

Coffey County Library Board Meeting

April 16, 2012

Burlington Branch 6:00 p.m.

Board Members present Janet Lewis, Judy Bentley, Paul Herrman, Connie Kunkel

Board Member absent: Leanne Burris

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

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: Judy moved to approve the minutes of the March 19, 2012 meeting. Paul seconded the motion. Motion carried unanimously.

Correspondence:

2012 Valuation: Jenifer presented the county valuation of our buildings for the last three years.

Friends Award: Janet Birk gave the Board a summary of the award she applied for through the Kansas Friends of the Library. The Gridley Friends group won the Friends Group of the Year and will receive a check for \$100 and a certificate.

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

Farmers State Bank of Aliceville Warrant Checking Account:	\$	3,919.75
Farmers State Bank of Aliceville Money Market Account:	\$	0.00
Farmers State Bank of Aliceville Special Funds Account:	\$	0.00
Citizens State Bank Warrant Checking	\$	5,294.70
Citizens State Bank Money Market Account	\$	574,113.26
Citizens State Bank Special Fund Checking	\$	24,060.91
Capital Improvement CD # 6904668	\$	67,208.94
Amount pledged at Citizens State Bank	\$	750,000.00

Paul moved to approve the bills for the period March 20, 2012 to April 16, 2012 paid by checks 21242 - 21316 from the Citizens State Bank Business Checking Account in the amount of \$33,993.39 and checks 2008 - 2015 from the

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Citizens State Bank Special Fund Account in the amount of \$1,078.98 be approved. Judy seconded the motion. Motion carried unanimously.

Administrator Report:

Needs Assessment: Jenifer updated the board on the progress made on the Needs Assessment list. A new countertop has been installed in Waverly and painting will begin next week in Waverly, New Strawn and Gridley.

KLA Conference: Mary, Janet Birk, Jackie, Margaret and Ginger attended the KLA Conference in Wichita.

Library Survey: Jenifer distributed to the board the results of the survey to date. We will continue to take completed surveys until April 20th.

Workman's Comp Audit: We recently had a Workman's Comp audit which resulted in a refund check for \$335.00. Mary Ellen did a great job preparing everything for the auditor prior to the exam.

YTD Statistics: Our Year to Date Statistics show an increase over YTD 2011 in every area of circulation. Our door count is up more than 2,000 across the county. Adult program attendance is up 40% which is a direct reflection of the technology classes we're giving and children's programming attendance is up 20%.

Committee Reports: The Policy Committee minutes were included in the Board packet.

Unfinished Business: None

New Business:

- A. Policy Changes** – Jenifer presented changes to the following policies. The changes all consisted of removing job titles, which no longer exist, making clarifications, and removing the actual fee cost from the policies and making reference to the Price Chart. The exception is the Overtime Policy. This is a new policy, however the actual wording was taken from the Exempt Employee Status Policy.
- A3.36 Exempt Employee Status
 - A3.37 Job Descriptions
 - A3.46 Exit Interviews

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A3.36 Overtime
A3.70 Annual and Discretionary Leave
A3.78 Continuing Education
A3.86 Park of Personally Owned Vehicles on Library
Premises/Parking Areas
P2.40 Interlibrary Loan
P2.50 Access to Collections
P2.63 Disruptive Patrons
P.3.35 Replacement Cards
P4.20 Fax Service
P4.30 Photocopying
P4.35 Computer Printouts
P4.36 Laminating Service
P7.10 Meeting Rooms

Judy moved to accept the changes in all policies. Paul seconded the motion and it was approved unanimously.

- B. *ELMeR Equipment:*** The ELMeR (Enhanced Library Meeting Room) Equipment is used approximately eight times per year and 90% of the time it is used by SEKLS staff for a meeting with the State Library. When the equipment is in use, the meeting room cannot be used for anything else. At times this has presented a scheduling problem. The maintenance contract in the past has been paid by the State Library. In July we will be responsible for that maintenance contract, which is \$920 a year. Following discussion, Paul moved to donate the ELMeR equipment to SEKLS. Judy seconded the motion and it passed unanimously.
- C. *Draft Budget:*** Jenifer presented a draft budget for the Board to consider. The final budget will be approved at the May Board meeting.
- D. *Fiber Board Representative:*** Judy moved to appoint Jenifer as the Library's Fiber Board Representative for another two year term. Connie seconded the motion and it was approved unanimously.
- E. *Gridley Restroom Remodel:*** Jenifer presented a bid in the amount of \$14,253 by Decker Construction to remodel the Gridley restroom so that it is ADA compliant. After discussion, Paul moved to accept the bid from Decker Construction in the amount of \$14,253 with a start date of the first of August to remodel the Gridley restroom. Connie seconded the motion and it passed unanimously.

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Next Meeting: The next meeting will be held on Monday, May 21, 2012 at 6:00pm at the New Strawn Branch.

Public Comments: None

Motion to Adjourn: Connie moved the meeting be adjourned at 6:48pm. Judy seconded the motion and it was passed unanimously.