

Coffey County Library Board Meeting
July 18, 2016
New Strawn Branch 6:00 p.m.

Board Members present: Lisa Kuhlmann, Sherry Fisher, Connie Kunkel, Sandy Meats, Tammy Rossillon

Board Members absent: none

Staff Members present: Brandon Hines, Monica Mader, Janet Birk, Cindy Stohs, Kristi Graham

Call to Order: The monthly meeting of the Coffey County Library Board was called to order at 6:02 p.m. by Chairperson, Connie Kunkel.

Introductions: None

Approval of Minutes: Sandy Meats moved to approve the June 20th, 2016 meeting minutes. Lisa Kuhlmann seconded the motion. Motion carried unanimously.

Correspondence: None

Treasurer's Report: Lisa Kuhlmann gave the Treasurer's Report.

Citizens State Bank Warrant Checking	\$	7,644.46
Citizens State Bank Money Market Account	\$	845,787.50
Citizens State Bank Special Fund Checking	\$	34,545.31
Amount pledged at Citizens State Bank	\$	820,118.69
Central National Capital Improvement CD # 7025414	\$	69,621.90

Lisa Kuhlmann moved to approve the bills for the period June 21, 2016 through July 18, 2016 paid by checks 25958-26025 from Citizens State Bank Business Checking Account in the amount of \$28,129.33; payroll electronically transferred from the Citizens State Bank Business Checking Account in the amount of \$52,290.83; and checks 2395-2401 from the Citizens State Bank Special Fund Account in the amount of \$5,179.28. Sherry Fisher seconded the motion. Motion carried unanimously.

Administrative Report:

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- A. Building Issues: The air compressor for the pneumatic controls in Burlington was replaced in June and one of the AC units in Lebo was repaired. The gazebo donated in memory of Pat Stukey should be installed the week of July 18th at the Waverly Branch.
- B. FiberBoard: Delays on gear shipped incorrectly in June is holding up the completion of the fiber project. The new completion date is looking like the week of August 8th. Video conferencing equipment and software is planned to be delivered and set-up by the end of the summer, but the fiber build will take priority. The Library is receiving the gear at the Burlington Branch as a part of an RUS grant.
- C. Staffing: The only current opening is for a part-time library assistant in LeRoy.
- D. e-Rate: USAC has yet to issue any funding commitment decision letters in response to CCL e-Rate bids.
- E. Public Wifi: In a joint effort with MT Networks, the library will take advantage of its existing network to offer free wireless internet at the Wild Blue BBQ and the County Fair.
- F. Email: Staff email was switched over June 30th to gmail.

Branch Reports:

- A. Janet Birk, Gridley Branch Director – The branch was very active during the Gridley 4th of July celebration. The branch hosted a magician and their float was awarded grand champion in the parade.
- B. Brandon Hines, Administrator – The City of Lebo sent a thank you for the active engagement of the Lebo Branch Library during the Lebo 4th of July Celebration. The branch fed the drum line as well as coordinated the tryathlon physical endurance event.

Committee Reports:

- A. None

Unfinished Business:

- A. New Strawn Parking Lot – The board stepped out to the parking lot to view the issues and discuss the project to fix the parking lot. After reviewing bids from three different vendors, Sandy Meats made a motion to approve the bid submitted by APAC in the amount of \$13,408.81. Lisa Kuhlmann seconded the motion. Motion carried unanimously.
- B. Burlington Branch Bathrooms and Countertops – The Board listened to plans for replacing countertops in the children’s area, activity room, computer lab, and bathrooms as well as bathroom partitions. The

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bidding policy was also reviewed. Lisa Kuhlmann made a motion to waive the bid policy and accept the project bid of \$14,165.01 by Kitchen and Bath Trends of Kansas. Sandy Meats seconded motion. Motion carried unanimously.

New Business:

- A. August Work – The strategic planning committee requested a short work session to give Board Members an opportunity to discuss the strategic plan with staff and provide input. Chairperson Connie Kunkel scheduled the requested session for 5:45 p.m. August 15th. It will be an open meeting. No formal action will be taken.

Next Meeting: August 15, 2016 at 6 p.m. at the Burlington Branch, preceded by a work session at 5:45 p.m.

Public Comments: None

Motion to Adjourn: Sandy Meats moved the meeting be adjourned at 6:47 p.m. Lisa Kuhlmann seconded the motion. Motion carried unanimously.