

MINUTES

Arkansas City Public Library Board of Trustees Special Meeting via Zoom – August 16, 2021

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, August 16, 2021, at 5:30 p.m. at the library.

MEMBERS PRESENT:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Duane Oestmann, <i>City Commissioner, ex-officio</i> | <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 5:30 p.m.

Motion by Colston to approve the July meeting minutes. Second by Allison. Approved unanimously.

Motion by Colston to approve the June & July 2021 Treasurer Reports. Second by Mitton. Approved unanimously. The June 2021 report shows that we have total assets of \$426,824.21 (\$1,039.38 in current liabilities, \$104,226.28 in the operating fund and \$321,303.04 in the capital improvement fund). We have accepted 62% of our anticipated receipts and expended 40% of our anticipated budget. The July 2021 report shows that we have total assets of \$527,203.83 (\$2,221.81 in current liabilities, \$203,195.43 in the operating fund and \$321,531.43 in the capital improvement fund). We have accepted 96% of our anticipated receipts and expended 49% of our anticipated budget.

Pfannenstiel provided a Director's report to the Board.

There was discussion about managing the Dolly Parton Imagination Library for Ark City.

The Board reviewed ACPL's current strategic plan.

Motion by Allison to amend the library's expired facility agreement with the City to present to Commissioners. Second by Mitton. Approved unanimously. Changes include: (1) rent of \$10/year will no longer be charged and instead it will be a simple agreement for ACPL to run a free library out of the facility; (2) wording changes in the accounting section stating ACPL will provide a copy of its annual audit, as well as an annual summary of activities and statistics in lieu of a physical budget presentation; and (3) proposal that the City maintains the exterior of the building and ACPL maintains the interior, as well as landscaping.

Motion by Reichle to move forward on pursuing a taxing boundary change to include all territory of USD 470. Second by Colston. Approved unanimously.

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

The next regular Board meeting will be September 13, 5:30pm at both the library and via Zoom.

Director's Report

Personnel:

- Our custodian and one clerk resigned and are no longer working with us. We will have another clerk resigning this month. One clerk was a temp position, so we are hiring for a custodian & one clerk.

Facilities & Grounds:

- Still waiting for an on-site visit from Paint Wichita for a quote for some interior painting. I will also call around to a few other places and hopefully get someone else to commit sooner.
- The bushes have been removed from the south side of the building for the solar charging tables. We weren't able to relocate them.

Budget/Finance:

- Nothing new to report.

Collection/Circulation:

- Nothing new to report.

Special Projects / Grants:

- The Mobile Library pilot program went well and looks to be a promising service for the community. Attached are statistics.
- Two Little Free Libraries were ordered (funds from ELI) and Lindsay will get them put together and installed.
- ACPL is looking to become an Affiliate for the Dolly Parton Imagination Library in our community, as the Greenbush Affiliate's (Southeast Kansas Education Service Center) funding and involvement will end this year. This is a business item for discussion.
- We received the ARPA funding grant through the State Library of Kansas for the solar charging tables! I am in contact with the company and City to secure the shipping and installation.
- We applied for the general technology grant through SCKLS for two staff computers, 10 zero clients, and a new Useful computer.
- We applied for SHARP funding through Humanities Kansas for a Digital Services Coordinator. This position would be temporary (September—January) and will primarily manage digitization and archival projects and create online content.
- We are also applying for a wellness grant through the Kansas Library Association. This would provide for staff a Recharge Room.

Technology:

- Because of a lightning storm, we lost some equipment and needed to replace them. Cox Communications installed a new modem, we are in the process of purchasing a new firewall that will be managed by a company out of Beloit, and we are purchasing a new computer for the public computers from Useful. For Useful, we switched from a USB-based system to network-based system.

Programming:

- Summer Reading statistics are attached.

Public Relations:

- Facebook: 1,765 Page Likes; 1,859 Followers; 184 Page Views; 3,493 Post Reach; 558 Post Engagements
- Link Tree:
 - Main Page: 399 Views (270 Desktop, 114 Mobile, 13 Tablet, 2 Other); 121 Clicks
 - Kids Page: 26 Views, 16 Clicks
- Marketing: Facebook boosts; CourierTraveler ads; Pop with Cop @ Westwood Villas

SCKLS/State Library:

- We were awarded \$18,365 in ARPA funding from the State Library through IMLS.

Gifts, Memorials, and Other:

- Nothing new to report.

Submitted by:

Mendy Pfannenstiel, Director

August 2021