

BRADFORD MEMORIAL LIBRARY
Library Board Meeting Minutes of July 10, 2017

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

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

I - CALL TO ORDER

Mrs. Wagner called the meeting to order.

II - CONSENT AGENDA (May minutes & May & June, bills, and financial statements)

The listed total to Don's Heating and Air includes payment by several different departments, the library's portion of that is \$408.38. The amount paid to Big Sky Rentals was for the use of the bounce houses set up at the summer reading program kick-off event. The amount paid to Good to Be Clean included the normal monthly cleaning fee plus the annual carpet and upholstery cleaning fee. The amount paid to Louise Hanson is for the cookbook presentation she will be doing on Thursday the 13th. The amount paid to her is \$300 then the library will also receive \$300 as a grant to cover that cost from the Kansas Humanities Council.

The financials totals presented are inaccurate. Money from the county has not yet been transferred from Fund 006 to Fund 011 which is the operating account. The total should be \$463,378.95 in revenues to date. Mrs. Jacobs will ask for an assets liabilities report, with a written explanation of it, from Tammy at the city to give to the board members.

The motion was made by Mrs. Cole to accept the minutes for May and the bills and financial statements for May and June as presented. The motion was seconded by Ms. Lewis and passed unanimously.

III - COMMITTEE REPORTS

Friends of the Library: The Friends met today at noon. The next book sale/bake sale will be Thursday, August 24th through Saturday, August 26th with tear-down on Monday the 28th. Rosa Latimer is an author from Texas who will be presenting at the library on Tuesday, September the 26th at 6:00 pm discussing her book "The Harvey Houses of Kansas". The Friends will provide light refreshments. The next Sloppy Joe Dinner has been scheduled for Friday, October the 27th at the Civic Center from 4:30 to 7:00. Dave Sundgren will be there again to auction off baked goods. A few Friends members will be meeting to come up with another idea to draw more people in and/or they will do the catered meals to be auctioned off as was done last year.

IV - DIRECTOR'S REPORT

As was mentioned above, Mrs. Hanson will be at the library July 13th at 1:00 pm for her presentation of her cookbook "At Home on the Range" which is about Kansas cookbooks. Next Tuesday the 18th will be the monthly book club meeting at 6:00 pm. The book up for discussion will be "My Cousin Rachel". On Wednesday the 26th at 9:30 am Mrs. Hunter will be teaching a class on using Face Book. On Tuesday, July 25th the library will be hosting a babysitting safety course conducted by The Red Cross. There is a fee of \$75 per participant who should be between the ages of 11 and 15. It was suggested that those who want to participate in the class who cannot afford to can be sponsored by any of the board members who would like to do that or by the Friends of the Library. That would work out okay as the library will be paying The Red Cross and the payment from the participants will be used to reimburse the library.

Mrs. Jacobs said she will ask around and also let Mrs. Hunter know. She will also send out the monthly stats for the summer reading program, gifts, and memorials.

There have been problems with Polaris connecting to the main server. The staff has been trying to use LEAP, the newer online version of Polaris, as much as possible to learn it and get used to it. But it is still limited in what it can be used for at this point. Mr. Huffman, the city's IT tech, has been trying to help with any problems he can as some of the issue is just the internet itself keeps dropping, aside from Polaris issues. But the internet bandwidth has been increased, has doubled, and is working smoother. This caused the bill for Cox to go up by \$75 per month which was budgeted in the 2017 budget in anticipation of this.

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The library connects to Polaris through an RDP or Remote Desktop Protocol. The library logs into the Polaris server which means the library is then using their device remotely. This is what is continuously dropping and disconnecting. There is a different way of connecting by using a remote access application which is similar to using an app on a smart-phone. The app can be used on the computers and that is what some of the employees have been using instead and it seems to work better. In the meantime Polaris and South Central Kansas Library System are working on the disconnecting problem. It should be noted that Bradford is the largest library within this consortium with the most amount of seats and is the only one having this issue. Whether that is part of the problem or not is not apparent yet. The internet though is working fine and Polaris is having the staff use LEAP to draw less on the remote desktop feed so it does not take as much bandwidth to use it. The LEAP app uses more bandwidth than the straight online LEAP but less than the original RDP. Hopefully they will figure out soon whether the problem is on their end or maybe how the library in connecting with them and can get it fixed.

Polaris is still the best option for the library as far as price and function goes for all that it can be and is used for. This setup costs \$5,000 or \$6,000 per year versus the library setting up its own server for a \$25,000 setup fee then \$10,000 per year. Bradford is under contract with Polaris for the next four or five years.

