

Coffey County Library Board Meeting
September 19, 2016
Burlington Branch 5:49 p.m.

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

Board Members absent: Tammy Rossillon

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

Call to Order: The monthly meeting of the Coffey County Library Board was called to order at 6:02 p.m. by Chairperson, Connie Kunkel.

Introductions: None

Approval of Minutes: Sandy Meats moved to approve the August 15th, 2016 meeting minutes. Sherry Fisher seconded the motion. Motion carried unanimously.

Correspondence: None

Treasurer's Report: Lisa Kuhlmann gave the Treasurer's Report.

Citizens State Bank Warrant Checking	\$	8,622.60
Citizens State Bank Money Market Account	\$	618,925.72
Citizens State Bank Special Fund Checking	\$	32,672.69
Amount pledged at Citizens State Bank	\$	805,697.30
Central National Capital Improvement CD # 7025414	\$	69,716.30

Lisa Kuhlmann moved to approve the bills for the period August 16, 2016 through September 19, 2016 paid by checks 26118-26221 from Citizens State Bank Business Checking Account in the amount of \$85,332.88; payroll electronically transferred from the Citizens State Bank Business Checking Account in the amount of \$55,424.07; and checks 2409-2419 from the Citizens State Bank Special Fund Account in the amount of \$2,215.91. Sherry Fisher seconded the motion. Motion carried unanimously.

Administrative Report:

- A. Building Issues: APAC made came back and worked on improving drainage on the New Strawn parking lot. Countertop Trends is scheduled

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to begin work on the countertops in Burlington the week of September 12th.

- B. FiberBoard: The switch over to the new gear is now complete. We were billed for the Lebo, Waverly, and Burlington Library portion of the build directly and will pay the full amount. We anticipate to be awarded 70% of the project cost through eRate, but have not received a funding commitment decision letter as of this time.
- C. Staffing: We are currently hiring for a part-time staff member in Burlington.
- D. e-Rate: An invoice for the discounted amount on one of the equipment projects was submitted to e-Rate. The other project is currently under review. The library is receiving a discount for phone service and internet for the wireless internet.
- E. SEKLS Trustee Workshop: Board members Sandy Meats and Connie Kunkel both attended trustee training in LeRoy on August 17th.

Branch Reports:

- A. Janet Birk, Gridley Branch Director – The branch will host an information program about a new winery near Gridley. An afterschool tea with the local school staff will be held October 20th to introduce them to library services and staff. 4-H volunteers will clean up and spruce up the landscape around the library on October 10th.
- B. Cindy Stohs, LeRoy Branch – Cindy shared details about a collaborative program with several agencies educating citizens on eating healthy on a limited budget.

Committee Reports:

- A. Strategic Planning Committee, August 23, 2016 – The committee has come a long way in structuring a plan of goals and outcomes for the next 5 years (2017-2021). A document highlighting the various focus areas and corresponding goals and outcomes was shared with the Board. The committee will meet again in October for the final meeting before implementation.

Unfinished Business:

- A. September 23rd Staff In-Service – All branches will be closed for in-service on Friday, September 23rd. Library staff from across the county will meet in Burlington for a variety of programs presented by various local agencies and Southeast Kansas Library System consultants.

New Business:

- A. None

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Next Meeting: October 17th, 2016 at 6 p.m. at the Burlington Branch.

Public Comments: None

Motion to Adjourn: Sandy Meats moved the meeting be adjourned at 6:20 p.m. Lisa Kuhlmann seconded the motion. Motion carried unanimously.