

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of November 14<sup>th</sup>, 2016

Board Members Present: Mrs. Nancy Wagner, Mrs. Judy Cole, Ms. Nikki Lewis, Mr. Richard King, Mrs. Susan Holthaus, and Mrs. Angie Deaver.

Others Present: Mrs. Kristi Jacobs.

**I – CALL TO ORDER**

Mrs. Wagner called the meeting to order.

**II – CONSENT AGENDA (October minutes, bills, and financial statements)**

Mrs. Jacobs was asked how participating in the city Halloween event went. She said that they handed out 1,000 bookmarks and a lot of candy before running out. It was a busy night. There has been no positive or negative feedback. Emily Connell from El Dorado Main Street appreciated having the library represented there.

Mrs. Jacobs explained that some adjustments need to be made to the financial reports because some tax distribution amounts listed on the revenue report were entered twice at the city. They have been notified of this and next month's report should reflect the correction. So the actual revenue total should be \$529,892.50 which leaves \$14,248.50 lacking from the budgeted revenues. The percentage used amount shown is misleading. The one listed reflects the percentage received and has nothing to do with how much cash is actually available. It does not show how much of the budget has been spent. There will still be some revenue coming in before the end of the year ends, the expense report still shows \$151,000 of budgeted expenses available for November and December.

The motion was made by Mrs. Holthaus to approve the minutes, bills, and financial statements for October 2016. This was seconded by Mrs. Cole and passed unanimously.

**III – COMMITTEE REPORTS**

*Friends of the Library:* The FOL met today. Mrs. Cole reported that the Sloppy Joe Dinner was a success. The total earnings for the evening were just over \$5,000. Auctioning off the prepared meals was well received and netted a large amount. The Harmon's meal total was \$1,000, Arletta's Catering total was \$1,145, and the Flint Hills meal total was \$300. The baked goods auction yielded \$1,295, there were \$770 worth of advance ticket sales, and \$892 was paid for entrance at the door.

Mrs. Jacobs will bring the FOL a "wish list" at their next meeting with the hopes that the Friends can help with some expenses that are not covered by the budget. The general consensus was that they would continue with the Sloppy Joe Dinner next year.

In September the book sale brought in about \$1,000 and the bake sale portion earned about \$375.

**IV – OLD BUSINESS**

There were no old business topics to be discussed.

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**V – NEW BUSINESS**

Operation Policy: The Concealed Weapons policy has been removed. The library cannot legally prohibit patrons from carrying a firearm on the premises without having a security guard.

Under Hours and Holidays, Veteran’s Day should be added. The board decided in the recent past to align with the city on these closed days and Veteran’s Day was added and Christmas Eve day was removed.

Current board members and their immediate families and current staff members will not be charged for overdue materials. After some discussion, it was decided that fines will be waived for staff and for families of the deceased with their memorial books checked out, but that “current board members and their immediate families” can be removed.

Out-of-state residents may apply for temporary borrowing privileges. Temporary cards are valid for six months and these patrons can check out two items at a time.

It costs \$1 to replace a library card.

The new Clymer Room Policy will replace the current one.

The library will occasionally publicize a fine free day (or days) on which overdue materials may be returned without charge. There is not a specific day (or days) assigned for this, this has been done during Library Week and around Thanksgiving when non-perishable food items can be donated in place of each dollar owed.

In the past delinquent fines and fines owed for materials not returned were turned over to the courts system for prosecution. There was discussion about possibly putting that back into effect or finding out what steps can be taken to hold these patrons legally responsible for materials not returned. It was suggested that the wording “The library also reserves the right to seek prosecution for any materials not returned” be added under/after KS State Setoff under Fines, Billing, & Court Process. The setoff program is tied directly to a patron’s state tax return, money to replace materials not returned is sent to the library if that patron is getting any compensation from the state. Patrons receive a notice that this money is being removed from their check. Occasionally materials are then returned to the library and an adjustment is sent to the State. It was suggested that more research be done before writing into the policy one where the library will send patrons to court.

