BRADFORD MEMORIAL LIBRARY
Library Board Meeting Minutes of June 13th, 2016

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

Others Present: Mrs. Kristi Jacobs.

I – CALL TO ORDER
Mrs. Wagner called the meeting to order.

There was talk about trying to diversify the library board. There is a position open now. Mrs. Jacobs will talk to Tabitha at the city about getting some applications to have on hand for those that know of someone who may be interested and to hand out to patrons who may come in and see the posted signs at the library and want to take an application. The open position should be announced in the papers also.

II – CONSENT AGENDA (May minutes, May bills, and financial statements)
There was some confusion in the wording of the last meeting. To clarify, money cannot be moved from one budget line to another, but money can be spent from the overall budget to cover expenses in a particular budget line knowing that that budget line will need to be adjusted accordingly the next year. The total amount budgeted for the year will not change. The main budget concern is that our expenses not exceed our revenues for the year.

Also, deliveries to outreach institutions are coordinated between Mrs. Tower and the activities director at a facility and not checked out to individuals. Mrs. Tower does deliver activity kits to the institutions. These are not typically available for individual checkout.

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

III – COMMITTEE REPORTS
Friends of the Library: Mrs. Cole reported that the next meeting will be Monday, July 11th at 12pm in the Clymer Room.

There will be no library board meeting in July and the meeting on August 8th will be at 4:30 instead of 4:00.

IV – DIRECTOR'S REPORT
The first day of the summer reading program kick-off was a big success. Mrs. Jacobs and the children's department staff agreed that next year there should be staff members dedicated to signing up patrons for the summer reading program aside from normal staff duties such as opening cards, checking materials in and out, etc. There were 226 kids signed up on the first day, in the past there has been 150 signed up within the first week. It was a busy day. As of this meeting there are well over 300 signed up. The Baptist Daycare is signed up separately with another 95 kids. The rest of the programs since have been well attended also.

The adults and young adults seem to prefer not to "sign up" for a summer reading program. It works pretty good to just have them fill out a ticket for each book/audiobook/magazine that they check out instead. These tickets go in "the hat" for weekly prize drawings and all of the tickets will be combined at the end of the summer for a grand prize. As of this meeting there are two signed up for the ropes course scheduled for July. The staff has been advised to keep an eye and ear open for anyone who may need a scholarship to attend this event.

There were six people in attendance at the book club meeting for The Rosie Effect. All of the books for the June meeting have been checked out. The next one is *Me Before You* by JoJo Moyes and will be on Tuesday, June 28.

The other statistics are listed on the director's report handout.

Mrs. Jacobs was complimented on the activities that are planned for the summer reading program. This could benefit the library's funding in the future. There is a family game night scheduled for June 14th. This will be set up outside but if there is bad weather there are board games to play inside as a back-up. There are several teens that have volunteered to come and help with that. They have filled out the required paperwork to make their volunteer time official and they may come in handy in the future too.

There has been a request to set up Facebook events pages for scheduled events at the library. This way the staff can get a better head count and patrons can look for events specifically and can share these with their family and friends on their own pages.

Freddie's will be donating 100 individual cups of frozen custard at the game night on the 14th. The amount of donated items from businesses in town has been really great.

V – OLD BUSINESS

Outreach Mileage: A new volunteer for outreach has not been found. Mrs. Tower will now keep track of her mileage as volunteer mileage and she will be reimbursed from Butler County Area on Aging.

Recognition Wall Update: Mrs. Jacobs and Mrs. Hunter will be finishing this next week and will be sending the list on to GCI and Seven K. There should be a proof provided by them for checking and approval before it is finalized.

VI – NEW BUSINESS

Story Trail Collaboration with City of El Dorado and YMCA: Mrs. Jacobs has talked to Suzie Locke from the city and Jessica Rall from the YMCA and they are interested in taking part in a story trail. There are a lot of options as to how and where this would be set up. This is an event targeted towards young children and their families. See the handout for more information. The goal is to get this going by August to coincide with Frontier Days. The financing for the project would be covered by the YMCA. The library's role would be to select and/or furnish the books. All agreed that this would be a good idea. This still needs to be approved by the YMCA's board and the city planning commission or the recreation board. They are thinking about doing seven or eight books per year.

