

## MINUTES

### Arkansas City Public Library Board of Trustees Regular Meeting via Zoom October 11, 2021

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, October 11, 2021, at 5:30 p.m. via Zoom.

#### MEMBERS PRESENT:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Duane Oestmann, <i>City Commissioner, ex-officio</i> | <input checked="" type="checkbox"/> Kayleigh Lawson, <i>President</i> |
| <input type="checkbox"/> Shawna Allison, <i>Vice President</i>                           | <input 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 5:32 p.m.

**Motion by Reichle to approve the September meeting minutes. Second by Oestmann. Approved unanimously.**

The Treasurer's Report/financials were unavailable at the time of the meeting.

Pfannenstiel provided a Director's report to the Board.

**Motion by Reichle to waive requirement of three quotes for work to the basement walls and to accept MTL's quote. Second by Colston. Approved unanimously.** Other companies were contacted multiple times to no avail for a quote to repair walls in the basement. Because of the hazardous condition of the walls, it was important to move forward.

**Motion by Reichle to table a decision about an adult librarian and/or salary increases until October 25 at a special meeting. Second by Mitton. Approved unanimously.**

**Motion by Oestmann to allow patrons to provide a Driver's License and/or Visa in lieu of a social security number while setting up a library account. Second by Mitton. Approved unanimously.**

**Motion by Reichle to adjourn the meeting. Second by Colston. Approved unanimously.** With there being no further business, the meeting concluded at 6:47 p.m.

A special library Board meeting will be October 25, 5:30pm at both the library and via Zoom.

# Director's Report

## Personnel:

- We hired a new custodian!

## Facilities & Grounds:

- I have not received a quote from Paint Wichita for the painting/lead abatement after several attempts.
- MTL Construction is putting in a quote for the painting, as well as to replace the tile and replace/change the atrium entrance. I have received the quotes for painting; the tile/atrium will take longer. Because of the extensive, hazardous condition of the basement walls, work is moving forward on those areas.
- Our new custodian is also a fire fighter and has agreed to look into our fire alarm system and to come up with an evacuation plan!
- The City will pour the cement at the south entrance for the solar charging tables. The tables are supposed to ship/arrive in January 2022. I have a call with the company on the 19<sup>th</sup> to walk through the delivery process.

## Budget/Finance:

- The audit has been scheduled for February 23, 2022.

## Collection/Circulation:

- We will be conducting a diversity audit throughout the rest of the year. A diversity audit is an opportunity to examine who and what is represented in our library's collections and ensure that all viewpoints and stories are shared.

## Special Projects / Grants:

- We were awarded \$9,200 for a SHARP grant from Humanities Kansas. This grant will pay for a staff member to digitize materials and create online content for patrons.
- We received the second half of our grant-in-aid funding from SCKLS in the amount of \$19,848.
- We received our annual \$100 grant from SCKLS for Summer Reading.
- We received a SCKLS General Technology grant for \$2,346.
- Lindsay and I submitted the Bookmobile grant request to VJ Wilkins, which may be considered for next year's funding.
- Lindsay and I are in the process of applying for funding for DPIL and to fill out paperwork to be an affiliate.
- There was damage to a Little Free Library at Pershing Park. This library is sponsored by KanPak, and they will fix the damage. We're thinking positively about it and hoping it was an accident and that we won't have issues in the future.
- We received \$2,000 from the Legacy Foundation in conjunction with their 25<sup>th</sup> Anniversary celebration. This money will be deposited into our Children's Endowment.

## Technology:

- Nothing new to report.

## Public Relations:

- Facebook: 1,777 Page Likes; 1,871 Followers; 155 Page Views; 5,702 Post Reach; 1,077 Post Engagements
- Website
  - Main Page: 283 Views; 114 Clicks
  - Kids Page: 31 Views, 22 Clicks
- Marketing: Facebook boosts; CourierTraveler ads

## SCKLS/State Library:

- Nothing new to report.

## Gifts, Memorials, and Other:

- A patron donated \$2,000 towards projects we are working on. She wished to remain anonymous.

## Submitted by:

Mendy Pfannenstiel, Director  
October 2021