

Coffey County Library Board Meeting

August 20, 2012

Waverly Branch 6:00 p.m.

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

Board Member absent: None

Staff Members present: Jenifer Trimble, Valerie Williams, Jackie Clarkson, Janet Birk, Cindy Stohs, Jackie Clarkson, 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 Paul Herrman.

Introductions: None

Approval of Minutes: Janet moved to approve the minutes of the July 16, 2012 meeting as submitted. Judy seconded the motion. Motion carried unanimously.

Correspondence: The letter received from the Coffey County Commission stating the approval of the 2013 budget was presented to the Board.

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

Farmers State Bank of Aliceville Warrant Checking Account:	\$	0.00
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	\$	5,688.98
Citizens State Bank Money Market Account	\$	723,920.02
Citizens State Bank Special Fund Checking	\$	23,339.14
Capital Improvement CD # 6904668	\$	67,602.92
Amount pledged at Citizens State Bank	\$	750,000.00

Janet moved to approve the bills for the period July 17, 2012 to August 20, 2012 paid by checks 21579 - 21657 from the Citizens State Bank Business Checking Account in the amount of \$35,751.87 and checks 2037 - 2043 from the Citizens State Bank Special Fund Account in the amount of \$1,345.18 be approved. Judy seconded the motion. Motion carried unanimously.

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Administrator Report:

6 x 6 Study: Coffey County Library has been invited to participate in a 5 year study with KU on the effectiveness of the 6 x 6 Ready to Read program. Each branch involved in the study will work with two day cares or preschools in the area. At this time they are looking at the Burlington/New Strawn area to see if we have day cares and preschools that will qualify for the study and are interested in participating. The library's role is to educate the care givers/teachers in the 6 x 6 Ready to Read Program and follow up with them on a monthly basis to determine the effectiveness of the program.

Gridley Restroom: Tile was installed today and the plan is to have the restroom operating by this Friday. Thank you to the staff for working around this major inconvenience.

Cookbooks: Cookbooks are selling! As of Friday we had sold 102 system-wide. We have a total of 770 to sell which will bring us \$3,500 in profit for children's programming. If you haven't purchased 1 or 2 or 7 for everyone on your Christmas list, the branches have them in stock.

Return to Normal Hours: We will return to normal hours beginning Tuesday, September 4. The outlying branches will stay open until 7:00pm on their late nights and New Strawn will be open again on Saturday mornings.

SEKLS Workshops: Southeast Kansas Library System will hold two workshops over the next month at our branches. The Summer Reading Wrap Up is scheduled for Wednesday, August 29th in LeRoy and a Facebook Workshop is scheduled at the Burlington Branch on September 27th.

Ancestry.com: The Coffey County Genealogical Group will gift for the third consecutive year an annual subscription to ancestry.com. This subscription is now over \$1,000 a year and we are very appreciative of this gift which is used at all branches by many patrons.

Committee Reports: The Policy Committee met during DAC this month to discuss the Lost Material policy. Minutes will be provided at the September Board meeting.

Old Business:

- A. **Lost Material:** After discussion, Janet moved to approve the Overdue, Lost and Damaged Material Policy as presented with the addition of limiting Claims Returned to 6 months following the material moving to Lost status with an effective date of October 1, 2012. This policy includes sending any account owing more than \$100 to the Kansas Setoff Program to recover the debt. Leanne seconded the motion and it was approved unanimously.

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New Business:

- A. Century Link Switch:** Connie moved to approve the bid from Century Link to replace the internet switches at the Gridley and LeRoy libraries for the cost of \$11,042.49 from the Capital Outlay account. Janet seconded the motion and it was approved unanimously.
- B. Donated Furnishing:** Shelving was removed this month at the Burlington Branch in order to make more room in the Children's Area and also to repurpose the former teen area to a laptop area. The shelving was donated to the Otis Public Library.
- C. Executive Session to Discuss Non-Elected Personnel:** Janet moved to enter into an Executive Session to Discuss Non-Elected Personnel for 10 minutes with the Administrator at 6:40. Connie seconded the motion. At 6:50 the Board returned to Open Session and took no action.

Next Meeting: The next meeting will be held on September 17, 2012 at 6:00pm at the Burlington Branch.

Public Comments: None

Motion to Adjourn: Judy moved the meeting be adjourned at 6:59pm. Janet seconded the motion and it was passed unanimously.