

Coffey County Library Board Meeting

October 15, 2012

Burlington Branch 6:00 p.m.

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

Staff Members present: Valerie Williams, Jackie Clarkson, Janet Birk, Jenifer Holderman, 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 September 17, 2012 meeting. Judy seconded the motion and it was approved unanimously.

Correspondence: None

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

Citizens State Bank Warrant Checking	\$	7,101.06
Citizens State Bank Money Market Account	\$	563,654.85
Citizens State Bank Special Fund Checking	\$	24,457.74
Capital Improvement CD # 6904668	\$	67,804.03
Amount pledged at Citizens State Bank	\$	750,000.00

Leanne moved to approve the bills for the period September 18, 2012 through October 15, 2012 paid by checks 21739 - 21850 from the Citizens State Bank Business Checking Account in the amount of \$41,744.43 and checks 2049-2055 from the Citizens State Bank Special Fund Account in the amount of \$792.14 be approved. Connie seconded the motion. Motion carried unanimously.

Administrator Report:

Fiber Board: Jenifer updated the Board on Fiber Board discussions.

Performance Evaluations: Directors will conduct Performance Evaluations with their staff in November.

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Carpet Cleaning: Carpet cleaning continues in the branches with the exception of the New Strawn Branch who received new carpet this year and the Gridley Branch with plans to replace carpet next year.

Collection Development Budget: Directors are working hard to spend what is remaining in their collection development budget by December 1 to ensure that we receive material and invoices prior to year end.

Committee Reports: The Children's Services minutes were distributed to the Board. The Policy Committee minutes will go in the Board packet next month.

Old Business:

Burlington Branch Circulation Desk: Jenifer reviewed with the Board the current problems with the Burlington Circulation Desk, primarily, it was not built for computers and therefore there is not enough usable space. Kenneth believes the top cabinet can be removed and rebuilt, keeping the bottom cabinets and replacing the laminate and putting a façade on the front. Judy moved to have a contractor look at the project and give us a budgetary estimates on a remodel of the current desk and also a replacement. Connie seconded the motion and it passed unanimously.

Cell Phone Reimbursement: Jenifer discussed the need for cell phones within the Director, Administrator, and Maintenance positions. She reviewed the current procedure used at the County to either supply a cell phone or reimbursement for a cell phone. The Board asked to see sample policies before moving further. Jenifer will put together sample policies for the November meeting.

New Business:

Surplus Chairs: The staff chairs and patron computer chairs at the Burlington Branch have been replaced. The patron computer chairs were 18 years old, staff chairs were 4 years old. The chairs have been offered to not-for-profit organizations in the community with no interest. Janet moved to offer the discarded chairs at no cost to employees. Leanne seconded the motion and it was passed unanimously.

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Next Meeting: The next meeting will be held one week earlier than scheduled due to Thanksgiving week, on November 12, 2012 at 6:00pm at the Burlington Branch.

Public Comments: None

Motion to Adjourn: Judy moved the meeting be adjourned at 6:30 pm. Leanne seconded the motion and it was passed unanimously.