



CANEY CITY LIBRARY BOARD MINUTES
May 26th, 2020

Board met in regular session. Meeting was called to order by President Cheryl Fentress at 6:15 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: Five members of the public in attendance: Ginger Harmon, Pamela Earnest, Fred Gress (City Administrator), Tommy Burke (Mayor), Marilyn Nelson, (President of CanKan). Mayor Burke participated in voting on Motions, which is why some Motions passed 4-0 and some passed 5-0.

Not in Attendance: Lorraine Kelley

Review Agenda:

Motion was made by Karen; 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 April 21, 2020 were reviewed.
2. Approved Bills and Payroll in the amount of: \$4,927.66
3. Expenditures: \$1,494.51
4. Payroll: \$3,433.15
5. Treasurer's report: \$42,027.49

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

Public Comments: None

CanKan Report:

- Marilyn Nelson introduced herself, New President of CanKan.
- We are always open to new members.
- Next meeting is in September.
- Please contact me if you have any questions.

- Cheryl expressed our appreciation of Marilyn's involvement.

Old Business:

- Janitor
 - We have a quorum since the Mayor is attending this evening.
 - Ginger has been vacuuming; running the water in the kitchenette, bathrooms.
 - Due to COVID, we really don't feel like now is the appropriate time to be pursue this hire.
 - **Motion was made by Cheryl that we not pursue hiring a janitor this year; seconded by Karen, 5-0 Motion carried.**
- March minutes
 - We need to correct the March minutes; they said March 17, 2020, but the meeting was actually held on March 19, 2020.
 - **Motion was made by Karen to correct the March meeting minutes to reflect a date of March 19, 2020; seconded by Laurie, 5-0 Motion carried.**

New Business:

- Budget:
 - Mayor Burke requested more copies of the detailed report in addition to the summary views.
 - Tech support budget shows an increase; Cheryl inquired. It was previously under-budgeted. Discussion of computer software updates.
 - Professional development is down because Jennifer just completed her Apple training.
 - Fred Gress addressed the board re: the income loss we're potentially facing. Was due to 2nd property tax payments; delinquency might be up. Motor taxes is where we'll be affected. 5.721 was our last mill levy rate; it's supposed to be 5.7.
 1. Experts are saying Sales tax is expected to go down; if that happens, real crisis on our hands.
 2. The City also did incur some expenses due to the COVID pandemic.
 3. The City also got some CARES money. But we have to work the new swimming pool expense into the budget.
 4. We will know more about the 20th of June because we get another tax distribution then and that will get us to about 80% of the annual tax revenue.
 5. We'll soon get some sales tax numbers, so we'll see how badly we got hit last month. Fortunately, most businesses didn't shut down, but we'll see what it looks like.
 6. At the end of the day, we can only give you what we get from the County.
 7. Be prepared to cut some of your line items.
 8. Our insurance is over \$4,000 a year; the City has continued paying for this, and it's likely to be something we will need to start paying. The City is on the title of the building, which is why they've been paying it.
 9. Timeline on budget preparation is also changing; in 2021 they are making some significant changes.

- Jennifer stated that when she made the budget, she did so with the hope that things will be back to normal. No other way to do it due to not knowing what the future will bring.
- Jennifer also mentioned that she and the staff have been trying to make small cuts on expenses wherever possible (buying fewer books and less expensive ones; etc.)
- Fred mentioned that the City is getting ready to issue bonds to address the sewer improvements.
- **Motion was made by Chelsy to approve the budget; seconded by Karen, 5-0 Motion carried.**
- Capital Improvement:
 - Discussion of the \$5,000 that was previously voted to be placed in a capital improvement fund and the fact that once the money is set aside in a such a fund, we can't use it for other purposes.
 - Discussion of setting the money aside in our savings account temporarily, at least to get us through the year in case the money is required, because the money would be retrievable (if needed) from the savings account.
 - **Motion was made by Karen to place the money previously earmarked for the Capital Improvement account into our existing savings account due to the financial uncertainty posed by the COVID pandemic; seconded by Cheryl, 5-0 Motion carried.**

LIBRARIANS REPORT:

- Bills: Signed by members
- Timesheets: Signed by members
- Reopening Plan
 - Fred Gress mentioned that we should consider reaching out to Rick Whitson from Montgomery County Emergency Management for supplies.
 - Jennifer consulted with Coffeyville and Independence libraries to see what they were doing.
 - The sneeze guards just arrived and are set up.
 - Cheryl asked about an appointment system as the next step of reopening; discussion of appointment system.
 - Discussed the need to make sure each slot has a time limit.
 - It was agreed by members that five patrons at a time is a good manageable number.
 - Cheryl stated that she trusts the staff to develop a reopening plan that works for them; other Board members concurred.
- Summer Reading Program
 - Planning has begun and an outline of programs has been developed.
 - The staff will create packets each week; the child will pick up the packet and take it home.
 - A secret Facebook page will be set up with story times, instructions for crafts, etc.
 - Online registration starts June 1.
 - Marilyn suggested the CanKan could help with the program (possibly provide treats).
- Courier
 - Last week the courier service started on a limited basis.
 - Next week (June 1) is when we start rotating books through the libraries.

- Mayor comments
 - The City Council would like to see all applications for Board members, not just who was recommended by the Library Board.
 - Praised our team for the good job they're doing.

ADJOURNMENT:

Motion was made by Karen; seconded by Chelsy to adjourn the meeting. 5-0 Motion Carried; meeting adjourned at 7:24 p.m.

ATTEST:

Cheryl Fentress, President

Jennifer Rosson, Director