



**CANEY CITY LIBRARY BOARD MINUTES**  
**June 23rd, 2020**

**Board met in regular session. Meeting was called to order by President Cheryl Fentress at 7:03 pm. Roll call was taken by Karen and the following members were present:**

**President:** Cheryl Fentress

**Secretary:** Karen Miller

**Treasurer:** Laurie Myers

**Library Director:** Jennifer Rosson

**Members of the Public:** Six members of the public in attendance: Ginger Harmon, Pamela Earnest, Roger Carswell (Director SEKLS), Marilyn Nelson (President of CanKan); Jenna and Johnna Rosson.

**Not in Attendance:** Lorraine Kelley, Chelsy Kirchner

**Review Agenda:**

**Since a quorum was not present, no Motions could be made and voted on at this meeting; all Motions will be revisited at the July meeting.**

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

1. Meeting minutes from May 26, 2020 were reviewed.
2. Approved Bills and Payroll in the amount of: \$4,418.95
3. Expenditures: \$1,116.44
4. Payroll: \$3,302.51
5. Treasurer's report: \$37,339.99

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**Public Comments:**

- Roger Carswell was here on behalf of the SEKLS to present Jennifer with her certification for completion of the Apple Program.
- He explained the Apple Program and its purpose for training public library directors.
- Includes in-person meetings and online courses. Includes homework that is monitored.
- Allocation grant money is tied to Apple Program completion.
- Carswell presented Jennifer with her certificate, swag/gifts!

**CanKan Report:**

- Marilyn Nelson said they are in the process of getting the word out regarding the summer reading program, i.e. getting people signed up and ready to help with summer reading.

**Old Business:** None**New Business:**

- Petty Cash:
  - Auditor said the name of the account “Petty Cash” needs to change. All that goes into that account are Square payments (daily transactions such as fines, copies, etc). The account was set up that way.
  - Marilyn (as a former accountant) recommends that simplifying is better.
  - Has approximately \$700 in it, which is too much for “petty cash.”
  - **Since a quorum was not present, no Motions could be made and voted on at this meeting; all Motions will be revisited at the July meeting.**
- Printer:
  - We have the new specs for the printer.
  - Current lease is up in December of this year.
  - We’ll get more copies in the new proposal, and save overall about \$10/month.
  - **Since a quorum was not present, no Motions could be made and voted on at this meeting; all Motions will be revisited at the July meeting.**
- Vacation:
  - Would be easier to start the tally on January of each year, instead of the “annual” anniversary date currently being used for employees, which can fall anytime of the year.
  - Handbook will need to be updated.
  - Vacation and sick days could be tracked on paystubs, as well.
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- Lockbox on outside outlet
  - A patron uses the outside outlet consistently; leaves trash
  - A zip tie was used to keep the lockbox closed, but it was burned off twice.
  - Today, the police were called to address the situation.
  - Police will start monitoring the area regularly.
  - Police suggested a No Loitering sign.
  - Discussion of the staff’s ability to limit WiFi hours without a board vote based on their own discretion.

**LIBRARIANS REPORT:**

- Bills: Signed by members
- Timesheets: Signed by members
- Audit
  - Went well; got the City and Library done in one day!

- Soft Opening
  - We will continue this approach; patrons ARE using the curbside and computers.
  - Not a whole lot of other use yet.
- Summer Reading Program
  - Will start first full week of July.
  - Private facebook page is set up the participants can use.
  - We need people to help read stories on facebook.
- 4<sup>th</sup> of July
  - The Library will be closed on the 4<sup>th</sup>.

**ADJOURNMENT:**

**No Motion was made to adjourn to due lack of a quorum, but the meeting ended at 7:52 p.m.**

**ATTEST:**

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**Cheryl Fentress, President**

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**Jennifer Rosson, Director**