

Coffey County Library Board Meeting

January 16, 2012

Burlington Branch 6:00 p.m.

Board Members present: Paul Herrman, Judy Bentley, Leanne Burris, Janet Lewis and Connie Kunkel

Staff Members present: Jenifer Trimble, Valerie Williams, Janet Birk, Jackie Clarkson, Mary Barker, and Cindy Stohs

Call to Order: The monthly meeting of the Coffey County Library Board was called to order at 6:00 p.m. by Board Chairman Janet Lewis.

Introductions: None

Approval of Minutes: Paul moved to approve the minutes of the December 19, 2011 meeting. Judy seconded the motion. Motion carried unanimously.

Correspondence: The Board received thank you notes from ECKAN and two of their clients for baby blankets received at Christmas. The blankets were made by library staff during Inservice. The Board also received the 2010 Audit report from Schlotterbeck and Burns. There were no violations.

Treasurer's Report: Paul gave the Treasurer's Report.

Farmers State Bank of Aliceville Warrant Checking Account:	\$	19,056.47
Farmers State Bank of Aliceville Money Market Account:	\$	4,251.12
Farmers State Bank of Aliceville Special Funds Account:	\$	3,811.92
Citizens State Bank Warrant Checking	\$	41,702.81
Citizens State Bank Money Market Account	\$	225,001.36
Citizens State Bank Special Fund Checking	\$	19,418.81
Capital Improvement CD # 6904668	\$	66,916.55
Amount pledged at Farmers State Bank of Aliceville:	\$	300,000.00

Paul moved to approve the bills for the period December 20, 2011 to January 16, 2012 paid by checks 20835 - 20875 from the Farmers State Bank of Aliceville Warrant Fund checking in the amount of \$267,391.90, Special Fund Checks #1925 - 1936 in the amount of \$ 10,636.61, checks #21001 - 21027 from the Citizens State Bank Warrant Fund Checking in the amount of \$33,158.35 and checks #2001 - 2002 from the Citizens State Bank Special Fund Checking in the amount of \$581.24 be approved. Connie seconded the motion. Motion carried unanimously.

Administrator Report: Jenifer reported that progress is being made on the Sunflower eLibrary. The vendor, Overdrive, has a Kansas librarian to oversee the consortium and will be our liaison. Jenifer applied for a \$5,000 grant to purchase ipads and ebooks to begin a book club for young adults in the 10 - 14 age range. Only

Coffey County Library
Minutes
January 16, 2012
Page 2

one grant is given in the state of Kansas and will be awarded in March. The State Library recommends that each library contribute to the state fund to purchase ebooks since the funding is gone at the state level. The contribution will be made through SEKLS. Jenifer is applying for erate money to offset our telecommunication expense. We will update all staff and patron computers to Windows 7 this spring. The laptop lab has proved very popular and is booked until the 3rd week of February. And finally our 2012 Legislative Updates have been scheduled. On February 19th they will be held in Lebo and Waverly, and February 26th in Gridley. Invitations to our elected officials will go in the mail tomorrow.

Committee Reports: None

Unfinished Business: None

New Business:

Resolution #1 – Payment of Continuing Monthly Expenses – Connie moved the resolution be approved. It was seconded by Judy and approved unanimously.

Resolution #2 – Exemption from GAAP Procedures for 2010 - Paul moved the resolution be approved. It was seconded by Leanne and approved unanimously.

Resolution #4 – Local Freedom of Information Officer – Judy moved the resolution be approved. It was seconded by Leanne and approved unanimously.

Civil Rights Certificate - Paul moved the resolution be approved. It was seconded by Connie and approved unanimously.

Line Item Budget for 2012 – Jenifer presented the line item budget for 2011 and the proposed 2012. A few changes were made within the line items, including decreasing the amount for postage, but increasing the building services expense. Judy moved to approve the Line Item Budget for 2012. It was seconded by Connie and passed unanimously.

Blue Cross/Blue Shield Contract for 2012 – Jenifer presented the Blue Cross Blue Shield contract for 2012. The good news is there is a 3% decrease in the premium. Connie moved to accept the contract for 2012 and continue to contribute \$450 each month for each employee on the plan. Judy seconded the motion. It passed unanimously.

2011 Longevity Payments – Following discussion, Judy moved to pay those employees who have been with the library for 10 years or more, a one time \$100 payment and an extra day of vacation as a sign of appreciation. For part time employees, one day of vacation will be calculated by taking 1/5 of their scheduled weekly hours. Leanne seconded this motion and it was passed unanimously.

Coffey County Library
Minutes
January 16, 2012
Page 3

Committee Assignments – The bylaws do not require the board to approve committee assignments and therefore the board reviewed and acknowledged the assignments and charge to each committee.

Floorcovering Bid – Bids were received from Edgecomb Flooring to remove and dispose of existing floor covering, and install carpet and vinyl at the New Strawn branch. A bid was also received from FDC Contract for the carpet only. We are waiting on a revised bid from FDC Contract. Paul moved to accept the Edgecomb Flooring bid. Judy seconded the bid. Following discussion, Paul rescinded his bid to accept the Edgecomb Flooring bid. He then moved to replace all floor covering at the New Strawn branch, with the cost not to exceed \$17,467.04. Connie seconded this motion and it passed unanimously. The Branch will need to close for one week in order to complete the work. Jenifer will get a tentative schedule from Edgecomb Flooring for installation and will bring those dates to the February Board meeting for approval.

Proposed changes to Committee Procedure and Bylaws – Jenifer proposed the following changes to the Committee Procedure:

1. The Childrens Services and Safety Committees be changed from Special Committes to Standing Committees.
2. Removal of Service Excellence Committee as it no longer is used.
3. Removing the Financial Resource Specialist from the Public Relations Committee as that position no longer exists.
4. Removing the allowance of more than one staff member from each branch for the Childrens Services Committee.

Leanne moved the changes be approved. It was seconded by Paul and passed unanimously.

Jenifer proposed the following changes to the Bylaws:

1. Adding Childrens Services and Safety Committee members to the list of committees appointed by the Administrator to mirror the Committee Procedures detailed above.
2. Changing Article IX – Friends of Coffey County Library. The current Article reads, “Each branch of the Coffey County Library will develop a Friends group.” The proposed change is “Each branch of the Coffey County Library **may** develop a Friends group.”

Paul moved the proposed changes to the Bylaws be approved. It was seconded by Connie and passed unanimously.

Next Meeting: The next meeting will be held on Monday, February 20, 2012 at 6:00pm at the Burlington Branch.

Public Comments: None

Motion to Adjourn: Leanne moved the meeting be adjourned at 6:55pm. Judy seconded the motion and it was passed unanimously.