

MINUTES

Arkansas City Public Library Board of Trustees Special Meeting via Zoom – June 21, 2021

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, June 21, 2021, at 7:00 p.m. via Zoom.

MEMBERS PRESENT:

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| <input 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 checked="" type="checkbox"/> Gia Watson |
| <input checked="" type="checkbox"/> Lloyd Colston | <input type="checkbox"/> Emily Mitton, <i>Secretary</i> |
| <input type="checkbox"/> Mitch Reichle, <i>Treasurer</i> | |

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT:

Lawson called the meeting to order at 7:02 p.m.

Motion by Allison to approve the May meeting minutes. Second by Watson. Approved unanimously.

Motion by Colston to approve the May 2021 Treasurer Reports. Second by Watson. Approved unanimously. The May 2021 report shows that we have total assets of \$454,887.02 (\$2,796.46 in current liabilities, \$130,481.57 in the operating fund and \$321,303.04 in the capital improvement fund). We have accepted 62% of our anticipated receipts and expended 33% of our anticipated budget.

Pfannenstiel provided a Director's report to the Board.

Motion by Allison to adjourn the meeting. Second by Watson. Approved unanimously. With there being no further business, the meeting concluded at 7:34 p.m.

Director's Report

Personnel:

- Erin Sitsler is working as the evening shift clerk, and Kyle switched to the temporary summer clerk position.
- Elena Woodburn is the library's new intern. Her position is paid for by the USD 470 Early Literacy Initiative. The position was originally meant to be an AmeriCorps VISTA position, but that didn't work out. She will work on StoryWalk programming, additional storytime programs, research for a mobile library, and on the Little Free Libraries project.
- We have two Upward Bound volunteers this summer. They are working on straightening, series labels, and simple cleaning.

Facilities & Grounds:

- I have contacted a painter in Wichita (Paint Wichita) that does lead abatement. A rough estimate based on pictures that were sent was \$1700-\$2100, which is around the price I expected. An in-person estimate will give us something more accurate.
- We had another grievance about our flower beds. We may need to discuss several options for addressing this.

Budget/Finance:

- I attended the Budget Hearing at the Commissioner Work Study on Friday, May 14 virtually, as it was an option offered to presenters, and I thought it best to have the ability to multitask since we had recently opened the building, and I was preparing for Summer Reading.

Collection/Circulation:

- Nothing new to report.

Special Projects / Grants:

- We are working with Robin Henderson on the Juneteenth event she's planning. She will have a pop-up storywalk on location (Lovie Watson Park), and the event will raise funds for a permanent StoryWalk.
- Lindsay Wilke, Elena Woodburn, and I visited with the Beautification Board about the StoryWalks and the Little Free Libraries.

Technology:

- SCKLS installed a new WiFi Access Point. Service for the old one was discontinued. They also helped us set up the Useful system.
- After working through a few issues (authentication & site blocking), we finally have Useful up and running.

Programming:

- Summer Reading is ongoing & busy!

Public Relations:

- Facebook: 1,746 Page Likes; 1,838 Followers; 286 Page Views; 5,730 Post Reach; 894 Post Engagements
- Website:
 - Main Page: 324 Views (128 Desktop, 184 Mobile, 10 Tablet, 2 Other); 229 Clicks
 - Kids Page: 44 Views, 58 Clicks
- Marketing: Facebook boosts; CourierTraveler ads

SCKLS/State Library:

- The State Library will be using the Institute of Museum and Library Services ARPA funding to award project grants to public libraries in Kansas of up to \$25,000. More information is attached, and we may need to consider a special board meeting before September's strategic planning session.

Gifts, Memorials, and Other:

- Nothing new to report.

Submitted by:

Mendy Pfannenstiel, Director
June 2021