

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of December 12<sup>th</sup>, 2016

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

Others Present: Mrs. Marlene Rethman and Mrs. Kristi Jacobs.

**I – CALL TO ORDER**

Mrs. Wagner called the meeting to order.

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

The revenue statement now shows the corrected journal entries.

The professional services classification covers expenses such as cleaning services and auditors. Mrs. Jacobs said she can send out the general ledger report which will show in more detail what is coming out of which budget line account.

The library and the city do not budget for sick leave. That is just figured in with payroll.

Non-capitalized assets are purchases made, such as a computer or piece of furniture, under \$5,000.

The proposed budget for 2018 will be presented for consideration to the city manager and the city finance officer in April after the library board approves it in March of 2017. Then in May it is presented to the city commissioners who will have it ready for the state by August. Any adjustments that need to be made from one year ago can be made for the next year. Money can be used over the budgeted amount in a line item to cover unforeseen expenses as long as it does not affect the overall budget total.

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

**III – COMMITTEE REPORTS**

*Friends of the Library:* Mrs. Rethman was present to represent the Friends but said they have nothing to report for this month.

**IV – DIRECTOR'S REPORT**

The memoir writing workshop held in October went very well so plans are being made to host a writer's workshop every other month. Starting in January Ms. Kim Stanley will be coming to do Moment by Moment: Writing Your Life which will focus on combining poetry with memoir writing. It is possible to get a grant to pay her fee from the Kansas Humanities Council.

The first title for the Bradford Challenge book club will be The Brothers Karamazov by Fyodor Dostoevsky. Four of the books have been checked out already.

The memorial/gift item numbers and program statistics are listed on the Director's Report hand out. It is interesting to note that up until now in 2016, patrons have checked out upwards of

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1,200 items more than in 2015 from the Overdrive eLibrary site. A suggestion was made to put together a video of directions for using the sunflowerlibrary.org site for those that are already comfortable with using computers. Mrs. Jacobs will be having the staff train on this too so that they can help patrons one on one when needed. Roadmap use directions could be added as a link to the library's website also.

Mrs. Jacobs made a presentation at the Butler Partnership meeting. She shared with them the programs and services available, such as databases and public computers, from the library. She also received feedback from others in attendance, such as the safe-house and the Butler Homeless Initiative, on what services would benefit them. The library's Outreach Services do not deliver to the safe-house. It is the library's policy to issue a temporary card to those who do not yet have a permanent address so that they are able to check out two items but not ten. A representative from there said they have a good amount of books available to them while they are there.

She also attended a technology meeting at SCKLS as there have been a number of problems with Smart Shield, Cassie, and the patron computer printer communicating with Windows 10 lately. Unfortunately she learned that this is just the way it will be until Windows levels out to where they are not doing upgrades and making changes so often.

The United Way allocation hearing is set for December 14<sup>th</sup>.

In preparation for annual employee reviews Mrs. Jacobs had the staff fill out a self evaluation form and a training questionnaire. All are interested in learning more about how to use the eBooks and databases and she will include training in customer service and the Polaris/LEAP. She would like to schedule someone from the State Library of Kansas to do database and eBook platforms training. She would like someone from SCKLS to provide Polaris/LEAP training. She would prefer to close the library for a couple of hours in the morning a couple of times per year for these kinds of in-services so that all of the staff can be trained at once. The board agreed this would be reasonable.

**V – OLD BUSINESS**

There were no old business topics to be discussed.

**VI – NEW BUSINESS**

*Project Funding Transfer:* When the board originally approved the funding of the renovation it was agreed to move up to \$100,000 from the endowment account to cover some of the cost. The current balance remaining for the project after the bond amount is \$99,859.51. There is an Intrust Bank checking account that holds the money from donations for the project and that total is at \$10,449.35. Mrs. Jacobs needs an approved motion from the board to move money from the endowment investment account to the city to close out the project this year. The amount left in that account after moving money would be approximately \$200,000.

The motion was made by Mrs. Cole to move \$90,000 from the endowment investment account to cover the cost of money owed for the renovation project. The remaining amount will be paid out

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of the Intrust Bank checking account. The motion was seconded by Mrs. Holthaus and passed unanimously.

*Sales Tax Proposal:* The board discussed writing a proposal for sales tax money to be used to purchase laptops for the computer classes. The funds would not be available for use until 2018. The FOL have offered to help cover some expenses that are not covered by the budget so Mrs. Jacobs suggested that she could write up a proposal for that from them to get those in 2017 instead.

So that will leave the sales tax proposal open to be used for something else. Mrs. Wagner is willing to write the proposal and would like the board's input about what it can be used for. This will need to be completed by the first of January 2017. It was suggested that the proposed second phase of the remodel could be done, for instance a gazebo, picnic tables, and landscaping for the yard. It was also suggested that it be used for the security system but Mrs. Jacobs said that there will be money in the budget for that. The city will be ordering the security cameras and that process has been started.

Any funds left in the operating account in 2016 will be transferred to the Capital Improvement fund.

After more discussion it was agreed that more detail should be gathered as to what is wanted for the library grounds and request money for that from the sales tax proposal.

Mrs. Jacobs will be requesting money from the FOL for the summer reading program, for Outreach Services, and for the laptops to be used for the computer classes.

**VII – EXECUTIVE SESSION**

Mrs. Deaver 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 5:27 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 5:27 pm.

After no further discussion, the meeting adjourned.

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Kristi Jacobs, Secretary