

Coffey County Library Board Meeting

December 17, 2012

Burlington Branch 6:00 p.m.

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

Staff Members present: Jackie Clarkson, Jenifer Holderman, Jackie Clarkson, Janet Birk, and Mary Davies

Call to Order: The monthly meeting of the Coffey County Library Board was called to order at 6:03 p.m. by Board Chairman Paul Herrman.

Introductions: None

Approval of Minutes: Janet moved to approve the minutes of the November 12, 2012 meeting. Connie seconded the motion and it was approved unanimously.

Correspondence: Thank you notes from the staff were presented to the Board from Mary and Monica Mader, Ginger Kraft, and Jackie Clarkson.

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

| | | |
|---|----|------------|
| Citizens State Bank Warrant Checking | \$ | 8,226.61 |
| Citizens State Bank Money Market Account | \$ | 342,743.31 |
| Citizens State Bank Special Fund Checking | \$ | 25,272.52 |
| Capital Improvement CD # 6904668 | \$ | 68,002.48 |
| Amount pledged at Citizens State Bank | \$ | 594,764.25 |

Leanne moved to approve the bills for the period November 13 – December 17, 2012 paid by checks 21919 - 22007 from the Citizens State Bank Business Checking Account in the amount of \$69,207.82 and checks 2061 - 2071 from the Citizens State Bank Special Fund Account in the amount of \$503.83 be approved. Judy seconded the motion. Motion carried unanimously.

Administrator Report:

AWE Computers: The Lebo, New Strawn, Gridley and LeRoy branches have had a Children's Computer for a few years now. This year we had the opportunity to buy two more at a discounted price and they have been delivered and set up in the Burlington and Waverly branches.

Cookbook Sales: We've now sold over 250 cookbooks!

**Coffey County Library
Minutes
December 17, 2012
Page 2**

Large Bills Paid: We have had larger than normal payments this month due to computers purchased to replace older computers, two early literacy computers for children at the Waverly and Burlington branches, a new fire alarm panel and smoke detectors for Burlington and painting projects at Lebo, Burlington and Gridley.

Committee Reports: None

Old Business:

A. Burlington Branch Circulation Desk: We are waiting on a bid from Dave Williams and Countertop Trends.

B. Cell Phone Allowance: Janet moved to accept the proposed cell phone allowance in conjunction with the Cell Phone Allowance policy which was adopted in November, effective January 1, 2013. Leanne seconded and it was approved unanimously. The proposed allowance for 2013 is as follows:

| | |
|------------------------|------|
| Administrator | \$32 |
| Maintenance Supervisor | \$32 |
| Branch Directors | \$10 |
| Tech Services | \$10 |

New Business:

A. Lebo Windows: Discussion was held regarding the replacement of windows at the Lebo Branch that are no longer working. The current windows have the blinds between the panes and we would like to replace them with a similar product, however finding a vendor and qualified installer with that product has been a challenge. Jenifer will continue to investigate.

B. 2013 Calendar: Discussion was held regarding early closing times for Christmas Eve and New Year's Eve for 2013. Janet moved to accept the proposed 2013 calendar with the following change: Christmas Eve all branches will close at noon. Judy seconded the motion and it was approved unanimously.

**Coffey County Library
Minutes
December 17, 2012
Page 3**

Public Comments: (Public comments were taken prior to the Executive Session so the directors were free to leave.) The directors thanked the Board for the Chamber Bucks given to the staff and for serving on the Board.

A. Executive Session To Discuss Non-Elected Personnel: At 6:30 Connie moved to enter into an Executive Session to discuss non-elected personnel for 30 minutes, with the Administrator. The motion was seconded by Judy and approved unanimously. At 7:00 the board returned from Executive Session and no action was taken.

Next Meeting: The next meeting will be held on January 21, 2013 at 6:00pm at the Burlington Branch.

Motion to Adjourn: Judy moved the meeting be adjourned at 7:06 pm. Connie seconded the motion and it was passed unanimously.