MINUTES

Arkansas City Public Library Board of Trustees Regular Meeting via Zoom & On-Site
<mark>September 13, 2021</mark>

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, September 13, 2021, at 5:30 p.m. at the library & via Zoom.

<u>MEMBERS PRESENT</u>:

☒ Duane Oestmann, *City Commissioner, ex-officio*   ☒ Kayleigh Lawson, *President*

☒ Shawna Allison, *Vice President*   ☒ Gia Watson

☒ Lloyd Colston   ☐ Emily Mitton, *Secretary*

☒ Mitch Reichle, *Treasurer*

<u>STAFF PRESENT</u>:   Mendy Pfannenstiel, Library Director

<u>OTHERS PRESENT</u>:

Lawson called the meeting to order at 5:30 p.m.

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

Motion by Allison to approve the August 2021 Treasurer Report. Second by Oestmann. Approved unanimously. The August 2021 report shows that we have total assets of $515,511.16 ($1,039.38 in current liabilities, $175,119.84 in the operating fund and $321,531.43 in the capital improvement fund). We have accepted 97% of our anticipated receipts and expended 57% of our anticipated budget.

Pfannenstiel provided a Director's report to the Board.

Motion by Allison to move forward with applying to be a Dolly Parton Imagination Library Affiliate and to apply for grants that will fund the work. Second by Oestmann. Approved unanimously.

Motion by Reichle to pursue the installation of a Bookmobile service on the condition of finding donors to help. Second by Colston. Approved unanimously.

The Board continued to review ACPL's current strategic plan.
     Discussion included on-site programming, outreach services, new taxing boundaries, and the Friends Group.

     Motion by Reichle to table until October a decision regarding the adult services librarian and salaries. Second by Allison. **Approved unanimously.**

Andrew Lawson addressed the board regarding the VJ Wilkins Foundation.

Motion by Reichle to adjourn the meeting. Second by Colston. Approved unanimously. With there being no further business, the meeting concluded at 7:04 p.m.

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

<div align="center">**Director's Report**</div>

Personnel:
- Still haven't hired new custodian.

Facilities & Grounds:
- I had a company come on-site to look at our painting/lead abatement areas. I have not received a quote, yet.

Budget/Finance:
- Nothing new to report.

Collection/Circulation:
- Nothing new to report.

Special Projects / Grants:
- A new book has been placed at the StoryWalk. We never did find any affordable solutions to the books fading so much. We'll have to change out the stories more often to avoid the fading.
- The City installed two Little Free Libraries—one at Wilson Park and another at Pershing Park. The library registered and stocked both. The one at Pershing is being sponsored by KanPak.
- We picked up several bottles of hand sanitizer from Cowley County Emergency Services—80 32-oz bottles, 288 1.69-oz bottles, and 4 1-gallon jugs. We also got 12 Q-boxes to distribute to those who are quarantined. We are able to get as many as we want, if needed.
- We also received several Farmer's Market coupons to distribute to patrons.
- We received 304 books valued at $2,458 from Lisa Libraries. We had to pay only $85 in shipping costs.

Technology:
- SCKLS installed a new firewall router. This will be a system managed by LockIt out of Beloit.

Programming:
- Regular programming will start again this month. (We take a hiatus in August every year following Summer Reading.)

Public Relations:
- *Facebook*: 1,769 Page Likes; 1,863 Followers; 130 Page Views; 2,577 Post Reach; 404 Post Engagements
- *Website*:
  - *Main Page*: 320 Views (251 Desktop, 59 Mobile, 8 Tablet, 2 Other); 77 Clicks
  - *Kids Page*: 15 Views, 20 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
September 2021