Mrs. Jacobs was asked if she can keep track of how many items are replaced in a year due to not being returned. She said she can try that. In the mean time, she would like to check into the possibility of adding security cameras to the library. There is a real problem lately of books being taken from the library, without being checked out, then being returned ruined from liquid/soil damage. RFID is another security system option that can be installed that will sound an alarm if an item is taken from the building without being checked out. The Coffeyville Library is having this system installed soon and Mrs. Jacobs plans to go there and see how it works and find out more information about that.

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The motion was made by Mrs. Deaver to accept this operation policy with the changes mentioned made. This was seconded by Mrs. Holthaus and passed unanimously.

*Committee for Personnel Policy Review:* The current personnel policy needs to be reviewed and changes need to be made to bring it into line with the city's personnel policy, including the job description changes that were discussed during October's meeting. Mrs. Jacobs said she could work on these changes, and then work with a subcommittee on them, before bringing it to the whole board for review and a final decision. This would eliminate the need to use regular board meeting time for these discussions. Mrs. Cole and Mrs. Deaver volunteered to be on this subcommittee.

*Meeting Dates & Times:* After some discussion, it was decided that the regular monthly board meeting date and time will be changed to accommodate everyone so that more board members can make it to more of the meetings.

The next board meeting will remain on December 12<sup>th</sup>, but will start at 4:30 instead of 4:00. In January, the board will meet on Monday the 30<sup>th</sup> at 4:30 and this meeting will cover January and February. Then in March, and thereafter, meetings will remain on the second Monday of the month but will be moved to start at 4:30.

#### **VI – DIRECTOR'S REPORT**

Mrs. Jacobs' report handout includes the attendance numbers for programs. To add to that, there were five in attendance at the adult tech class held on Wednesday the 9<sup>th</sup>. In the hopes of getting more people signed up for these classes, which uses the whole computer lab, those who sign up for the basics classes were asked which kind of tech classes they would like to see offered. She and Mrs. Hunter are also checking into courses that are offered on the state library web site in order to teach the staff how to better teach patrons to use these other free resources at their own pace.

The suggestion was made to find a way to still provide computer access to patrons while the computer lab is closed for classes or to have laptops to use for the classes so that the computer lab does not need to be closed. Mrs. Jacobs recommended using Chromebooks which are laptops that use the operating system Google Chrome versus Windows or Mac. These are generally cheaper and they are often used in classroom settings. It was suggested that someone go to the Senior Center and put out a poll as to what they might be interested in learning and when would be the best time of day for a class.

In addition to the current book club through the library another book club will be offered, more of a book club challenge. The first title for this will be *The Brothers Karamazov* by Fyodor Dostoevsky. This group will meet four times to discuss the book which will be broken down into four smaller parts. When asked, Mrs. Jacobs said she wanted to cover a "classic" for this group and this is a title that is on both hers and Mrs. Hunter's to-be-read list. Sometimes there are suggested topics for discussion that can be used and sometimes those in attendance can discuss any topic about the book they want.

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The Overdrive usage statistics continue to improve. Mrs. Jacobs would like to have all of Bradford's titles added to the library's online catalog by the end of the year. It is a big project as there are approximately 15,000 items, but once that is done any title that is available through Overdrive will also pop up as an option for patrons searching for a book on Bradford's site.

**VII – EXECUTIVE SESSION**

Mrs. Cole made the motion to recess into an Executive Session for the purpose of discussing matters related to non-elected personnel, and to reconvene the regular scheduled meeting at 5:15 pm. This was seconded by Mrs. Holthaus and passed unanimously.

**VIII - FURTHER DISCUSSION AND ADJOURNMENT**

Mrs. Wagner called the regular meeting back to order at 5:12 pm.

After no further discussion, the meeting adjourned.

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Kristi Jacobs, Secretary