

Coffey County Library Board Meeting

April 17, 2017

Burlington Branch 6:00 p.m.

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

Staff Members present: Jackie Clarkson, Mary Davies, Monica Mader, Cindy Stohs, Janet Birk, Diane Marshall, Kristi Graham and Kenneth Darling

Call to Order: The monthly meeting of the Coffey County Library Board was called to order at 6:00 p.m. by Chairperson, Connie Kunkel.

Approval of Agenda: Lisa Kuhlmann moved to approve the agenda. Sherry Fisher seconded the motion. Motion carried unanimously.

Introductions: None

Approval of Minutes: Sandy Meats moved to approve the minutes of the March 20, 2017 meeting as presented. Tammy Rossillon seconded the motion. Motion carried unanimously.

Correspondence: Received a Thank You Card from Connie Kunkel for the hanging basket of geraniums sent for her retirement from USD#243.

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

Citizens State Bank Warrant Checking	\$ 8,383.09
Citizens State Bank Money Market Account	\$ 611,426.39
Citizens State Bank Special Fund Checking	\$ 34,263.89
 Amount pledged at Citizens State Bank	 \$ 676,121.53
 Central National Capital Improvement CD # 7025414	 \$ 70,041.13

Lisa Kuhlmann moved to approve the bills for the period March 21, 2017 through April 17 2017 paid by checks 26720-26799 from Citizens State Bank Business Checking Account in the amount of \$26,039.33; payroll electronically transferred from the Citizens State Bank Business Checking Account in the amount of \$58,880.25; and checks 2457-2467 from the Citizens State Bank Special Fund Account in the amount of \$ 1,912.86 be approved. Sandy Meats seconded the motion. Motion carried unanimously.

Administrative Report:

Nothing to add to report in board packets

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None

Committee Reports:

- A. Policy Committee, April 11th – Policies A3.32 Unexcused Absence, A3.79 Excused Absence Without Pay, P7.10 Meeting Room – were reviewed with no change. Procedures Manual and Forms table of contents were updated. In-House Use – What Counts and “Other” category on stats report was discussed. Reimbursement of Travel Expenses paid by Employees and Fire Extinguisher Procedure were updated. Committee members were given a list of procedures and forms to review prior to next meeting.

Unfinished Business:

- A.** 2018 Staff Salary: Sherry Fisher moved to budget for a 1.5% Cost of Living increase and a 2% Merit increase for eligible staff members effective January 1, 2018. Lisa Kuhlmann seconded the motion. Motion carried unanimously.

Head of Maintenance Position: Sherry Fisher moved to approve the draft Head of Maintenance Job Description as presented, adding Vo-Tech or other certification to first line of Preferred Education and Experience. Lisa Kuhlmann seconded the motion and it carried unanimously.

Lisa Kuhlmann moved to change the Head of Maintenance Salary Range to \$16.00 - \$20.00 hourly on the 2017 Salary Range Chart. Sandy Meats seconded the motion and it carried unanimously.

- B.** Committee Section Policy G2.10 - Sandy Meats moved to make the following changes to Policy G2.10 Article V Section 1 – change Policy Committee to Policy/Procedure Committee, keep Public Relations Committee, add additional charge to committee to help promote library and keep Technology Committee – charge and members to be set up after new administrator starts in May. Tammy Rossillon seconded the motion and it carried unanimously.

- C.** New Strawn Roof: Bids were received from Burriss Roofing and Geo. Groh to replace the roof at New Strawn. Lisa Kuhlmann moved to accept the bid from Burriss Roofing for the 29 gauge Pan 4 Metal Roof in the amount of \$15,750.00. Sandy Meats seconded the motion and it carried unanimously.

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Sherry Fisher moved to appoint Monica Mader, Jackie Clarkson, Kenneth Darling and Tammy Rossillon as a committee to pick the color for the new roof at New Strawn. Tammy Rossillon seconded the motion and it carried unanimously.

New Business:

- A. Lisa Kuhlmann moved to accept the memorial gift of (2) painted terra cotta tables as long as the table tops can be secured to base. Tammy Rossillon seconded the motion. Motion carried unanimously.
- B. 2015 Audit Completed - The 2015 Audit was completed by Jarred, Gilmore and Phillips, PA. Copies were given to all board members.
- C. Lisa Kuhlmann moved to enter into executive session at 7:20 p.m. for 10 minutes to discuss nonelected personnel with board and Jackie Clarkson. Sandy Meats seconded the motion. Motion carried. Board came out of executive at 7:30 p.m.
Lisa Kuhlmann moved to enter into executive session at 7:31 p.m. for 10 minutes to discuss nonelected personnel with board and Jackie Clarkson. Sandy Meats seconded the motion. Motion carried. Board came out of executive at 7:41 p.m.

Next Meeting: May 15, 2017 at 6 p.m. at the Burlington Branch.

Public Comments: none

Motion to Adjourn: Sherry Fisher moved the meeting be adjourned at 7:48 p.m. Lisa Kuhlmann seconded the motion. Motion carried unanimously.