



CANEY CITY LIBRARY BOARD MINUTES
January 28th, 2020

Board met in regular session. Meeting was called to order by President Cheryl Fentress at 7:00pm. Roll call was taken by Cheryl 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, Ranetta Pfalser)

Review Agenda:

Chelsy added that she spoke with the janitor at CVHS regarding the water fountain filter; they weren't sure what to do regarding that situation.

Motion was made by Chelsy; seconded by Karen to approve the agenda, 4-0 Motion carried.

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

1. Meeting minutes from December 18, 2019 were reviewed.
2. Approved Bills and Payroll in the amount of: \$6,603.51
3. Expenditures: \$3,094.22
4. Payroll: \$3,509.29
5. Treasurer's report: \$22,790.28

Motion was made by Chelsy; seconded by Laurie to approve consent agenda, 4-0 Motion carried.

Public Comments: none

CanKan Report: Ranetta Pfalser addressed the Board.

- We're getting ready for March meeting, start of spring 3 months
- Elections are coming up for 2 of our officers
- 3 of our 4 officers are wanting to step down; just too busy with other things
- Concern is whether we can build back our membership

- To that end, we'd like to hold a meeting with officers and invite library and city council members (invitation only)
- We're an auxiliary, not an authorized group, but we'd like input.
- Meeting will be held Feb. 22 at 10:00 a.m. here at library
 - First thing: Do we dissolve Cankan? What do we need to do to pull more people in?
 - We need to discuss what will it look like if Cankan isn't bringing in our funding? How does that affect our library?
 - Lil' Mr. and Miss Christmas—would some other group like to sponsor this?
 - Open to any ideas!
 - It would be helpful if someone from library could come and bring funding information.
 - The Board thanked Ranetta and Cankan for the work Cankan has done. It has improved the quality of the library!

Old Business:

- Welcome to the Board, Lorraine Kelly! (Lorraine arrived a few minutes late due to attendance at a previous meeting that went long, which is why the votes from this point on will reflect 5 members)

New Business:

- 2020 GAAP Waiver:
 - Every year we are required to approve the GAAP Waiver that says we're conforming (is included in our audit).
 - Pursuant to KSA 75-1120(a)
 - Motion was made by Karen to approve GAAP Waiver; seconded by Chelsy; 5-0 Motion carried.
- Purchasing memorial leaves
 - We have 12 people who have donated \$\$ for a leaf, but we only have 11 leaves left, so we need to order more.
 - We need \$475 to purchase 100 leaves (that's the minimum that can be ordered).
 - Costs \$6.25 a leaf to engrave; we sell for \$25 each.
 - Cheryl asked, can we legally purchase these? We would make money off of them, which we cannot do.
 - CANKAN purchased the previous leaves.
 - Discussion of the proper way to purchase and then donate the leaves to the library.
 - We need to wait and see what the happens as a result of the CANKAN meeting.
 - Motion was made by Karen to table the issue; seconded by Laurie; 5-0 Motion carried.
- Microfilm Policy
 - Jennifer reported that our microfilm machine does not print. A patron recently was upset about this and requested that we send our microfilm to Independence because they have a digital printer, but we cannot do that.
 - We need to update our microfilm policy; the microfilms should not leave the building.
 - Motion was made by Cheryl that we have a policy that microfilm does not leave the building; seconded by Chelsy; 5-0 Motion carried.
- Vaping Policy
 - The question was presented: Should we add a "no vaping inside the building" policy?
 - Could be added to the current "no smoking" policy.

