



CANEY CITY LIBRARY BOARD MINUTES
March 19th, 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

Library Director: Jennifer Rosson

Members of the Public: One member of the public in attendance (Ginger Harmon)

Not Present: Lorraine Kelley

Review Agenda:

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

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

1. Meeting minutes from February 26, 2020 were reviewed.
2. Approved Bills and Payroll in the amount of: \$4,889.59
3. Expenditures: \$1,546.32
4. Payroll: \$3,343.27
5. Treasurer's report: \$47,014.43

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

Public Comments: none

Old Business:

- CanKan Report:
 - The meetings that was supposed to be held on March 17 was cancelled due to COVID-19 situation. Should be rescheduled in the future after things settle and return to normal.
 - Jennifer consulted Roger Carswell, who said that boards and library staff can do fund raising, because in the end, it's the board that is responsible for the library's financing.
- Purchase Memorial Leaves
 - Jennifer took the 11 names up to Thornton for engraving.

- We only have 11 leaves, so the 12 one (Josh Sanders) will not be engraved at this time.

New Business:

- Raise for Library Director:
 - Jennifer has completed all of her Apple training—she turned in her last assignment last Friday.
 - At a previous meeting, the Board had agreed to give Jennifer a \$1.00 raise upon completion of her Apple training.
 - Jennifer and Ginger left room while Board discussed; all approved proceeding with the \$1.00 raise.
 - **Motion was made by Cheryl that Jennifer be given a \$1.00 pay raise effective with the April payroll; seconded by Chelsy; 4-0 Motion carried.**
- Janitor:
 - Position has been advertised.
 - Received two completed applications.
 - Board reviewed; one board member abstained due to family relation to an applicant.
 - **Since there is not a quorum present to vote on the matter, no action can be taken at tonight's meeting.**
- Printer/Fax Machine
 - Jennifer contacted printer vendor (Century Business Technologies) to see about updating our service contract for the ink; vendor sent a proposal for a new machine.
 - Current printer has been in our use for 6 years.
 - Proposed printer will be \$30 cheaper/month.
 - Board reviewed quote provided by vendor. Would like some clarification on a couple of small matters in the financial summary (reflect the volume we actually use).
 - Service payments are quarterly; lease payments are monthly; would also request that they provide the quote with the format clearly breaking down the month
 - **Motion was made by Cheryl that we table the printer/fax decision until we get some clarification on the finances from the vendor; seconded by Karen; 4-0 Motion carried.**
- Plan for the Library
 - 1) How long are we going to be closed? 2) How are we going to meet the public's needs? 3) Are we going to continue library staff payroll during this time?
 - Jennifer informed us that our courier service is suspended until 4/6/20.
 - A lot of area libraries are going to be closed for sure until end of March; beyond
 - Patrons have mostly just inquired whether we'll be open or closed and about late fees. All due dates have been pushed to April 15.
 - Ginger informed us that anything being turned in through the drop box is being treated with Lysol when it comes in.
 - Discussed some things other libraries have done; discussed best practices.
 - How long are we going to be closed? If we select a set date, it's likely to change.
 - **Motion was made by Karen that we inform the public that the library will be closed indefinitely until we are informed by public health officials that it is safe to reopen; seconded by Chelsy; 4-0 Motion carried.**
 - How are we going to meet the public's needs?
 - Jennifer recommended that we just keep everything out that's out and not release any more materials at this time that could bring germs into the library.

- Discussion of making materials/craft ideas/etc. available through our web presence.
- Are we going to continue library staff payroll during the shutdown.
- We discussed that the payroll is already budgeted throughout the year.
 - **Motion was made by Chelsy that we continue paying all library employees during the shutdown and that they continue turning in their hours during the month of April; seconded by Laurie; 4-0 Motion carried.**

LIBRARIANS REPORT:

- Bills: Signed by members
- Timesheets: Signed by members
- Book Fair cancelled
 - Was scheduled for April 1; has been cancelled.
 - Probably won't be able to do it this year.
- Quickbooks
 - Since we still have the 2017 version, we can't get certain benefits, but none of the benefits/services are anything we use.
 - Decision made to NOT pay more to upgrade to more recent version. The 2017 serves us just fine.
- Puckett Foundation
 - Pam and Jennifer wrote a letter to them and sent a brochure requesting funding.
- Audit
 - Jennifer contacted JGP; they are going to do it June 11, 2020 when they do the City's audit.
 - Jennifer gathering all the pertinent paperwork for them.
- 990 E-Post Card
 - Jennifer will be submitting this in April (has to be updated every 3 years, but Jennifer tries to submit it annually)
 - Maintains our tax exempt status
- Kansas Annual Report
 - Jennifer will be filing this in April (must be done annually)
 - Costs \$40
- Upon Reopening!
 - Chelsy suggested that we have a reopening celebration whenever we do reopen.
 - All agreed that would be a good idea.

ADJOURNMENT:

Motion was made by Chelsy; seconded by Karen to adjourn the meeting. 4-0 Motion Carried; meeting adjourned at 8:08.

ATTEST:

Cheryl Fentress, President

Jennifer Rosson, Director