

Coffey County Library Board Meeting

January 23, 2017

Burlington Branch 6:00 p.m.

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

Board Members absent: Connie Kunkel

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

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

Introductions: None

Approval of Agenda: Sherry Fisher moved to approve the agenda with change of December 2016 minutes date from the 16th to 19th. Tammy Rossillon seconded the motion. Motion carried unanimously.

Approval of Minutes: Sherry Fisher moved to approve the minutes of the December 19, 2016 meeting as presented. Tammy Rossillon seconded the motion. Motion carried unanimously.

Lisa Kuhlmann moved to approve the minutes of the January 9, 2017 Special Meeting as presented. Sherry Fisher seconded the motion. Motion carried unanimously.

Correspondence: None

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

Citizens State Bank Warrant Checking	\$	40,063.14
Citizens State Bank Money Market Account	\$	856,094.88
Citizens State Bank Special Fund Checking	\$	33,332.71
Amount pledged at Citizens State Bank	\$	717,960.58
Central National Capital Improvement CD # 7025414	\$	69,903.15

Lisa Kuhlmann moved to approve the bills for the period December 20, 2016 through January 23, 2017 paid by checks 26469-26554 from Citizens State Bank Business Checking Account in the amount of \$ 40,484.63; payroll expenses electronically transferred from the Citizens State Bank Business Checking Account in the amount of \$ 55,282.97; and checks 2437-2443 from the Citizens State Bank Special Fund Account in the amount of \$ 972.80. Tammy Rossillon seconded the motion. Motion carried unanimously

Administrative Report:

A. FiberBoard – Coffey County Library will not apply for telephone reimbursement for e-rate. Discount is down to 10% and savings is less

than \$500, not worth the application effort considering change in Administrator position. E-rate application of the 100MB internet service for the wireless network was started by Brandon Hines. Jackie Clarkson will complete application after awarding winning bid in March.

- B. Staffing – Jackie Clarkson began training with Brandon Hines on January 16th and will assume Administrator duties January 21st. Darcie Shedd will begin February 1st. She will train with Marie Hazlett for the Administrative Assistant position through March 3rd, Marie’s last day.
- C. Early Literacy Symposium - Monica Mader, New Strawn Branch Director and Diane Marshall, Burlington Branch Director will serve as coordinators for Coffey County Libraries for the Early Literacy Symposium on February 7th in New Strawn. As of January 23rd, there are 117 people registered for the event.

Branch Reports:

- A. Monica Mader, New Strawn Director reported about their 3rd Annual Pie Contest held January 20th. There were 13 pies entered. A great crowd was on hand to sample the pies, along with a pie silent auction which brought in \$73. Great opportunity to promote the library.
- B. Mary Davies, Lebo Branch Director reported there is a meeting in the works to discuss the Summer Nutrition program. USD 243 superintendent plans to attend.
- C. Janet Birk, Gridley Branch Director reported middle school classes were introduced to Hoopla Digital Service and very interested, along with other patrons. Gridley Branch also received a \$500 memorial donation.

Committee Reports:

- A. None

Unfinished Business:

- A. **Administrator Search Update** – Lisa Kuhlmann moved to approve a Hiring Committee with members, Jackie Clarkson, Interim Administrator, Connie Kunkel and Sherry Fisher, board members and Janet Birk, Mary Davies, Cindy Stohs, Branch Directors. Tammy Rossillon seconded the motion. Motion carried unanimously.
- B. **2017 Line-Item Budget** – Administrator, Jackie Clarkson, shared end of year line-item totals from 2016 and discussed the recommended line-item budget for 2017. Sherry Fischer moved to accept the 2017 line-item budget as presented. Tammy Rossillon seconded the motion. Motion carried unanimously.

New Business:

- A. **2017 Resolutions** – The annual Civil Rights Certificate, Resolution for Paying Monthly Expenses, Generally Accepted Account Practices Waiver, and Freedom of Information Officer Appointment were all presented to The Board. Lisa Kuhlmann made a motion to approve the annual resolutions as presented. Tammy Rossillon seconded the motion. Motion carried unanimously.

- B. **2017 Longevity Awards** – Four staff members are currently at the top of the pay range for their respective positions and ineligible for merit increases. Lisa Kuhlmann moved to award each of these four staff members a one-time payment of \$100 as a reward for their continued commitment to the library. Sherry Fisher seconded the motion. Motion carried unanimously.
- C. **2017 Health Insurance Renewal** – Rates for the 2017 Blue Cross & Blue Shield health plan were presented. There was a decrease of 11.3% average in premium averaging out to over \$50 per month decrease per employee. Lisa Kuhlmann moved motion to renew the 2017 healthcare plan contract with Blue Cross and Blue Shield and continue to contribute \$400 each month for each employee on the plan. Tammy Rossillon seconded the motion. Motion carried unanimously.
- D. **HVAC Maintenance Contract** - Brandon Hines proposed bidding the annual HVAC maintenance and asked to have a proposal presented at the January 23, 2017 meeting. The library currently has the maintenance contract with Design Mechanical, Inc. They have done the work for many years and done a great job. After discussing the proposal, it was decided to not proceed with the bid proposal, due to upcoming changes in personal needing knowledge of the systems.
- E. **Hoopla Digital Service** – An update on the new service was given by Kristi Graham, Waverly Branch Director. There are currently 92 patrons registered and have had 289 check outs. All directors thought service was going very well.
- F. **LeRoy Branch Wal-Mart Grant** - Wal-Mart volunteer always pays program has community volunteers work hours and Wal-Mart pays grants to organizations of the volunteer's choice. Wal-Mart Foundation gave a grant of \$2,200 to the LeRoy Branch on behalf of the Burlington Wal-Mart.
- G. **2015 Audit Update** - Information was been sent to firm of Jarred, Gilmore and Phillips, PA in December 2016 to begin the audit process.
- H. **Fiber Board Appointment** - Sherry Fisher moved to appoint Margaret Hein the Library representative to the Fiber Board effective January 23, 2017 until a new administrator is hired. Lisa Kuhlmann seconded the motion and it was approved unanimously.
- I. **Laptop Request** - Brandon Hines requested he would like to purchase the four year old laptop purchased for him when he began in 2013 for \$50. Tammy Rossillon moved to accept the purchase of the laptop to Brandon Hines for \$50. Sherry Fisher seconded the motion and it was approved unanimously.

Next Meeting: February 20th, 2017 at 6 p.m. at the Burlington Branch.

Public Comments: none

Motion to Adjourn: Lisa Kuhlmann moved the meeting be adjourned at 6:46 p.m. Tammy Rossillon seconded the motion. Motion carried unanimously.