

BRADFORD MEMORIAL LIBRARY
Library Board Meeting Minutes of August 28th, 2017

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

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

I – CALL TO ORDER

Mrs. Wagner called the meeting to order.

II – CONSENT AGENDA (July minutes & July & August, bills, and financial statements)

Mrs. Jacobs was asked if the library still uses book pockets in the back of the books. She said Mrs. Tower uses them in the Outreach Services materials to log when and where they are being delivered.

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

III – COMMITTEE REPORTS

Friends of the Library: The FOL book sale that ran from August 24th through the 26th brought in \$1,066.55 and the bake sale then brought in \$417.50 for a total of \$1,484.05.

Mrs. Rosa Walston Latimer's discussion of her "Harvey Houses of Kansas" book will be September 26th but has been moved to the train depot. It was decided that each member of the FOL will bring three hors d'oeuvres dishes to serve.

The next Sloppy Joe Dinner and Auction will be Friday, October 27th starting at 4:30 instead of 4:00. There will still be some further discussion about the details.

IV – OLD BUSINESS

Purchasing/Procurement Policy: Mrs. Jacobs used the city's purchasing and procurement policy as a template for the library. The basics of the policy state that if there was a need for offering bids the library would follow the city's policy, she lowered the amount that she would need to get permission from the board for, and if there is an emergency she would need not only Mrs. Wagner's permission but also two outside ok's from someone at the city that knows the budget.

The motion was made by Mrs. Cole and seconded by Mr. Worley to accept the proposed purchasing and procurement policy as presented which passed unanimously. (see handout)

V – NEW BUSINESS

Review Job Descriptions and Update: After reviewing the revised job descriptions and statements of duties for the Library Director and the Public Services Librarian, the motion was made by Mrs. Holthaus to approve any changes agreed upon today with the knowledge that the board will review the revised editions at a later date for final approval. The motion was seconded by Mrs. Cole and passed unanimously.

(see handouts) (discussion around 59:00, 31:48)

KLA Conference Attendance: The next KLA Conference will be held in Wichita on October 25th- 27th. There will be three staff members attending and Mrs. Jacobs wanted to let the board members and FOL members know that there are sessions geared toward board members and FOL members and to let her know if anyone is interested going.

Trick or Treat on Main Street: Mrs. Jacobs would like to close the library at 5:00 on Tuesday, October 31st in order for some staff members to set up a booth at the city's Halloween celebrations on Main Street. At the booth they would be handing out bookmarks and brochures along with the candy. The total handed out last year was roughly 400 – 500. It was suggested Mrs. Jacobs look into finding a grant in order to purchase books to hand out also. It was also suggested that the FOL could help with that this year as there may not be time now to go the grant route.

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Also, a Scholastic Book Fair rep could be contacted about purchasing books in bulk at a lower price. Mrs. Jacobs will make sure to attend the September 11th FOL meeting to talk with those members about this.

The motion was made by Mrs. Cole to close the library at 5:00 on October 31st so the library staff can participate in Trick or Treat on Main Street. This was seconded by Mr. Worley and passed unanimously.

VI – DIRECTOR’S REPORT

The programs stats are listed on Mrs. Jacobs’ handout.

There were 11 student volunteers helping throughout the summer and Mrs. Hunter intends to keep in contact with them about helping with projects throughout the school year also. She has also started setting up “passive programming” as getting teens to attend at specific dates and times is proving difficult.

Mrs. Jacobs attended that Global Leadership Summit in Wichita.

There has been electrical work done in the Clymer Room so that a more permanent projector can be used versus having to slide one out each time one is needed. Also, security cameras are being installed throughout the library. The city will be helping with setting those up.

Mrs. Jacobs said that the Overdrive system’s stats continue to look good. She handed around the brochure she put together to replace the little slips of paper with program information that sat on the counters. These will be updated quarterly. These are folded once and would hold a flyer in the case that information needs added or updated. She intends to add a flyer telling about the Sunflowerelibrary.org site and to share that there is now a tab to the right of the screen on the bradfordlibrary.info site that says “Tutorials”. This tab will make links available to patrons for “courses” for a number of services available through the library. These tutorials are part of the Niche Academy software that was purchased after approval at the last board meeting.

It was brought to Mrs. Jacobs’ attention that the library’s mobile site has been showing an error message. She said she will check with SCKLS about that.

Mrs. Jacobs said the projects she will be working on before the next meeting will be the job descriptions, staff evaluations, cleaning out storage and the back hallway, updating some other policies, and writing up a building maintenance schedule.

The next board meeting will be November 13th at 4:30.

The statistical summary form shows a total of \$107,433.62 in outstanding fines as of 8/1/17. Any fines that continue to not be paid to the library directly will be sent to Set-Off which is a collections program through the state that takes the amount owed to the library out of the patrons’ state tax returns and will send a check to the library, after anything they may owe to the state or something like a hospital comes out first. If a patron does not pay their state taxes for whatever reason and therefore does not receive a state tax return then that money just “sits there waiting” which is likely how that total has gotten so large over the years. There are fees that are paid to the state for this service, 18% to 23% depending on whether the library can provide the patrons’ driver’s license information or not. It might be worth looking into the oldest dates and “forgiving” or writing off some of these fines that have been outstanding for ten plus years. The issue with that may be that the library is a public entity versus a business entity. The only other solution to these fines issues would be to send the patron to small claims court which has been done before and which the city attorney has not been on board with in the past. Fines are .25 cents per day per item and this maxes out at \$5.00 per item. If you add that with the amount of an item plus a processing charge for processing a replacement these fines do add up fast. But if a patron brings that item back then the amount for that item’s replacement and the processing charge is removed and they would only owe the overdue fine. Patrons have up to a year to return an item for that fine to be waived as long as the item has not already been replaced. Mrs. Jacobs said she will look into finding a way to show more accurately how that large total is broken down specifically.

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VII – FURTHER DISCUSSION AND ADJOURNMENT

The question was raised as to why the library is set to be closed for two days around Veteran's Day. Mrs. Jacobs explained that the library follows the city's policy stating that if a holiday falls on a Saturday or a Sunday then the office will be closed on the preceding Friday or the following Monday. In this case Veteran's Day is on Saturday, November 11th so the library will be closed then and the Friday before also. The city is never open on a Saturday so this does make the issue a little different. The motion was made by Mayor Haines to not close the library the Friday before Veteran's Day and to instead close the day after Christmas. This motion was seconded by Mrs. Cole and passed unanimously.

After no further discussion, the meeting adjourned.

Kristi Jacobs, Secretary