

MINUTES

Arkansas City Public Library Board of Trustees Special Meeting via Zoom – April 12, 2021

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, April 12, 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, <i>President</i> |
| <input checked="" type="checkbox"/> Shawna Allison, <i>Vice-President</i> | <input type="checkbox"/> Gia Watson |
| <input checked="" type="checkbox"/> Lloyd Colston | <input type="checkbox"/> Emily Mitton, <i>Secretary</i> |
| <input checked="" type="checkbox"/> Mitch Reichle, <i>Treasurer</i> | |

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT:

Lawson called the meeting to order at 7:03 p.m.

Motion by Allison to approve the March meeting minutes. Second by Oestmann. Approved unanimously.

Motion by Oestmann to approve the February & March 2021 Treasurer Reports. Second by Allison. Approved unanimously. The February 2021 report shows that we have total assets of \$483,977.44 (\$3,458.04 in current liabilities, \$160,709.08 in the operating fund and \$320,504.37 in the capital improvement fund). The March 2021 report shows that we have total assets of \$462,984.39 (\$2,106.76 in current liabilities, \$140,067.31 in the operating fund and \$320,504.37 in the capital improvement fund). We have accepted 50% of our anticipated receipts and expended 19% of our anticipated budget.

Pfannenstiel provided a Director's report to the Board.

There was brief discussion about the 2020 financial audit.

Motion by Colston to table action on staff stipends and to set a special meeting for Monday, April 26. Second by Reichle. Approved unanimously.

Motion by Oestmann to approve the additions to the Pandemic policy. Second by Reichle. Approved unanimously. Mask-wearing will be required if the CDC recommends it during a pandemic, a list of job tasks that can be completed in case of closure was added, and authorization for staff to work from home if needed/required was added.

Motion by Reichle to approve the 2022 budget request of 6 mills. Second by Allison. Approved unanimously.

There was a discussion about seeking a quote from a painter who is licensed for lead abatement. There are two areas in the library that need to be scraped and re-painted.

There was discussion about our involvement with the USD 470 Early Literacy Initiative.

There was discussion about the possibility of a new library facility. The board would like to discuss this further in a meeting in early Fall.

Motion by Oestmann to adjourn the meeting. Second by Reichle. Approved unanimously. With there being no further business, the meeting concluded at 8:33 p.m.

Director's Report

Personnel:

- Candice Humble, our Adult Services Librarian, has resigned.

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.
- We have been deep-cleaning several rooms and spaces throughout the library. Some items were thrown away, some were recycled, and others are being gathered for a sale.
- We have one leaking water heater and another that isn't working, so they are both in the process of being replaced.

Budget/Finance:

- I have been working on the 2022 budget, and the Board will need to discuss and/or approve it so that it's ready to present to the City Commission next month.

Collection/Circulation:

- We are using Better World Books again for our discards from weeding. They accept certain books and when they're sold, we receive 10%.

Special Projects / Grants:

- SCKLS has a new, one-time Digital Access grant that opens in May. This grant will pay for up to \$1,000 for the purchase/reimbursement of digital content/subscription costs.

Technology:

- Nothing new to report.

Programming:

- We are busy preparing for the Summer Reading program!

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

SCKLS/State Library:

- Nothing new to report.

Gifts, Memorials, and Other:

- Nothing new to report.

Submitted by:

Mendy Pfannenstiel, Director

April, 2021