

Coffey County Library Board Meeting
August 15, 2016
Burlington Branch 5:49 p.m.

Board Members present: Sherry Fisher, Connie Kunkel, Sandy Meats,

Board Members absent: Lisa Kuhlmann, Tammy Rossillon

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

Work Session Call to Order: At 5:49 p.m., Board Chairperson, Connie Kunkel called the work session to order. Board members responded to questions about the library offering suggestions and feedback for the strategic planning committee.

Call to Order: The monthly meeting of the Coffey County Library Board was called to order at 6:09 p.m. by Chairperson, Connie Kunkel.

Introductions: Diane Marshall was introduced as the new Director of the Burlington Branch Library.

Approval of Minutes: Sandy Meats moved to approve the July 18th, 2016 meeting minutes. Sherry Fisher seconded the motion. Motion carried unanimously.

Correspondence: The Coffey County Fair Board sent a letter expressing their appreciation for providing wireless internet throughout the fair.

Treasurer's Report: Sandy Meats gave the Treasurer's Report.

Citizens State Bank Warrant Checking	\$	8,664.29
Citizens State Bank Money Market Account	\$	753,860.64
Citizens State Bank Special Fund Checking	\$	34,664.47
 Amount pledged at Citizens State Bank	 \$	 813,314.38
 Central National Capital Improvement CD # 7025414	 \$	 69,669.20

Sandy Meats moved to approve the bills for the period July 19, 2016 through August 15, 2016 paid by checks 26026-26117 from Citizens State Bank Business Checking Account in the amount of \$41,240.54; payroll electronically transferred from the Citizens State Bank Business Checking Account in the amount of \$54,251.29; and checks 2402-2408 from the Citizens State Bank

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Special Fund Account in the amount of \$2,113.78. Sherry Fisher seconded the motion. Motion carried unanimously.

Administrative Report:

- A. Building Issues: A capacitor on one of the Gridley air conditioning units had to be replaced. The vent pipes on the roof at Lebo had to be sealed because they were leaking. The new gazebo in Waverly donated in memory of Pat Stukey was installed at the end of July. The New Strawn Parking lot was resurfaced August 9th. Countertop options have been chosen for the Burlington Branch and the project should be completed in mid September.
- B. FiberBoard: The switch over to the new gear across the county is underway.
- C. Staffing: Fully staffed.
- D. e-Rate: We have received funding commitment letters for three of the four projects we have applied for and are still waiting on the fourth.
- E. Public Wifi: The wireless project in collaboration with MT Wireless at the County Fair and Wild Blue BBQ was very successful and generated great promotion for the library and value to our community. 1800 devices connected to the network and 200 Gigabits (equivalent to about 75 hours of high definition Netflix) was downloaded.
- F. July Staff Training: SEKLS Consultant Kim Rutter facilitated a staff training session for Coffey County Library Staff Members on July 28th pertaining to weeding. She did a great job of simplifying the process and making it more systematic and a part of regular collection maintenance.

Branch Reports:

- A. Kristi Graham, Waverly Branch Director – There will be a dedication of the Pat Stukey memorial gazebo at 6 p.m. on August 24th. The Friends group will provide refreshments. All are welcome to attend.
- B. Mary Davies, Lebo Branch Director – The summer food program ends August 17th. Board Member, Sherry Fisher, gave a report of the program. The program averaged serving 31 meals per day and served over 1,812 meals so far this summer.
- C. Cindy Stohs, LeRoy Branch – The library is working with other agencies to facilitate an Eat Well on a Budget program weekly in September.
- D. Monica Mader, New Strawn Branch Director – 159 people attended a very successful drive-in movie at John Redmond Reservoir on August 10th.
- E. Diane Marshall, Burlington Branch Director – Diane shared the progress on the Children's Area improvements. Furniture has been

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ordered. The storytime stage has been completed, and improvements to the way collections are organized and displayed have been made.

Committee Reports:

- A. Public Relations Committee, August 2nd 2016 – Worked on planning staff in-service.
- B. Policy Committee, August 9th, 2016 – reviewed multiple policies and prepared suggested revisions for the Board.
- C. Youth Services Committee, August 11th – evaluated summer reading programs and discussed plans for the 1000 Books Celebration in November.

Unfinished Business:

- A. None

New Business:

- A. Policy A3.36 Exempt Employee Status– Updated policy to meet Fair Labor Standard rules making Branch Directors Non-Exempt positions. Sherry Fisher made a motion to approve recommended changes as presented. Sandy Meats seconded the motion. Motion carried unanimously.
- B. Policy P7.20 Displays, Exhibits, and Community Information – Policy Committee recommended clarification of criteria for public notices. Sherry Fisher made a motion to approve recommended changes as presented. Sandy Meats seconded the motion. Motion carried unanimously.
- C. Policy A3.87 Catastrophic Leave Donation – Policy Committee recommended updates to policy clarifying eligibility and limitations on hours donated. Sandy Meats made a motion to approve recommended changes as presented. Sherry Fisher seconded the motion. Motion carried unanimously.
- D. Policy A3.77 Jury Duty – Policy Committee recommended updates to clarify how part-time staff members are compensated for jury duty. Sherry Fisher made a motion to approve recommended changes as presented. Sandy Meats seconded the motion. Motion carried unanimously.
- E. Policy C2.10 Collection Development – Policy Committee recommended updates to better outline criteria for weeding resources and process for discarding the materials. Sandy Meats made a motion to approve recommended changes as presented. Sherry Fisher seconded the motion. Motion carried unanimously.

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- F. Staff In-Service – All libraries will be closed September 23rd for an all staff in-service. It is in Burlington and Board Members are welcome to attend.

Next Meeting: September 19th, 2016 at 6 p.m. at the Burlington Branch.

Public Comments: None

Motion to Adjourn: Sandy Meats moved the meeting be adjourned at 6:54 p.m. Sherry Fisher seconded the motion. Motion carried unanimously.