Board Bylaws Review: These were last updated in 2014. The library should have an annual meeting. These should be in May and this is when officers would be chosen. According to the library's website right now, Mrs. Cole is the treasurer and Mrs. Deaver is the assistant secretary. Mr. King made a motion to change the amount of notice time for a special board meeting from at least two days to seven days noting that if there is a quorum this could be waived if need be. The majority of the board agreed that "at least two days written notice" for a special meeting is sufficient time. There was not a second to the motion.

The annual meeting, with minutes, should be in May after the city appoints board members in April. The board can then choose officers and decide then whether to change or to keep how the monthly meetings are run, etc. There is not a limit on how long a board member can fill one officer position. After review, the motion was made by Mrs. Cole to retain the board bylaws as they are. This was seconded by Ms. Lewis and passed unanimously.

There will be three board member positions opening up in May of 2017. Board members can reapply for a second four year term. If someone was filling in for someone else's term, then they can finish that term and fill two terms of their own. After that, the board member would have to be off of the board for a year before reapplying.

Children Internet Protection Act Policy Review: This policy needs to be reviewed every three years. The wording of the policy that the library uses was provided by the State Library of Kansas. Our policy pops up on the screen that needs to be accepted each time anyone logs into the Cassie system on the public computers. There is a firewall on these computers and they can be monitored if need be and someone can be locked out of the system if they are not following the rules. The history is erased each time patrons log out before the next patron logs in. There is a definition of what is obscene but not one for what is "harmful to minors" which could be considered subjective. There was discussion about whether privacy screens should be used on the computers. Gambling and pornography are blocked on library computers and the wifi. If the library does not use this policy or one similar then it does not receive state funding, which is true for other libraries also. At Bradford, children can only be on the computers upstairs if they are 14 years old or older and have a signed consent from a parent, but anyone can be in the computer lab. This policy is not expired yet. Mrs. Jacobs was asked to look into more detail about what staff members should be looking for as guidelines for what should be considered "harmful to minors".

Library Goals – Board Set Discussion: Mrs. Wagner asked the board to brainstorm ideas for future goals beyond the generic ones that all libraries have to be discussed further at the meeting in August.
Some were:

- Improved communication between the Friends of the Library, the board, and the staff.
- Staff training for improved customer service
- Include all areas of the population for programs and services, diversify
- Continuing to offer more programs and services and classes
- Keeping the library's website up to date and user friendly and informative

- Stepping up promotions of the library services
- Making book displays more prominent, such as toward the front of the building, when patrons walk in the door
- Weeding out and updating the audiobooks section
- Encourage patrons to suggest titles they would like at the library by adding a link to the website where patrons can make requests or making that part of a display by the entrance

Mrs. Jacobs was asked if she had heard from Kristian Strom about payment for FOL books. She said she had not and said it may be best to email him.

Mrs. Wagner asked about SCKLS providing Hoopla like NCKLS does. Mrs. Jacobs answered that SCKLS chooses to offer grants to libraries instead of services like Hoopla. Hoopla is an online subscription service for movies and audio books through Midwest Tape, but is expensive and does not offer as much as needed or wanted, not a good variety.

The suggestion was made to contribute more articles to the newspaper about library news, possibly on the events calendar. Mrs. Jacobs said she has tried, but then information does not always make it in there for whatever reason. Mrs. Jacobs was told she should have Mrs. Hunter contact Belinda Larson in Augusta about that.

VII - FURTHER DISCUSSION AND ADJOURNMENT

The eBook classes are scheduled for June 22nd at 10am, June 29th at 6pm, and July 27th at 10am. Mrs. Wagner is facilitating these classes.

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Kristi Jacobs, Secretary