7:00 p.m. at the library.
- Goals is to do a membership drive and get more members; the goal is to keep CanKan alive!

**Old Business:**

- Purchase Memorial Leaves

- We need to table this again to allow time for next CanKan meeting to take place.
- Until then, we can't take any more donations at this time.
- Transfer Money (Capital Improvement account)
  - We are \$10K ahead today of where we were this time last year.
  - Chelsy: At CanKan meeting, they discussed the same thing...doesn't look good to have too much money on hand.
  - We all agree we should do this. The question is, how much to devote to Capital Improvements?
  - \$5,000 was discussed. That would leave some nice padding outside of our already existing savings account for any emergency that comes up.
  - Reiterated that it needs to be for permanent improvements.
  - Jennifer mentioned that signatures will be required, so let's cover that now.
  - **Motion was made by Karen that we open a Capital Improvement Fund with an initial deposit of \$5,000 that could be accessed by the Library Director, President, and Treasurer; seconded by Laurie; 5-0 Motion carried.**

### New Business:

- Janitor:
  - Brennan has been helping out at the library in this capacity.
  - His case manager requested that he work here.
  - We could probably only give him 8 hours/week at \$7.25 an hour
  - Gross \$2,784/year
  - This expenditure is not currently in budget; discussion of how to cover this employment.
  - We have \$764 more in allocation money this year.
  - Plus, there is \$600 for health insurance that Jennifer had budgeted for the year that's now covered by Jennifer's raise.
  - He's only allowed to work 10-15 hours/week. Would likely not be a long-term job for him.
  - Discussion of posting the position so others can apply as well.
  - **Motion was made by Karen that the library create a janitorial position consisting of approximately 8 hours of works per week, paid \$7.25 per hour, to be advertised in local media for two weeks; seconded by Cheryl; 5-0 Motion carried.**
- Limit Patron Checkout
  - Jennifer reported that a patron has recently not been returning checkouts to the library; they have a high fine; this has happened before with this same patron. The patron has done this at other libraries in the area ("library hopping").
  - Discussed whether a discretionary limit can be placed on patrons who repeatedly accumulate high fines.
  - Current policy was discussed.
  - An egregious amount of fines is \$20. Limit will be check out of only 1 item per person on the account at a time.
  - **Motion was made by Cheryl that we add to the library policy that patrons who have accumulated fines in excess of \$20 will be limited to 1 check out item per person on the account. Seconded by Karen; 5-0 Motion carried.**

### LIBRARIANS REPORT:

- Bills: Signed by members
- Timesheets: Signed by members
- Received Materials Delivery Grant: We received \$2,300.
- Received 1<sup>st</sup> Quarter Allocation: Was more than Jennifer had anticipated.
- Received 1<sup>st</sup> Quarter money from the City.
- Urinal in men's bathroom
  - M&M Plumbing assisted.
  - Riley showed Jennifer how to turn off the water for future reference.
  - Fitting or gasket was going bad; will make plans to repair.
- Patrons noticed odd behavior
  - Patrons were sitting in West window
  - Noticed a man outside who looked like he was carrying a rifle.
  - Jennifer and staff kept an eye on him. He walked around the area and then headed downtown.
  - Discussion of needing an active shooter plan.
  - We should see what other libraries do in the way of a plan.
- Puckett Foundation
  - Children's programming and books; \$1,000 after the 1<sup>st</sup> of the year typically.
  - We didn't get that this year...we usually do get this funding.
  - Jennifer will look into why we didn't receive this.
- Race Car Day
  - Will be May 2, 2020.
  - Need help serving food and keeping count.
- Will Stuck
  - Coming in July 22, 2020
  - Will do a program for us!
  - We have some Arvest funding left to put toward his program.
- Cabinet
  - Lorraine spoke with Toni Scimeca, and she is going to donate a cabinet to the library!
  - NHS students at high school should be able to help us move crafts to new location in library.
- Book Fair
  - Starts April 1, 2020.

**ADJOURNMENT:**

**Motion was made by Chelsy; seconded by Cheryl to adjourn the meeting. 5-0 Motion Carried; meeting adjourned at 7:12.**

**ATTEST:**

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**Cheryl Fentress, President**

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**Jennifer Rosson, Director**