

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of November 13th, 2017

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

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

**I – CALL TO ORDER**

Mrs. Wagner called the meeting to order.

**II – CONSENT AGENDA (August minutes and bills and financial statements for August, September, & October)**

Mrs. Jacobs does intend to send the board members a copy of the bills at the end of each month so that they can be reviewed for the meetings that are now held every other month.

The amount of the budgeted revenue for 2017 received so far is 94.62%, 24.47% is the amount that is left to spend. Up to 10% of the budget can be transferred to the Capital Improvement Fund at the end of the year. Any excess funds beyond the 10% would sit in the account as a reserve. Mrs. Jacobs believes most of what remains will be spent as there are some large amounts meant to be paid out within November and December. Any “extra” money cannot be used to pay down the amount still owed on the bond for the remodel; extra payments cannot be paid on that. It was suggested that any extra money could be used to pay for the new HVAC units. Mrs. Jacobs said she would suggest using the capital improvement money for that as there is a chance there will not be enough left by the end of the year, especially after those other large pay-outs so it may not be worth the risk of paying for those new units out of the budget especially if the full total budgeted is not received.

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

**III – COMMITTEE REPORTS**

*Friends of the Library:* Mrs. Rethman passed around the FOL Treasurer’s report from the meeting earlier in the day. The Sloppy Joe Dinner and Auction were on Friday, October 27<sup>th</sup>. The advanced ticket sales amount came in at \$597.00, \$290.00 was brought in as straight donations, \$2,266.00 was raised from the auction, and \$980.25 was the amount for ticket sales at the door. This comes to a total of \$4,133.25 profit. Dillon’s and Wal-Mart made some donationd to the event.

Those at the FOL meeting agreed and felt the Trick-Or-Treat Down Main Street event where books, bookmarks and candy were given out was a big success. Mrs. Jacobs said she believes the amount of items given out could double next year because of the weather.

The FOL has decided they would like to give a monetary gift to Ms. Leonard in the Children’s Department in honor of her retirement.

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of November 13th, 2017

The date for the spring book/bake sale has not yet been set.

There will be elections taking place for the group in January. Mr. Metcalf would like to step down as the president but the treasurer is willing to return as treasurer. It was suggested that someone from the library board could take over as FOL president but that would not work as that would be a conflict of interest. It was suggested that Dr. Proctor may step up to that position from his current vice-president position.

Mrs. Deaver is stepping down from the library board, which means there is a position open again so those in attendance were asked to spread the word.

**IV – OLD BUSINESS**

*Google Chromebooks:* Through the sales tax committee and the city commissioners, the library is getting the full \$5,000 that had been requested. With that money Google Chromebooks will be purchased for patrons' use during programming such as computer classes. Mrs. Jacobs intends to check for sales on Cyber Monday, the Monday after Thanksgiving, and black Friday. This will include purchasing mice, chargers, and a cart for storage.

**V – NEW BUSINESS**

*Youth Services Supervisor:* As seen above, Ms. Leonard will be retiring at the end of this year. Her last day will be Friday, December 29<sup>th</sup>. The staff will host an open-house reception that day for anyone who would like to come see her off. This will be as low key as possible but Mrs. Jacobs will put a notice in the paper letting the public know.

The Youth Services Supervisor position will need filled. Mrs. Jacobs is putting the notice out there in many places and plans to take applications until December 1<sup>st</sup> after which she can start conducting interviews. A panel made up of Mrs. Jacobs, Mrs. Hunter, and Mrs. Wagner will go through the applications and will help with the hiring process.

*New HVAC Units:* Two HVAC units are not working. One is in the staff break room and was leaking fluid. The other is above the computer lab as it is a rooftop unit. The work was not offered for bids as the city has a contract with Don's Heating and Air for any maintenance that needs done. Warranties were discussed. There is a sufficient amount in the Capital Improvement fund to cover this cost. There needs to be some clarification about the warranties.

Mr. King made a motion to purchase the \$8,303.48 unit out of the Capital Improvement Fund. Mr. Worley seconded that motion which passed unanimously. Mr. King then made a motion to also purchase the \$4,317.82 unit along with the extended warranty for \$621.00 out of the Capital Improvement Fund. Mrs. Cole seconded that motion which also passed unanimously.

*New Book Drop:* Mrs. Jacobs proposed that the current book drop box sitting behind the library be replaced as it is rusted in some places and leaks when it rains. The audio/visual materials are supposed to be returned in the slot in the wall of the building but she would prefer to seal that off and purchase a dual drop box in the hopes that it will be less confusing.

**BRADFORD MEMORIAL LIBRARY**  
Library Board Meeting Minutes of November 13th, 2017

Mrs. Holthaus made a motion to approve the purchase of a replacement book drop out of the Capital Improvement Fund. Mr. King seconded the motion which passed unanimously.

**VI – DIRECTOR’S REPORT**

Mrs. Jacobs did not review what she handed out in the board meeting packet. She did add that, unless there were any objections, she has okayed the small meeting room upstairs to be reserved for a couple of hours for a few days in December. There is an SBA Hospital liaison that will be using the room to conduct surveys concerning community healthcare needs. These are not personalized, confidential type questions but concerning general issues. The board agreed that this would be fine.

There was a question about a section of shelving upstairs that is currently empty. Mrs. Jacobs explained that that section is reserved for the large print rotating collection from South Central Kansas Library Systems and is only ever empty for a couple of days after boxing those books up before the new set comes in.

**VII – EXECUTIVE SESSION**

The motion was made by Mrs. Holthaus to move into an executive session meeting with the intent of discussing Mrs. Jacobs evaluation and to return no later than 5:45. Then motion was seconded by Mrs. Cole and passed unanimously.

**VIII – FURTHER DISCUSSION AND ADJOURNMENT**

The executive session portion of the meeting ended at 5:42 and with nothing further to discuss the meeting was adjourned.

---

Kristi Jacobs, Secretary