

**Coffey County Library Board Meeting**  
**October 17, 2016**  
**Burlington Branch 6:00 p.m.**

**Board Members present:** Sherry Fisher, Connie Kunkel, Sandy Meats, Tammy Rossillon

**Board Members absent:** Lisa Kuhlmann

**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 6:00 p.m. by Chairperson, Connie Kunkel.

**Introductions:** None

**Approval of Minutes:** Sherry Fisher moved to approve the September 19th, 2016 meeting minutes. Sandy Meats seconded the motion. Motion carried unanimously.

**Correspondence:** Connie Kunkel shared an invitation to ECKAN's 50<sup>th</sup> Anniversary Dinner November 15<sup>th</sup> in Ottawa.

**Treasurer's Report:** Tammy Rossillon gave the Treasurer's Report.

Citizens State Bank Warrant Checking	\$	22,320.75
Citizens State Bank Money Market Account	\$	561,979.87
Citizens State Bank Special Fund Checking	\$	31,868.82
Amount pledged at Citizens State Bank	\$	740,165.38
Central National Capital Improvement CD # 7025414	\$	69,762.38

Tammy Rossillon moved to approve the bills for the period September 20, 2016 through October 17, 2016 paid by checks 26222-26302 from Citizens State Bank Business Checking Account in the amount of \$32,793.13; payroll electronically transferred from the Citizens State Bank Business Checking Account in the amount of \$55,829.66; and checks 2420-2423 from the Citizens State Bank Special Fund Account in the amount of \$1,835.91. Sandy Meats seconded the motion. Motion carried unanimously.

**Administrative Report:**

- A. A recent countertop and bathroom project was completed in Burlington.

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- B. The library received payment through the e-Rate program for 70% of the cost of equipment for deployment of the new fiber network in Lebo, Waverly, and the Burlington Branch Library.
- C. Coffey County Libraries will host the Eastern Kansas Early Literacy Symposium February 7<sup>th</sup>.
- D. The Coffey County Genealogical Society paid for the renewal of the Ancestry.com database.
- E. The library along with the rest of the county will benefit from a leadership development grant through the Kansas Leadership Center for \$25,000 in training opportunities in 2017.

**Branch Reports:**

- A. Mary Davies, Lebo Branch Director – Mary will attend an upcoming meeting on Summer Food Programs. She also shared details of a weekly program with home school families.
- B. Diane Marshall, Burlington Branch – The Floyd Lewis Foundation recently made a donation to the children’s area of \$895 to buy furniture for the children’s area. Several pieces of artwork were donated to the library for a permanent collection to be used as needed for display purposes.

**Committee Reports:**

- A. Youth Services Meeting, October 13, 2016 – The committee’s time was devoted to planning the 1000 Books Before Kindergarten Event scheduled for November 5<sup>th</sup> at 3PM. 29 children will be celebrated for reading 1000 books.

**Unfinished Business:**

- A. Capital Projects: Administrator, Brandon Hines, updated the Board on capital projects completed this year and upcoming projects. No action taken.

**New Business:**

- A. Meeting Room Alcohol Policy: The Board discussed the current policy of no alcohol in meeting rooms. Hines consulted with the library insurance provider, Kansas Department of Revenue, and the City of Burlington and discussed the steps one would need to take to serve alcohol. There was discussion about serving alcohol at an upcoming event, but ultimately staff recommended not pursuing the idea. No action taken.
- B. Standing Committees: At the recommendation of staff, Sandy Meats made a motion to include a vote to terminate the Technology Committee

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and Public Relations Committee on the November Agenda. Sherry Fisher seconded the motion. Motion carried unanimously.

- C. Price Chart: Staff recommended updates to the current price chart were presented. Changes included removing the \$5 fee for test proctoring and reducing the price of flash drives from \$8 to \$6. Sandy Meats made a motion to approve the changes to the price chart as presented. Sherry Fisher seconded the motion. Motion carried unanimously.
- D. KS Set-Off Program: Sherry Fisher made a motion to modify policy P3.70 Overdue, Lost, and Damaged Materials with a change to the threshold for submitting to collections via the Kansas Set-Off program from the current \$100 to \$50. Tammy Rossillon seconded the motion. Motion carried unanimously.

**Next Meeting:** November 21, 2016 at 6 p.m. at the Burlington Branch.

**Public Comments:** None

**Motion to Adjourn:** Sandy Meats moved the meeting be adjourned at 6:47 p.m. Sherry Fisher seconded the motion. Motion carried unanimously.