There is a sign on the front doors letting patrons know that the staff will now be checking patrons' backpacks and bags as they leave. The staff will not touch the bags or anything in them but just need to look inside to verify that there aren't any library materials leaving without first being checked out. It has been the library's policy to be able to do this but it is now being enforced because of one person. He is unable to sign up for a library card so takes the books and then returns them. But when they are returned, in the night drop-box, they are ruined and cannot be put back on the shelves. So far everyone has been easygoing about this new procedure. As far as doing something about this particular individual, the staff knows who is doing this but cannot actually prove it. No ruined books have been returned since the sign has been up. The library does have cameras for security purposes but has not been able to find an electrician to do the work of setting them up.

The children's department flooded recently. The sump-pump stopped sucking water and the water came approximately 15 to 20 feet into the room at the back door by the computers. Luckily there was no damage as the staff was able to catch it quickly and Kevin from the city was able to come help quickly also. It was suggested that an alarm or alert of some sort be purchased to avoid this in the future.

The staff would like to put together a calendar of events instead of using the current method of setting out little flyers each month and for each event. The idea would be to do three per year with four months at a time, September through December, January through April, and May through August for summer events. It was suggested that extras can be made for distribution around town and could be sent to the newspapers and added to FaceBook, etc... There would be a fee to add something that big to the newspaper but the other options should work.

V - OLD BUSINESS

2018 Budget Update and Amendment: Some new numbers and information has come in from the city so a few changes need to be made. There is an increase in the amount budgeted for the motor vehicle tax by \$4,220 and a decrease of \$2,000 in sales tax. So Mrs. Jacobs used the difference of \$2,220 to add \$1,000 to digital materials and \$1,220 to print materials. The mill-levy valuation is estimated to be \$84,342. The library can ask for up to five mills which would change the total from \$412,518 to \$421,710 which is a difference of \$9,192. It was suggested that Mrs. Jacobs figure the amounts at keeping the same mill-levy of five mills and keep that \$9,192. It was also suggested that she keep track of the statistics for some of the databases this money would go toward buying to verify their worth to the library.

The proposed budget for 2018, with mills remaining set at five, was accepted after a motion was made by Ms. Lewis which was seconded by Mrs. Cole and passed unanimously.

VI - NEW BUSINESS

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Niche Academy: This is a site that provides training tutorials on different services and databases. Some of these services are provided by the state such as Cloud Library, Total BooX, and RBDigital. One, Overdrive, is purchased by the library already. Tutorials are available for a number of other services that the library would like to get such as the Chilton Library, Value Line, Consumer Reports, and the Ancestry Library Edition. And there are some available for a number of free services like FaceBook, Gmail, Goodreads, etc. Links will be set up on the library's website and patrons can click on these and will get tutorials at home for how to use these different services. Niche Academy costs \$1,400 per year. Some tutorials are already made by Niche Academy, others are made and made available by other libraries, and some could be made by this library, for instance how to use the library catalog here. These could be set up to be used by the patrons and/or just the staff. There are print portions, video portions, and tests that can be made which could include a certificate of completion. There is currently money available in the budget for something like this and stats can be kept on its use.

The suggestion to purchase Niche Academy software was accepted after a motion was made by Mr. King which was seconded by Mayor Haines and passed unanimously.

Purchasing/Procurement Policy: Should there be a policy in place stating that Mrs. Jacobs needs permission from the board to purchase items or services above a certain amount or she does not need permission for a certain amount or less? It was suggested that setting an aggregate amount for the year makes the most sense, or at least in addition to a per item amount.

After some discussion, the board agreed that something like this should be in place so Mrs. Jacobs will do some research and will write one up for the board to review at the next meeting.

Endowment Donation Transfer: The United Way funding for the library, for Outreach Services, was cut in half this year. Mrs. Jacobs and Mrs. Tower were able to get a donation of \$6,000 from the Wiedemann Foundation. They made their donation to the endowment account for their tax purposes.

A motion was made by Mayor Haines to approve the transfer of that \$6,000 from the endowment account to the library's operating account. The motion was seconded by Mr. King and passed unanimously.

September Board Meeting Date: It was agreed that the next board meeting will be on Monday, August 28th.

VII - FURTHER DISCUSSION AND ADJOURNMENT

After no further discussion, the meeting adjourned.

Kristi Jacobs, Secretary