

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of April 10<sup>th</sup>, 2017

Board Members Present: Mrs. Nancy Wagner, Mrs. Judy Cole, Mr. Richard King, Mrs. Susan Holthaus, and Mayor Vince Haines.

Others Present: Mrs. Kristi Jacobs.

**I – CALL TO ORDER**

Mrs. Wagner called the meeting to order.

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

There was an entry for KHC in the edit lists for \$300. This was for the weather themed program put on by the Kansas Humanities Council. The KHC will reimburse the library the \$300 in the form of a grant.

It was mentioned that the totals remaining in the Workers' Comp and Sick Leave lines seem like low percentages for this early in the year. The workers' comp is taxed and based on the first x number of \$1,000 per salary and is usually all paid by June. The sick leave is budgeted in salaries and wages line items and not sick leave.

The motion was made by Mr. King to accept the March minutes, bills, and financial statements as presented. The motion was seconded by Mrs. Cole and passed unanimously.

**III – COMMITTEE REPORTS**

*Friends of the Library:* The total amount brought in by the last book/bake sale was \$1,530.40. It was agreed that opening the sale on Thursdays is working out for the best so that will continue in the future.

**IV – DIRECTOR'S REPORT**

The attendance to the Baby Time program was a little down in April but the Toddler Times and Preschool Times are doing well and the Builder's Club continues to grow. There was decent attendance at the Spring Break programs. There were two that no one came to, the interactive movie and the make-and-take craft, but the other two had good attendance. They were Jumbo Games and Builder's Club. The once-a-month adult book club seems to be floundering some so Mrs. Jacobs and Mrs. Hunter are working on some changes for that for fall. These are on the third Tuesday of each month. They are considering moving the time for a little later in the evening or moving it to a quarterly meeting versus monthly. The titles are chosen from feedback from those who attend. They've also set up a Goodreads account for this with the hope that people will vote for whichever books they would like to try.

There were a couple of computer classes offered with nine people total in attendance. Mrs. Whitney will not be available to teach classes this summer so Mrs. Hunter and Mrs. Wagner have agreed to teach a few. Mrs. Cole said she would be happy to hand out flyers for future computer classes.

**V – OLD BUSINESS**

*Sales Tax Update:* The City Commission decided the amount the library will be receiving will be \$3,000 instead of the previously mentioned \$5,000. Mayor Haines said that that could still change as that topic continues to be discussed as they work through the budget. The budget should be finalized by August. The \$3,000 is the amount being brought forward from a previous year when the money did not get used. It was \$5,000 total that was requested. Mayor Haines believes that that \$3,000 could be available this year considering it was money encumbered from a previous year whereas any other money would not be available until January 2018. He said he will continue to check into that. It is understood that the commission still intends to do some renewing and updating of the park behind the library.

*2018 Budget Update:* Mrs. Jacobs presented the proposed budget at a meeting with the City Manager and the Director of Finance. She felt Mr. Dillner had a good understanding of how the finances at the library are organized and did not question how the money was being budgeted.

**VI – NEW BUSINESS**

*Children's Internet Protection Act Policy Review:* The policy used is one that is recommended by the state library. It has been three years so it is time to review this and decide if any changes need to be made. Mr. King suggested an

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of April 10<sup>th</sup>, 2017

amendment be added stating that any decision made to block or unblock a website may be appealed to the library board at its next scheduled meeting as a way of backing up Mrs. Jacobs and the library staff. Mrs. Wagner suggested a form could be used by the patron to fill out with a block/unblock request. Mrs. Jacobs pointed out that the policy does say that any request like this needs to be submitted to her in writing by the patron. Any request or complaint submitted can then be brought to the board for review.

As of right now there have never been any requests to unblock any web sites. If there were a request to block or unblock a site Mrs. Jacobs could immediately contact Ken at the city, as he would need to be the one to do that, and she would not need to wait until the board meets. Once she did bring the request to the board Ken could then change it back depending on what the board decided.

It was suggested that wording could be added to let the patron know that the request will be brought to the library board for review. There was discussion as to whether this is necessary in this situation.

The motion was made by Mr. King to add, "Any decision to block or unblock any website may be appealed to the library board at its next regularly scheduled meeting" to the current children's internet protection act policy. The motion passed 4 to 1 after it was seconded by Mrs. Cole.

2017 SCKLS Grant-in-Aid Service Contract: Mrs. Jacobs sent the contract out to the board for review. Basically, if there is an issue with any part of the contract then the library would not be getting the grant because the contract, as it is written, is non-negotiable.

There is a tax levy for SCKLS which goes to them and they then give money back to libraries in the form of this grant. There are seven library systems in Kansas and not all of them will do that. City residents do not pay a library system tax whereas those living outside the city limits do. The amount Bradford Library receives is based on the number of non-resident patrons that are registered. This makes it possible for those that do not live in El Dorado to still be able to get a card. Essentially they are paying to use the library and its services.

Mrs. Jacobs fills out a form letting them know how many library patrons live outside of the El Dorado city limits, the number of interlibrary loans that were done, and the service area population versus writing out a grant request.

Banner Proposals: Mrs. Hunter gathered quotes from GCI, 7K, and Half-PricedBanners.com on the price of a six foot or an eight foot personalized table cover and a retractable banner. After some discussion it was decided to set a dollar amount for Mrs. Jacobs to work under and to let her decide on the details. The motion was made by Mr. King to allow Mrs. Jacobs a budget of \$500 to purchase a personalized table cover and a retractable banner. This was seconded by Mrs. Holthaus and passed unanimously.

May Board Meeting Date: The next board meeting will still be at 4:30 but moved to May 22<sup>nd</sup>.

Board Bylaws – Meeting Dates: It is in the library board bylaws that the board meets monthly, but that can be changed. The director at SCKLS, Mr. Paul Hawkins, said that there are no state statutes stating how often or when the board needs to meet. The City Clerk, Ms. Tabitha Sharp, said that she did not think the city commission would have any issues with this kind of change but said she will mention it to the at the Commission's work session on Wednesday.

It should be noted that the board can be called into a special meeting in between scheduled meetings if the need arises.

Mrs. Jacobs said she should be able to have any pertinent information concerning the busy summer months ready for the board to review by the end of May. May is the month for the normal annual meeting where officers are elected and board meeting dates are set. It was agreed that the odd numbered months would work best as far as there needing to be certain topics covered during certain months of the year.

Mrs. Jacobs will continue to send out monthly reports to the board, such as the Director's Report and the financial reports.

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of April 10<sup>th</sup>, 2017

The board agreed to move the meeting dates to a bimonthly basis but to continue to meet on the second Monday at 4:30. The motion can be made in May to change the meeting dates in the board bylaws, with at least 30 days notice from today.

The change in board meeting dates will be noted on the library calendar.

*Staff Training Closing – May 19<sup>th</sup> – Open at noon:* Mrs. Jacobs is requesting that the library be closed for a couple hours for staff training. The topics covered will include eBooks and digital audio books, databases, and what is coming up during the summer reading program.

The motion was made by Mrs. Cole to close the library on Friday, May 19<sup>th</sup> from 9:00 am to 12:00 pm for staff training. This was seconded by Mr. King and passed unanimously.

**VII – FURTHER DISCUSSION AND ADJOURNMENT**

The motion was made by Mr. King, to discuss in May, changing the wording in the board bylaws that in order to call a special meeting there needs to be at least two days advanced notice with the exclusion of Saturdays, Sundays, and legal holidays. This was seconded by Mayor Haines.

---

Kristi Jacobs, Secretary