

**Coffey County Library Board Meeting**  
**December 19, 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, Kristi Graham, Mary Davies, Diane Marshall

**Call to Order:** The monthly meeting of the Coffey County Library Board was called to order at 6:04 p.m. by Chairperson, Connie Kunkel.

**Introductions:** None

**Approval of Agenda:** Sandy Meats moved to approved the agenda with addition of New Business Item of Executive Session to discuss non-elected personnel. Lisa Kuhlmann seconded the motion. Motion carried unanimously.

**Approval of Minutes:** Lisa Kuhlmann moved to approve the November 21st, 2016 meeting minutes as presented. Sandy Meats seconded the motion. Motion carried unanimously.

**Correspondence:** Connie Kunkel shared a thank you note to the Board from Diane Marshall thanking them for the gift of Chamber Checks.

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

Citizens State Bank Warrant Checking	\$	8,045.28
Citizens State Bank Money Market Account	\$	358,067.66
Citizens State Bank Special Fund Checking	\$	30,060.29
Amount pledged at Citizens State Bank	\$	726,132.76
Central National Capital Improvement CD # 7025414	\$	69,855.68

Lisa Kuhlmann moved to approve the bills for the period November 22, 2016 through December 19, 2016 paid by checks 26395-26468 from Citizens State Bank Business Checking Account in the amount of \$57,686.32; payroll electronically transferred from the Citizens State Bank Business Checking Account in the amount of \$55,020.55; and checks 2429-2436 from the Citizens State Bank Special Fund Account in the amount of \$1,421.50. Sandy Meats seconded the motion. Motion carried unanimously.

**Coffey County Library**  
**Minutes**  
**December 19, 2016**  
**Page 2**

**Administrative Report:**

- A. The Fiber Board met December 6<sup>th</sup>. Planning for the 2017-18 bid requests for internet with support from e-Rate was the primary topic of discussion.
- B. The Administrative Assistant hiring process is well underway and the position should be filled by the end of the year.
- C. Brandon and consultants from Northeast Kansas and Southeast Kansas Library Systems are working together to plan an Early Literacy Symposium on February 7<sup>th</sup> in New Strawn.
- D. Brandon and Margaret Hein, Head of Technical Services, will meet with Midwest Tapes staff later this week to plan deployment of the Hoopla digital platform for ebooks, audiobooks, comic books, music, and video. Deployment will take place the beginning of December.

**Branch Reports:**

- A. Kristi Graham, Waverly Branch Director – Kristi shared of a successful holiday event featuring Santa at the library on 12/12.
- B. Diane Marshall, Burlington Branch Director – Diane shared details of the wreath and tree fundraiser coordinated by the Burlington Branch. 23 people from the community donated wreaths or trees and the project raised \$613.
- C. Mary Davies, Lebo Branch Director – The Paw Patrol Mascots were a big hit at storytime in Lebo on December 16<sup>th</sup> and at other events throughout the county.

**Committee Reports:**

- A. None

**Unfinished Business:**

- A. Due to more changes to Fair Labor Standards Overtime Exempt rules, Coffey County Library policies pertaining to Overtime and Compensatory Time were addressed. Lisa Kuhlman made a motion to update Policy A3.68 and Policy A3.66 to award overtime worked as time and a half comp time instead of time and a half pay. Tammy Rossillon seconded the motion. Motion carried unanimously.

**New Business:**

- A. 2017 Closing Dates were presented. Sandy Meats made a motion to approve the closing dates as presented. Tammy Rossillon seconded the motion. Motion carried unanimously.
- B. Lisa Kuhlmann made a motion to close the New Strawn Branch all day February 7<sup>th</sup> so staff can attend and assist with the Eastern Kansas

**Coffey County Library**  
**Minutes**  
**December 19, 2016**  
**Page 3**

Early Literacy Symposium to be held in New Strawn that day. Sandy Meats seconded the motion. Motion carried unanimously.

- C. At 6:32 Lisa Kuhlmann made a motion to enter into executive session for 5 minutes to discuss nonelected personnel. Sandy Meats seconded the motion. Motion carried. Open session resumed at 6:37. No action taken.

**Next Meeting:** January 23rd, 2016 at 6 p.m. at the Burlington Branch.

**Public Comments:** None

**Motion to Adjourn:** Sandy Meats moved the meeting be adjourned at 6:37 p.m. Lisa Kuhlmann seconded the motion. Motion carried unanimously.