- Motion was made by Chelsy that we add “no vaping” to the current “no smoking” policy; seconded by Cheryl; 5-0 Motion carried.
- Proof of Residence Policy
 - Library staff recently encountered a situation with a patron who wanted to get her own library card because she’d left her husband, who had a fine that dictated no more check-outs.
 - She moved in with her mother when she requested her own card; a couple of weeks later, was back living with her husband.
 - Discussion of matter, and decision made to keep our current policy regarding proof of residence.
- Close for Summer Reading Workshop
 - Summer Reading Workshop is scheduled for Feb. 26 in Iola (Wednesday); the theme is “Imagine Your Story.”
 - All three staff members would like to attend, so they are requesting that the library be closed for the day so they can all attend.
 - Motion was made by Karen that the library be closed Feb. 26; seconded by Laurie; 5-0 Motion carried
- Fine Policy
 - Staff encountered a situation with a little boy from Coffeyville; at Coffeyville’s library, young patrons can “read off” their fines.
 - Does not include lost or damages items
 - Coffeyville allows a fine reduction of \$.10 for each minute read.
 - Discussion of this being a good new policy for our library; encourages reading!
 - Discussion of age cap; 12 years old and under
 - Does this “read off” need to be in the policy book? Yes, we think so.
 - Motion was made by Cheryl that Jennifer drafts a policy that allows children 12 and under to “read off” their fines at \$.10 per minute; seconded by Karen; 5-0 Motion carried.
- Transfer Money to Savings
 - We put \$5,000 in savings last year.
 - We’re about \$8,000 ahead of where we were last year (that includes savings, so we have approximately an extra \$3,000)
 - Discussion of the difference between savings and capital improvements.
 - Cheryl proposed that we put some of this money into capital improvements, i.e., a capital improvement fund. The public wants to see that we are improving things, not just saving money.
 - Discussion that a capital improvement has to be something that remains, that is physical.
 - Jennifer: We had talked previously about buying a new reader. But the state of Kansas is digitizing all the newspapers in Kansas. That’s taking a long time, however.
 - Purchasing a microfilm digitizer discussed. Expensive cost, around \$6,000.
 - Cheryl asked how often people request microfilm access. Staff reported, not very often, but there is heavier use during the summer.
 - How much should we put in capital improvements? Ranetta suggested look at what our deductible would be if a tornado hit, and double that amount.
 - Discussion of how much it would cost to replace the floors.
 - Motion was made by Cheryl that we table the surplus vs. capital issue for now; seconded by Karen; 5-0 Motion carried.

LIBRARIANS REPORT:

- Bills: Signed by members
- Timesheets: Signed by members
- Board member terms: Roger Cardswell advised that we just start over fresh from right now. Yea!
- Adjusted budget:
 - There were some places where too much/too little money was allotted. Jennifer just made some adjustments to balance things better.
- Director's Meeting:
 - Every 3-4 months, the directors in the area get together and discuss things. We hosted it this last time.
 - Handed out Chapstick doggies to all members and public present.
- Trustee Training:
 - Passed around the flyer
 - Karen mentioned that this is a concern for the City Council that we all get our training.
- Amazon savings:
 - Jennifer pointed out savings from coupons offered through Amazon (\$42.09).
- Cabinet for crafts:
 - Staff has been discussing getting a cabinet in the Learning Center for storage of crafts.
 - Chelsy mentioned that G&G Salvage had several storage cabinets.
- Camera batteries:
 - For security cameras
 - Staff spent \$186 for new chargeable batteries
 - Should last a while, and cheaper than buying new security system!
- Open for Gunny Sack patrons:
 - Discussion of offering the Learning Center as a new place for Gunny Sack gentlemen to sit and visit.
 - 10:00 and 2:00 are meeting times.
- Health Insurance:
 - Karen shared what Alicia Bartlett recommended—that Jennifer's salary be increased to cover her premium payments.
 - Discussion of how to handle increasing Jennifer's salary
 - Jennifer recommended waiting until after March after her Apple training is done, and we do the raise to reflect the training AND the health insurance at the same time.
- CIPA:
 - Children's Internet Protection Act
 - We need to review this.
- Mileage Rate increase:
 - Federal rate has gone up to \$.575 per mile.
 - We should use that same rate for mileage.
- Raise:
 - Every staff member should be considered for a raise after his or her one-year anniversary.
 - Jennifer did approve Pamela's \$.25 raise.
- Extra help

- Brennan Myers has been working for us to help him prepare for getting a job.

ADJOURNMENT:

Motion was made by Chelsy; seconded by Laurie to adjourn the meeting. 5-0 Motion Carried; meeting adjourned at 8:30.

Cheryl Fentress, Vice President

ATTEST:

Jennifer Rosson, Director