

Coffey County Library Board Meeting
May 15, 2017
Burlington Branch 6:00 p.m.

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

Board Members absent: Connie Kunkel

Staff Members present: Darrin Daugherty, Mary Davies, Monica Mader, Janet Birk, Cindy Stohs, Diane Marshall, Jackie Clarkson. Kristi Graham was attending a graduation.

Call to Order: The monthly meeting of the Coffey County Library Board was called to order at 6:00 p.m. by Vice Chairperson, Sandy Meats.

Introductions: Darrin Daugherty, new Administrator, was introduced. He started on May 1, 2017.

Approval of Minutes: Sherry Fisher moved to approve the minutes of the April 17th, 2017 meeting as presented. Lisa Kuhlmann seconded the motion. Motion carried unanimously.

Correspondence: none

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

Citizens State Bank Warrant Checking	\$	9,770.46
Citizens State Bank Money Market Account	\$	523,062.42
Citizens State Bank Special Fund Checking	\$	34,186.37
Amount pledged at Citizens State Bank	\$	672,292.49
Central National Capital Improvement CD # 7025414	\$	70,087.18

Lisa Kuhlmann moved to approve the bills for the period April 21, 2017 through May 15, 2017 paid by checks 26800-26890 from Citizens State Bank Business Checking Account in the amount of \$37,992.97; payroll electronically transferred from the Citizens State Bank Business Checking Account in the amount of \$54,783.15; and checks 2468-2473 from the Citizens State Bank Special Fund Account in the amount of \$395.04. Tammy Rossillon seconded the motion. Motion carried unanimously.

Administrative Report:

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- A. Building Issues – New Strawn roof color was changed to red after discussions with Colin Sleezer, Burris Roofing, and Kenneth Darling indicated blue would not work. Monica Mader’s concern about making the library stand out more will be addressed by adding a sign or painting words that emphasize that the building is a library.
- B. Staffing – The LeRoy has its 17 hour library assistant position open. Position will be advertised to current employees first as a temporary dual position during the summer. Suzanne Guinn was hired to fill the open LeRoy Assistant Branch Director position in April. The head of maintenance position was advertised and several very good applications have been received. Steven Davies was offered the position and he accepted. Start date has not been determined.
- C. FiberBoard – The board approved service agreement with Integrated Technology Consultants Inc. from July 1, 2017 to June 30, 2018. CCL’s cost is \$4000. The board approved the Valnet internet rates for \$3600 per month. CCL’s cost will be \$600 per month. Prior to the Fiber Board, Administrator Darrin Daugherty had informative meeting with Doug Vander Linden regarding the history and purpose of the board and Coffey County Area Network.
- D. Budget Presentation to Coffey County Commission – Darrin Daugherty will coordinate for date for presentation after budget approval. Board members and staff are welcomed to attend. Darrin and Administrative Assistant Darcie Shedd will attend.
- E. Interim Administrator Jackie Clarkson thanked the Board and staff members for assistance in this transition.
- F. Technology Short Term Plan: Darrin discussed the purchase of 10 new computers to replace 7 staff computers, two patron computers at New Strawn and one at Burlington. The computers replaced will either replace older models at the branches. All computers will be upgraded from 4 GB RAM to 8 GB RAM. Also Windows 10 will be installed to improve performance. Darrin is coordinating with MT Network to address network drop issues at Gridley, Lebo and Waverly due to the use of hubs. New cable ports will be added to improve network performance.

Branch Reports:

- A. Mary Davies, Lebo Branch Director- Reported that 65 patrons registered for summer reading. Royals Tickets were used as incentives. Mary pointed out that the branch finished quilt was posted on facebook. 35 patrons made the squares. Pam Clarkson did the quilt. Drawing for the quilt will be held at the 4th of July celebration.
- B. Janet Birk, Gridley Branch Director- Thanked the board for the idea of the memorial tables.

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- C. Monica Mader, New Strawn Branch Director – Reported that there were 18 attendees as the Movie on the Lawn event.
- D. Cindy Stohs, LeRoy Branch Director – Her friend Deb Bahr brought supplies for the fairy garden event for young children. Supplies included clay pots, soil and trinkets. Event was successful. Deb was spotlighted on facebook for her contributions.
- E. Diane Marshall, Burlington Branch Director – Kenneth Darling finished the end displays. She is very pleased with appearance and effect it is having on books being checked out. Each shelf holds 7 books. There were 12 3rd/4th Graders from after school program that planted flowers. Members of 4H cleaned up outside of the library.

Committee Reports:

- A. None

Unfinished Business:

- A. **2018 Budget:** Interim Administrator Jackie Clarkson presented the summary of the budget to the Library Board. CCL is asking for a \$14,000 increase for 2018. Increase is to fund salary increase for all employees and higher salary range for the Head of Maintenance position. These two factors increased the budget by \$20,675. The difference of \$6,675 was made up via changes in other areas. Vice Chairperson Sandy Meats emphasized that it was a 1.4% percent increase and that it was not much when considering it is covering 6 branches.

After consulting with Roger Carswell from SEKSLS, it was decided to use the \$41,800 carry over from the last 3 years to go toward this years employee's benefits budget. This decision reduced the amount of money requested from the County Commissioner to \$147,200.

Lisa Kuhlmann made a motion to approve the 2018 General Fund Budget of \$1,110,141 and 2018 Employee Benefit Budget of \$189,000 (\$41,800 from carry over and \$147,200 from County) as presented. Sherry Fisher seconded the motion. Motion carried unanimously.

New Business:

- A. **Board Elections** – Sandy Meats asked for nominations for the positions of Chairperson, Vice-Chairperson, Secretary, and Treasurer. The current slate of officers were nominated and elected: Connie Kunkel Chairperson, Sandy Meats Vice-Chairperson, Lisa Kuhlmann Treasurer, Tammy Rossillon Secretary.

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- B. **Fiber Board Appointment** – Lisa Kuhlmann made a motion to appoint Administrator Darrin Daugherty as the Coffey County Library representative to the Coffey County Area Network. Tammy Rossillon seconded the motion. Motion carried unanimously.
- C. **Southeast Kansas Library System 2018 Contract** – Lisa Kuhlmann made a motion to approve the 2018 SEKLS Contract as presented. Sherry Fisher seconded the motion. Motion carried unanimously.

Next Meeting: June 19th, 2017 at 6 p.m. at the Lebo Branch.

Public Comments: None

Motion to Adjourn: Sherry Fisher moved the meeting be adjourned at 6:50 p.m. Lisa seconded the motion. Motion carried unanimously.