

Coffey County Library Board Meeting
November 21, 2016
Burlington Branch 6:00 p.m.

Board Members present: Connie Kunkel, Sandy Meats, Tammy Rossillon, Lisa Kuhlmann

Board Members absent: Sherry Fisher

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: Tammy Rossillon moved to approve the October 17th, 2016 meeting minutes. Sandy Meats seconded the motion. Motion carried unanimously.

Correspondence: None

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

Citizens State Bank Warrant Checking	\$	7,481.62
Citizens State Bank Money Market Account	\$	461,027.26
Citizens State Bank Special Fund Checking	\$	31,323.31
Amount pledged at Citizens State Bank	\$	734,987.57
Central National Capital Improvement CD # 7025414	\$	69,809.78

Lisa Kuhlmann moved to approve the bills for the period October 18, 2016 through November 21, 2016 paid by checks 26303-26394 from Citizens State Bank Business Checking Account in the amount of \$42,494.27; payroll electronically transferred from the Citizens State Bank Business Checking Account in the amount of \$83,189.13; and checks 2424-2428 from the Citizens State Bank Special Fund Account in the amount of \$1,687.31. Sandy Meats seconded the motion. Motion carried unanimously.

Administrative Report:

- A. HVAC Fall maintenance is underway. Branches were asked to secure snow removal contracts.

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- B. CenturyLink billing issues were discussed at the October 17th meeting along with the CoffeyCAN shared account and benefits of the countywide fiber project.
- C. The Administrative Assistant position is currently being advertised with an anticipated hire date of mid December and start date of late January.
- D. Brandon and consultants from Northeast Kansas and Southeast Kansas Library Systems are working together to plan an Early Literacy Symposium on February 7th in New Strawn.
- E. 2017 committees have been assigned.
- F. Brandon recently met with county IT Director Bill Bauer about the networking, server, and other IT needs of the library. Improvement projects will take place next year.

Branch Reports:

- A. Kristi Graham, Waverly Branch Director – Kristi discussed the book club program. After reading The Orphan Train, participants were inspired to visit the National Orphan Train Complex in Concordia. They shared their experience at the book club.

Committee Reports:

- A. Strategic Planning Committee, October 27th, 2016 – The committee presented the Board with a matrix that included Focus Areas (which are the CCL Values), Goals, Outcomes, and a process for identifying annual actions each year for the next five years to achieve the desired outcomes.

Unfinished Business:

- A. None

New Business:

- A. S.O.S representatives met with directors the past two months about participation in the S.O.S. Safe Place program that designates community places to safely access a phone to call for emergency services or the support of advocates. Directors from all branches requested to participate in the program. Lisa Kuhlmann made a motion to participate. Sandy Meats seconded the motion. Motion carried unanimously.
- B. Sandy Meats made a motion to award all staff members a \$50 Chamber Check in December. Sandy Meats seconded the motion. Motion carried unanimously.
- C. Brandon presented the proposed Coffey County Library Board of Trustees meeting dates for 2017. All meetings will be the third Monday

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of the month except January will be the 4th Monday. Sandy Meats made a motion to approve the changes to the price chart as presented. Lisa Kuhlmann seconded the motion. Motion carried unanimously.

- D. At 6:34 Sandy Meats made a motion to enter into executive session for 10 minutes to discuss nonelected personnel. Lisa Kuhlmann seconded the motion. Open session resumed at 6:44. Brandon discussed areas of potential improvement for the upcoming year including areas of training, technology, marketing, and facilities. No action taken

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

Public Comments: None

Motion to Adjourn: Sandy Meats moved the meeting be adjourned at 7:00 p.m. Lisa Kuhlmann seconded the motion. Motion carried unanimously.