

# **Coffey County Library Board Meeting**

**February 20, 2012**

**Burlington Branch 6:00 p.m.**

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

**Board Member absent:** Judy Bentley

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

**Call to Order:** The monthly meeting of the Coffey County Library Board was called to order at 6:05 p.m. by Board Chairman Janet Lewis.

**Introductions:** None

**Approval of Minutes:** Connie moved to approve the minutes of the January 16, 2012 meeting. Paul seconded the motion. Motion carried unanimously.

**Correspondence:** None

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

Farmers State Bank of Aliceville Warrant Checking Account:	\$	4,870.59
Farmers State Bank of Aliceville Money Market Account:	\$	0.00
Farmers State Bank of Aliceville Special Funds Account:	\$	3,812.35
Citizens State Bank Warrant Checking	\$	12,514.48
Citizens State Bank Money Market Account	\$	735,011.16
Citizens State Bank Special Fund Checking	\$	19,576.24
Capital Improvement CD # 6904668	\$	67,016.01
Amount pledged at Citizens State Bank	\$	750,000.000

Paul moved to approve the bills for the period January 17, 2012 to February 20, 2012 paid by checks 21028 - 21159 from the Citizens State Bank Business Checking Account in the amount of \$54,009.96 be approved. Connie seconded the motion. Motion carried unanimously.

**Administrator Report:** Jenifer updated the Board on the 6x6 Ready to Read program that the branches are implementing. 6x6 instills the 6 skills needed to read by age 6. All branches have had training on the new program. eBooks will launch on March 1<sup>st</sup>. The staff now has access to the ebooks catalog, is able to browse, check out, and download in preparation to train patrons and answer questions. Jenifer met with the County Commission on Monday, February 13<sup>th</sup> regarding a letter needed in order to qualify for the state Grant-In-Aid. Thanks to the Commission who were more than

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accommodating in helping us qualify. Circulation was down slightly in 2011 over 2010 and each branch is working on new ideas to increase it in 2012. We believe that with eBooks we will see an immediate increase. Jenifer reported to the Board that the library had 6 file cabinets we no longer used. In accordance with policy, they were given to local not for profits: The City Halls of Lebo, Gridley, New Strawn and Waverly and ECKAN. And finally Jenifer reported that Legislative Updates were held in Lebo and Waverly on Sunday, February 19<sup>th</sup>. Peggy Mast and Jeff King were in attendance. The final Legislative Update is scheduled for this Sunday, February 26<sup>th</sup> in Gridley.

**Committee Reports:** The Children's Services Committee Meeting minutes and the Public Relations Committee Meeting minutes were included in the Board packet.

**Unfinished Business:** None

**New Business:**

- A. *Audit Contract for 2011 – Schlotterbeck and Burns, LLC:* Leanne moved to approve the audit contract for 2011 with Schlotterbeck and Burns, LLC in the amount of \$2,100. Connie seconded the motion and it passed unanimously.
- B. *Contract with SEKLS –* Paul moved to approve the contract with Southeast Kansas Library System for services at the cost of \$9,179 for 2012. Connie seconded the motion and it passed unanimously.
- C. *New Strawn Library Closing for Carpet Install: March 12-17 -* Paul moved to close the New Strawn branch from March 12 – 17 for floor covering installation. Leanne seconded the motion and it passed unanimously.
- D. *Goals for 2013 Budget –* Discussion was held regarding strategic planning in preparation for the 2013 budget. The board was given a list of items suggested by staff. Further discussion will be held at the March board meeting.

**Next Meeting:** The next meeting will be held on Monday, March 19, 2012 at 6:00pm at the Burlington Branch.

**Public Comments:** Janet invited all board members to the Gridley branch on March 7<sup>th</sup> for a Kansas Humanities program on the Great Depression. The program will begin at 7:00pm. Connie commended the directors and their staff on holding utility costs to a minimum in 2011. Despite the bitterly cold winter and the horribly hot summer, 2011 utility costs were below 2010.

**Motion to Adjourn:** Leanne moved the meeting be adjourned at 6:33pm. Connie seconded the motion and it was passed unanimously.