

MINUTES

Arkansas City Public Library Board of Trustees Special Meeting via Zoom – March 8, 2021

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, March 8, 2021 at 7:00 p.m. via Zoom.

MEMBERS PRESENT:

- | | |
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| <input checked="" type="checkbox"/> Duane Oestmann, City Commissioner, ex-officio | <input checked="" type="checkbox"/> Kayleigh Lawson, President |
| <input type="checkbox"/> Shawna Allison, Vice-President | <input checked="" type="checkbox"/> Gia Watson |
| <input checked="" type="checkbox"/> Lloyd Colston | <input checked="" type="checkbox"/> Emily Mitton, Secretary |
| <input checked="" type="checkbox"/> Mitch Reichle, Treasurer | |

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT:

Lawson called the meeting to order at 7:00 p.m.

Motion by Colston to approve the February meeting minutes. Second by Oestmann. Approved unanimously.

Motion by Colston to approve the January 2020 Treasurer Report. Second by Watson. Approved unanimously.

The January 2020 report shows that we have total assets of \$341,771.22 (\$2,106.76 in current liabilities, \$1,784.54 in the operating fund and \$320,504.37 in the capital improvement fund). We have accepted 3% of our anticipated receipts and expended 6% of our anticipated budget.

Pfannenstiel provided a Director's report to the Board.

Short discussion in Old Business concerning the library reopening phases. No action taken.

Motion by Allison to adjourn the meeting. Second by Colston. Approved unanimously. With there being no further business, the meeting concluded at 7:28 p.m.

Director's Report

Personnel:

- Most of the staff have expressed interest in receiving the COVID-19 vaccine. We are joining with the City and its interested employees to set a date with the health department.

Facilities & Grounds:

- There was a leak in the ceiling from the roof in the northwest corner of the building during the snow storm. The City crew said it was over a drain in that corner. The roofing company has been contacted to further assess the situation.

Budget/Finance:

- Nothing new to report.

Collection/Circulation:

- Nothing new to report.

Special Projects / Grants:

- The *StoryWalk* is now open.
- *Toddler Totes* are available for checkout.
- *Book Bundles* for kids is a new service that is launching.
- Collaborative effort with ELI/USD 470 for the *Family Spring Literacy Challenge* is underway.

Technology:

- Updates are being made to the website.
- Two LinkTrees have been created and will be shared regularly with patrons and the community in marketing materials:
 - <https://linktr.ee/arkcitypubliclibrary>
 - <https://linktr.ee/arkcitylibrarykids>

Programming:

- Nothing new to report.

Public Relations:

- Facebook: 1,721 Page Likes; 1,808 Followers; 121 Page Views; 4,275 Post Reach; 543 Post Engagements
- Marketing: Facebook boosts; CourierTraveler ads; StoryWalk

SCKLS/SCKAN/State Library:

- Nothing new to report.

Gifts, Memorials, and Other:

- Nothing new to report.

Submitted by:
Mendy Pfannenstiel, Director
March, 2021