

Coffey County Library Board Meeting

November 21, 2011

Burlington Branch, 6:00pm

Board Members present: Janet Lewis, Judy Bentley, Paul Herrman

Board Members absent: Leanne Burris, Connie Kunkel

Staff Members present: Jenifer Trimble, Janet Birk, Valerie Williams, Cindy Stohs, Jackie Clarkson, and Mary Barker

Call to Order: The monthly meeting of the Coffey County Library Board was called to order at 6:00 p.m. by Board Chairman Janet Lewis.

Introductions: There were none.

Approval of Minutes: Judy moved to approve the minutes of the October 17, 2011 meeting. Paul seconded the motion. Motion carried unanimously.

Correspondence: Thank you notes were received from various employees for the Chamber bucks appreciation gift.

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

Farmers State Bank of Aliceville Warrant Checking Account:	\$	5,622.21
Farmers State Bank of Aliceville Money Market Account:	\$	469,678.62
Farmers State Bank of Aliceville Special Funds Account:	\$	24,173.98

Capital Improvement CD # 6904668	\$	66,721.27
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Amount pledged at Farmers State Bank of Aliceville:	\$	500,000.00
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Paul moved to approve the bills for the period October 18, 2011 to November 21, 2011 paid by checks 20613 - 20708 from the Farmers State Bank of Aliceville Warrant Fund checking in the amount of \$56,522.77 and Special Fund Checks #1911 - 1916 in the amount of \$ 420.65 be approved. Judy seconded the motion. Motion carried unanimously.

Administrator Report: Jenifer reported Inservice went very well on Friday. Each branch gave a short presentation and brought a centerpiece they had made from supplies they had on hand. The staff voted on the best presentation and centerpiece with the best branch presentation award going to LeRoy and the best centerpiece award to the Burlington branch. The centerpieces were then given away as door prizes. All staff also attended the audiobook webinar presented by the State Library. In the afternoon the staff made 16 tie baby blankets to be given away, almost 50 suet bird feeders which will go to senior citizen housing and nursing homes in the county and cookies were baked which will be used for Open houses and cookie exchanges and the branches. The Annual Outstanding Service Award was presented to Margaret Hein.

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A graph showing our public service numbers, including circulation over the last 10 years was presented. Our circulation numbers remain strong over a 10 year period but we have seen a drop in a few areas: computer users, as more patrons have home computers and copies made, as more patron have printers at home.

Committee Reports: The minutes from the Children's Services Meeting was distributed to the Board in their packet.

Unfinished Business: None

New Business:

- A. *Duane Fitch Memorial Plaque*** – The Genealogical Society has asked a plaque in Duane's memory be hung in the Genealogical Room in appreciation of his donation to the Genealogical Society and the library. Judy moved the plaque be approved and hung. It was seconded by Paul and approved unanimously.
- B. *Elder Friendly Business Certification*** – Jenifer presented the results of the recent survey completed by the East Central Kansas Area Agency on Aging. The survey looked at each branch, the physical plant (inside and out), and the customer service both in person and on the phone and how it related to elderly patrons. All branches received high marks.
- C. *Trailer Purchase*** – Jenifer discussed with the board the library's occasional need for a trailer and the housing of one should we acquire one.

Public Comments: There were none.

Next Meeting: The next meeting will be held on Monday, December 19, 2011 at 6:00pm at the Burlington Branch.

Motion to Adjourn: Judy moved the meeting adjourn at 6:25pm. Paul seconded the motion and it passed unanimously.