

**Coffey County Library Board Meeting**  
**June 19, 2017**  
**Lebo Branch 6:00 p.m.**

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

**Board Members absent:** Sherry Fisher

**Staff Members present:** Darrin Daugherty, Mary Davies, Monica Mader, Janet Birk, Cindy Stohs, Kristi Graham, Diane Marshall, Vicki Gillespie, Tina Crupper, Rita Dawson and Marilyn Combes.

**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:** Mary introduced her staff consisting of Vicki Gillespie, Tina Crupper, Rita Dawson and Marilyn Combes.

**Approval of Minutes:** Connie Kunkel requested that the minutes be updated to reflect the motions and seconds during the board elections. Sandy Meats moved to approve the May 17th, 2017 meeting minutes with the noted corrections. Tammy Rossillon seconded the motion. Motion carried unanimously.

**Correspondence:** None

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

Citizens State Bank Warrant Checking	\$	9,183.22
Citizens State Bank Money Market Account	\$	954,162.30
Citizens State Bank Special Fund Checking	\$	33,314.14
Amount pledged at Citizens State Bank	\$	670,397.60
Central National Capital Improvement CD # 7025414	\$	70,087.18

Lisa Kuhlmann moved to approve the bills for the period May 16, 2017 through June 19, 2017 paid by checks 26891-26987 from Citizens State Bank Business Checking Account in the amount of \$46,288.59; payroll electronically transferred from the Citizens State Bank Business Checking Account in the amount of \$85,168.09; and checks 2474-2486 from the Citizens State Bank Special Fund Account in the amount of \$2,247.88. Sandy Meats seconded the motion. Motion carried unanimously.

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**Administrative Report:**

- A. Building Issues – Aaron Marshall painted the signs of the branches as well as the archway of the New Strawn Library.

Colin Sleezer with Burriss Roofing will begin working on New Strawn's roof between June 16 and 23. Darrin received a question about how the roof contract was sought. The three known roofing companies bonded with the county were contracted. One declined to bid and the other two did bid. There was discussion about why it was not formally bid. Lisa reviewed the minutes from March and discovered that due to the insurance reimbursement that the cost would be total less than \$10,000 which is amount that determines if it would be informally or formally bid. Darrin will look into the bonding criteria that was issued.

Gary from Design Mechanics met with Kenneth, Steven and Darrin regarding the boiler and other Burlington Heating and cooling issues. Gary adjusted the controls for the Burlington Branch to focus more on comfort. We will try to discover the right balance for energy conservation without making the branches uncomfortable for patrons and employees.

Kristi and Darrin have started to coordinate for Waverly's carpet to be replaced during the month of November or December. We will need to seek bids.

- B. Staffing – Steven Davies began working as the new head of maintenance on June 12, 2017. Kenneth Darling's last working day will be June 23. He will then use his vacation days till his KPERs retirement date. Chyler Minor was hired as a temporary library assistant for the LeRoy branch for the 2017 Summer. She is a high school senior and possibly will be able to continue working after school starts. Ethan Stewart will be leaving at the end of the summer. Kimberly Grell's last day at Burlington Branch as a 19.5 library assistant will be July 1. Current library assistants at Burlington will split the hours until the end of summer. The job search for this and the LeRoy position will be done at that time. James Turner will be adding 6 hours to his schedule to be the custodian for both New Strawn and Burlington.
- C. FiberBoard – Fiber Board meeting is being moved from June 20 to either June 27. Rob from MT will be visiting the Lebo, Waverly, Burlington, Gridley and New Strawn branches to determine a quote of what it will cost to add network drops and fix existing drops that are not capped or active.

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- D. Budget Presentation to Coffey County Commission – Darrin Daugherty presented the 2018 budget to the Commissioners on June 5. Darcie Shedd also represented the library.
- E. Security Cameras were installed in LeRoy and New Strawn. Will seek possible ways to use to record library activities or broadcast to other branches if desired. Will explore the possibility of adding this feature to other branches.
- F. Computers – New computers will be installed between June 15 and 22. 25 patron computers will be upgraded to Windows 10 during July. Margaret and I are creating an image for that upgrade on 7010s and 7020s.
- G. Library Journal Nomination for Best Small Library: I am preparing the application. I have received feedback from all branch directors. We will be asking Jim Stukey and Gene Merry for supporting letters for the application.
- H. In Service Training: The Public Relations committee is beginning the planning and coordination for the In Service Day for September 22, 2017. We will be travelling to Lawrence to receive a tour of the new public library and then tour museums on the KU campus.

### **Branch Reports:**

- A. Janet Birk, Gridley Branch Director – Getting ready for the 4<sup>th</sup> of July parade. Reported that they had 65 people show up for the Milford Center presentation. Also reported on the Visit to New Zealand presentation the branch had.
- B. Monica Mader, New Strawn Branch Director – Getting ready for Strawn Fest. Participating in story around the lake.
- C. Mary Davies, Lebo Branch Director- Invited everyone to look at the quilt that will be on raffle. Also asked if anyone saw a box turtle that she still needed some for the Lebo Turtle Races.

### **Committee Reports:**

- A. The Public Relations Committee met May 31, 2017. Topics discussed included the 2017 Staff Inservice Scheduled for September 22nd, The Outstanding Service Award, participation in the County Fair Parade.

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Discussion occurred related to the Inservice date not allowing some that work with the school district to attend. After allowing the directors to have feedback it was decided to keep the date as is.

It was decided that we will go to Lawrence to view the new public library, eat at the Free State Brewing Company, and visit museums on the KU campus. Transportation, health department provision of flu shots and bloodwork, museum coordination and Lawrence Public Library coordination is continuing.

Committee decided to discontinue the Outstanding Service Award to be replaced with year round recognition in the Administrator's Weekly Updates.

Vanessa will make T shirts for the County Fair Parade and for In Service Training as well. Library will use In Service Training funds and Public Relations funds to purchase one for each staff.

**Unfinished Business:**

- A. **None**

**New Business:**

- A. Action: Executive Session regarding personnel.  
Lisa moved to go into executive session at 6:31 until 6:46 PM. Sandy Seconded. Sandy Moved to extend until 7:00. Lisa Seconded.
- B. Lisa Kuhlmann moved and Sandy Meats seconded to adjust salary of those individuals that were being paid less than where the salary range suggested they should be due to years worked at CCL. Adjustments will go into effect for the last 13 pay periods of the year.
- C. Lisa Kuhlmann moved and Sandy Meats seconded to create a salary schedule based upon salary range that will be used to place personnel while considering experience and other factors. Once approved, it will be included in the policy book.

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**Next Meeting:** Chairperson Connie Kunkel wondered if the meeting needed to be changed due to Ohio Days and the Waverly Library's being on the parade route. After a discussion with board members and branch directors, Darrin Daugherty proposed to change it to July 10. All agreed.

**Public Comments:** *None*

**Motion to Adjourn:** Sandy Meats moved to adjourn meeting at 7 PM and Tammy seconded the motion. Motion carried unanimously.