

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of May 22<sup>nd</sup>, 2017

Board Members Present: Mrs. Nancy Wagner, Mrs. Angie Deaver, Mr. Richard King, Ms. Nikki Lewis, Mayor Vince Haines, and Mr. David Worley.

Others Present: Mrs. Kristi Jacobs.

**I – CALL TO ORDER**

Mrs. Wagner called the meeting to order.

The board welcomed its newest member, David Worley.

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

Mrs. Jacobs stated that she included the up to date project totals to show that, other than the bond payment, the amount from the city that was not part of the bond is now paid off. The bond will be paid over the next ten years with payments fluctuating between \$33,000 and \$35,000.

The motion was made by Mrs. Deaver to accept the April minutes, bills, and financial statements as presented. The motion was seconded by Ms. Lewis and passed unanimously.

**III – COMMITTEE REPORTS**

*Friends of the Library:* Mrs. Jacobs shared that the FOL are going to order more Friends of the Library t-shirts and if anyone wants one they should let Mrs. Cole know by June 1<sup>st</sup>.

They have been brainstorming on ways to improve the book sales, so if anyone has ideas they should let a FOL member know.

They will be hosting Rosa Lattimer, the author of “The Harvey House”, at the library on Tuesday, September 26<sup>th</sup> for a book discussion.

The next Sloppy Joe Dinner has been scheduled for Friday, October 27<sup>th</sup>.

On Saturday, June 10<sup>th</sup>, there will be thank-you-dinner in Burns, KS for Marlene Patty and Sharon Wallace to honor them for the hard work they do on behalf of the Friends.

**IV – DIRECTOR’S REPORT**

Mrs. Jacobs sent out stats on the Director’s Report which still includes good numbers for the Overdrive/Sunflowerelibrary site. The staff received training on this site from Mrs. Wagner on the morning of Friday the 19<sup>th</sup> at the staff training session. Mrs. Jacobs will be scheduling times for staff members to explore and practice on this and the state library site so they are better equipped to then help patrons.

Mrs. Lisa Sharbaugh from SCKLS also did some training that day on the LEAP program. LEAP is the web based, versus terminal server based, version of Polaris. Eventually the company will phase out the terminal server in favor of the other. She was able to set this up on the computers for the staff to begin practicing on.

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Connecting to a terminal server requires more band-width than opening a website so Mrs. Jacobs is hoping this change will eliminate some of the issues happening with the internet and Polaris. LEAP is essentially a secure website accessed through Google Chrome that is intuitive and should be much more user friendly for staff. Patrons can access the library's catalogue and even their own account through the library's website, [www.bradfordlibrary.info](http://www.bradfordlibrary.info). They can log in and are then able to see what they have checked out with due dates, can renew items, can request items and place holds, and even update their own contact information.

Mrs. Wagner will be doing another patron e-Book class on June 5<sup>th</sup> and would like to talk about how to improve the internet service to the Clymer room before then.

The Summer Reading Program calendars are made and printed and displayed. The kick-off will be Thursday, June 1<sup>st</sup>. There will be a babysitting training; this is \$75.00 per person to be paid by the participant. Mrs. Wagner will be instructing a couple of classes, eBooks and iPads. There will be the K-5<sup>th</sup> grade programs, the Builders' Club, and baby and pre-school programs. There are cooking classes once a month. This had been paid by a grant to the county extension agency but since that ran out the library reimburses them for the cost of the food they bring in for the class. The summer reading programs are now set up where patrons read for prizes and not so much as a contest with other patrons and they can read whichever titles they choose. There is no longer a pool party at the end of the summer but one of the prizes is a pool day pass. A teen book club has been planned for the summer and patrons have been asked to vote and choose which titles they want to read. The adult book club will continue through the summer. Mrs. Hunter will be teaching a class on Facebook. There will be a Family Builders' Club night and a family game night taking place inside this year. The kick-off on June 1<sup>st</sup> will be from 10:00 am to 7:00 pm and if anyone wants to come and volunteer their help with this it would be appreciated. The community band concert kick-off at Forest Park is that day also but does not start until 7:30 pm.

There is a women and gender book club meeting at the library now too. Women and gender in general seem to be the theme for their group and their book choices but the meetings are not limited to women attendees.

Mr. King suggested that Heritage House and Gordy Square are places that may be ideal spots to have book club meetings. This could be suggested to Mrs. Tower as Outreach Coordinator. Something like this could bring more people in the community into book clubs. Bradford Library will take part in Wichita's The Big Read program again this year but a title has not been announced for that yet.

Some building maintenance issues have come to Mrs. Jacobs' attention. Mayor Haines made a motion to give her leave to spend up to \$5,000 for finding and repairing these problems. This was seconded by Mrs. Deaver and passed unanimously.

**V – OLD BUSINESS**

There were no old business topics for discussion.

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**VI – NEW BUSINESS**

*Board Bylaw Amendments:* After some discussion at last month's meeting and this meeting, the motion was made by Mayor Haines to switch the board meeting times to bi-monthly dates, only meeting during the odd number months. If there needs to be a special meeting between scheduled meetings, then written notice needs to be given to the board members stating the time and place at least two days in advance. This was seconded by Mrs. Deaver and passed unanimously.

*Board Position Elections:* Mr. King made the motion that the current library board office holders should remain as presented and unchanged for another year. This was seconded by Ms. Lewis and passed unanimously.

**VII – FURTHER DISCUSSION AND ADJOURNMENT**

After little further discussion, the meeting adjourned.

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Kristi Jacobs, Secretary