

MINUTES

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

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, July 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 checked="" type="checkbox"/> Gia Watson |
| <input checked="" type="checkbox"/> Lloyd Colston | <input checked="" 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 7:02 p.m.

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

The June 2021 financials were not ready at the time of the meeting.

Pfannenstiel provided a Director's report to the Board.

Motion by Reiche to change the library board's meeting time to 5:30pm instead of 7:00pm. Second by Oestmann. Approved unanimously.

Motion by Colston to adjourn the meeting. Second by Reichle. Approved unanimously. With there being no further business, the meeting concluded at 7:43 p.m.

Director's Report

Personnel:

- We will be losing our custodian in August.
- Two Library Clerks will be leaving for college in August, as well, so we'll be hiring for one of those positions (the other was a summer temp position).

Facilities & Grounds:

- The painter that does lead abatement that I've contacted is really busy and hasn't had a chance for an on-site visit for a more accurate quote, but we are on the list and haven't been forgotten.
- The Beautification Board was in favor of removing the flower beds south of the building, filling it with concrete, and installing solar charging tables. I'm contacting businesses to remove the greenery.
- We replaced the main level water fountain with a new, touchless bottle-filling station.

Budget/Finance:

- Nothing new to report.

Collection/Circulation:

- Circulation Statistics attached.

Special Projects / Grants:

- We have several grant opportunities I'm exploring/applying for:
 - ARPA (IMLS/State Library): Outdoor Seating Areas
 - KLA: Employee Health & Wellness—Recharge Room
 - SHARP (ARPA/National Endowment for Arts/Kansas Humanities): Salary for temp staff member to help during transition/create online content/research, etc.
 - ECF: Possibly hotspots, maybe also laptops
- The first day/week for the Mobile Library was a success (statistics attached). We will offer this service weekly this through July and will work on how to continue it during the school year when we no longer have our intern.
- I am waiting to hear back from Cardinal Signs about some changes to the StoryWalk on Poplar. We need a better way to secure the glass to prevent water seeping through and the pages from shifting. I would also like to replace the Plexiglas with something that is fade-resistant, because the sun is causing some really bad fading of the pages, which means we can re-use the book as easily.

Technology:

- Nothing new to report.

Programming:

- July is the last month of the Summer Reading program.

Public Relations:

- Facebook: 1,759 Page Likes; 1,849 Followers; 253 Page Views; 10,665 Post Reach; 1,319 Post Engagements
- Website:
 - Main Page: 577 Views (391 Desktop, 176 Mobile, 7 Tablet, 3 Other); 215 Clicks
 - Kids Page: 56 Views, 47 Clicks
- 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
July 2021