

Coffey County Library Board Meeting
February 20 2017
Burlington Branch 6:00 p.m.

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

Board Members absent: none

Staff Members present: Jackie Clarkson, Mary Davies, Monica Mader, Cindy Stohs, Janet Birk, Diane Marshall and Kristi Graham

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.

Approval of Agenda: Approval of Agenda: Sandy Meats moved to approve the agenda. Sherry Fischer seconded the motion. Motion carried unanimously.

Introductions: None

Approval of Minutes: Sherry Fischer moved to approve the minutes of the January 23, 2017 meeting as presented. Lisa Kuhlmann seconded the motion. Motion carried unanimously.

Correspondence: Received a thank you note From Carrie Laflin and Belmont Blvd. Christian Church for memorial contribution in memory of Gwen Jaspersen, Carrie's mother.

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

Citizens State Bank Warrant Checking	\$ 8,304.38
Citizens State Bank Money Market Account	\$ 787,139.11
Citizens State Bank Special Fund Checking	\$ 34,106.24
Amount pledged at Citizens State Bank	\$ 712,673.49
Central National Capital Improvement CD # 7025414	\$ 69,950.64

Lisa Kuhlmann moved to approve the bills for the period January 24, 2017 through February 20, 2017 paid by checks 26555-26628 from Citizens State Bank Business Checking Account in the amount of \$41,790.25; payroll electronically transferred from the Citizens State Bank Business Checking Account in the amount of \$60,888.58; and checks 2444-2449 from the Citizens State Bank Special Fund Account in the amount of \$1,229.67. Sandy Meats seconded the motion. Motion carried unanimously.

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Administrative Report:

- A. Building Issues – Nothing to Report
- B. FiberBoard – Nothing to Report
- C. Staffing – Two resignations were received. Elisha Lowell, Library Assistant from LeRoy and Carrie Laflin, Assistant Branch Director at Lebo.
- D. Early Literacy Symposium – Event was well received. Thanks to the combined efforts of Northeast Kansas Library System, Southeast Kansas Library System and Coffey County Library, it was one of the best early literacy professional development events held in Kansas. Thirteen CCL staff members were able to attend.
- E. Hoopla – Hoopla has been a huge success. That is the good news but we had a bill for \$966.22 for the month of January. \$4,000.00 was budgeted for this service in 2017. Hoopla was contacted and adjustments in price of some services were made. The number of checkouts was changed from 10 to 5. The goal is to provide affordable service for this service to patrons.

Branch Reports:

- A. Janet Birk, Gridley Director reported Shelly Simoneau, a children's storyteller, author from Topeka came and gave a wonderful program at the grade school. Around 100 students attended her performance. Shelly also gave a program at the SCC grade school in LeRoy the same day.
- B. Mary Davies, Lebo Director reported the branch is hosting a reception for Carrie Laflin on Friday, February 24th from 1:00 pm to 3:00 pm. The staff is busy getting ready for an upcoming book sale which helps fund the Summer Reading program each year. Lebo branch has also purchased an Easter Bunny costume, available to other branches when not in use.

Committee Reports:

- A. Strategic Planning Meeting, February 14th – The committee discussed information helpful for the new administrator. Resumes received to date for the administrator position were reviewed.

Unfinished Business:

- A. Administrator Search Update - Deadline for applicants was Friday, February 17th. Nine resumes were received. The hiring committee met earlier February 20th at 5:00 pm

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- B. 2017 HVAC Maintenance Contract - Lisa Kuhlmann moved to accept the contract from Design Mechanical, Inc. for the period May 1, 2017 to April 30, 2018 as presented. Sandy Meats seconded the motion. Motion carried unanimously.
- C. Hoopla Update – This was discussed in administrator report.

New Business:

- A. 2015 Audit Completed - The 2015 Audit was completed by Jarred, Gilmore and Phillips, PA. Copies were given to all board members.
- B. Audit Contract for 2016 - Lisa Kuhlmann moved to accept 2016 Audit Contract from Jarred, Gilmore and Phillips, PA as presented. Sandy Meats seconded the motion. Motion carried unanimously.
- C. Executive Session – Lisa Kuhlmann made a motion to enter into executive session with Administrator Jackie Clarkson, Branch Directors, Janet Birk, Mary Davies and Cindy Stohs for fifteen minutes to discuss nonelected personnel at 6:25. Sherry Fisher seconded the motion. Motion carried unanimously. At 6:40, Sandy Meats made a motion to extend the session for the same discussion for ten minutes. Lisa Kuhlmann seconded the motion. No action taken.

Next Meeting: March 20, 2017 at 6 p.m. at the Burlington Branch.

Public Comments: none

Motion to Adjourn: Sherry Fisher moved the meeting be adjourned at 7:06 p.m. Lisa Kuhlmann seconded the motion. Motion carried unanimously.