

**Coffey County Library Board Meeting**  
**March 20, 2017**  
**Burlington Branch 6:00 p.m.**

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

**Board Members absent:** Lisa Kuhlmann, Sherry Fisher

**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:** Sandy Meats moved to approve the agenda. Tammy Rossillon seconded the motion. Motion carried unanimously.

**Introductions:** None

**Approval of Minutes:** Sandy Meats moved to approve the minutes of the February 20, 2017 meeting as presented & revised. Tammy Rossillon seconded the motion. Motion carried unanimously.

Sandy Meats moved to approve the minutes of the March 3, 2017 meeting as presented. Tammy Rossillon seconded the motion. Motion carried unanimously.

**Correspondence:** Received an email from Roger Carswell, SEKLS Director encouraging everyone to write senators and representatives to not support budget cuts to library federal funding.

**Treasurer's Report:** Sandy Meats gave the Treasurer's Report.

Citizens State Bank Warrant Checking	\$	13,064.45
Citizens State Bank Money Market Account	\$	676,201.48
Citizens State Bank Special Fund Checking	\$	34,501.35
Amount pledged at Citizens State Bank	\$	712,673.49
Central National Capital Improvement CD # 7025414	\$	69,993.57

Sandy Meats moved to approve the bills for the period February 21, 2017 through March 20, 2017 paid by checks 26629-26719 from Citizens State Bank Business Checking Account in the amount of \$50,638.42; payroll electronically transferred from the Citizens State Bank Business Checking Account in the amount of \$59,648.00; and checks 2450-2456 from the Citizens State Bank Special Fund Account in the amount of \$ 809.18 be approved. Tammy Rossillon seconded the motion. Motion carried unanimously.

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**Administrative Report:**

- A. Building Issues – Kenneth spread fertilizer on lawns today, March 20th
- B. FiberBoard – Nothing to Report
- C. Staffing – Fully Staffed
- D. Hoopla – Changes made to service last month are helping to keep cost under control.
- E. State Aid – Received check for \$2,528.17.

**Branch Reports:**

- A. Janet Birk, Gridley Director reported interior of building has been repainted, looks very nice. The vaulted ceiling was painted using scaffolding and a ladder.
- B. Diane Marshall, Burlington Director reported great kick-off to spring break activities. Had sidewalk art contest, prizes donated by Dairy Queen and Sonic.
- C. Kristi Graham, Waverly Director reported book sale was held week when Waverly basketball girls played at state tournament, still made over \$100.00.
- D. Mary Davies, Lebo Director reported their book sale and silent auction will be next week.
- E. Monica Mader, New Strawn Director reported the Grocery Bingo program, was a big hit. Plan to have again.

**Committee Reports:**

- A. Safety Meeting, February 23rd – The committee reviewed safety procedures for branches.
- B. Youth Services, March 6<sup>th</sup> – Reviewed summer reading structure.

**Unfinished Business:**

- A. New Administrator - Tammy Rossillon moved to correct starting date from May 1<sup>st</sup> to May 8<sup>th</sup> and must reside in Coffey County by August 1, 2017 to Administrator's offer.  
Offer accepted by Darrin Daugherty on March 7, 2017:

Starting Salary \$ 53, 000.00 - after 6 month positive review increase to \$55,000.00

Starting date May 8, 2017

Moving Allowance of \$1,000.00

Must reside in Coffey County by August 1, 2017

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**New Business:**

- A. Business Owners Insurance Renewal - Sandy moved to approved the Business Owners Insurance renewal from Trust Point Insurance in the amount of \$24,277.00 Tammy Rossillon seconded the motion. Motion carried unanimously.
- B. 2018 Budget Process was discussed. A timeline for the budget was presented. No action taken.
- C. New Strawn Roof - New Strawn roof received damage from the March 6<sup>th</sup> storm. We are waiting for an insurance adjustor to come check it out. This roof was had issues for years. Discussed possibility of a replacement.
- D. Committee Section of By-Laws Policy G2.10. Discussed making the following changes:
  - 1. Change Policy Committee to Policy/Procedure Committee
  - 2. Keep Public Relations, add additional charges to committee to help promote library
  - 3. Keep Technology Committee – charge and members will be set up after new administrator starts May 8<sup>th</sup>.By-Law Policy G2.10 change will be added to April 2017 agenda.

**Next Meeting:** April 17, 2017 at 6 p.m. at the Burlington Branch.

**Public Comments:** none

**Motion to Adjourn:** Tammy Rossillon moved the meeting be adjourned at 6:40 p.m. Sandy Meats seconded the motion. Motion carried unanimously.