

MINUTES

Arkansas City Public Library Board of Trustees Special Meeting via Zoom – **December 13, 2021**

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

MEMBERS PRESENT:

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| <input checked="" type="checkbox"/> Duane Oestmann, City Commissioner, ex-officio | <input type="checkbox"/> Mitch Reichle, Treasurer |
| <input checked="" type="checkbox"/> Shawna Allison, Secretary | <input checked="" type="checkbox"/> Kayleigh Lawson, President |
| <input checked="" type="checkbox"/> Lloyd Colston | <input type="checkbox"/> Gia Watson |
| | <input type="checkbox"/> Emily Mitton |

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT: Andrew Lawson, PIO City of Arkansas City

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

Motion by Allison to approve the October meeting minutes. Second by Oestmann. Approved unanimously.

Motion by Allison to approve the October Treasurer's Report. Second by Lawson. Approved unanimously. The October 2021 report shows that we have total assets of \$498,520.92 (\$2,048.90 in current liabilities, \$158,973.55 in the operating fund and \$321,531.43 in the capital improvement fund). We have accepted 112% of our anticipated receipts and expended 76% of our anticipated budget.

Pfannenstiel provided a Director's report to the Board.

Short discussion concerning board appointments/terms and the revised facility lease agreement. No action taken.

Motion by Allison to approve changes to a previously introduced bill to create a new Arkansas City Area library district pending feedback from other stakeholders. Second by Lawson. Approved unanimously.

Motion by Oestmann to allow employees to sell back PTO time in the current fiscal year. Second by Colston. Approved unanimously.

Motion by Oestmann to approve end-of-year spending, including allowing the purchase of a GlowForge via the checking account/PayPal. Second by Colston. Approved unanimously.

Motion by Lawson to approve 2022 closure dates and the tentative Board of Trustees meeting schedule. Second by Oestmann. Approved unanimously.

Motion by Allison to approve the 2022 budget and chart of accounts. Second by Colston. Approved unanimously.

Motion by Allison to approve changes to our collection policy concerning challenges to books/materials. Second by Oestmann. Approved unanimously. Challenges must come from Ark City residents and the individual(s) must have read the entire work and cite specific examples. A committee made up of a library employee, board member, and community member will review the challenge. If the individual(s) is not satisfied with the decision, the Board of Trustees will make a determination, which will be final.

Motion by Colston to adjourn the meeting. Second by Oestmann. Approved unanimously. With there being no further business, the meeting concluded at 7:14 p.m.

Director's Report

Personnel:

- We hired two library clerks: Gwen Abrams and Taylor Pappan.

Facilities & Grounds:

- Nothing new to report.

Budget/Finance:

- The Board will need to review/approve the 2022 budget figures & proposed changes to the chart of accounts.

Collection/Circulation:

- Nothing new to report.

Special Projects / Grants:

- We were approved for \$47,750 in grant funding from the VJ Wilkins Foundation for the purchase of a van for bookmobile service! We'll begin work towards completing this project, and fingers-crossed everything will be ready by Summer '22.

Technology:

- Nothing new to report.

Public Relations:

- Facebook (last 28 days): 1,786 Page Likes; 1,887 Followers; 137 Page Views; 3,482 Post Reach; 283 Post Engagements
- Website (November)
 - Main Page: 384 Views; 135 Clicks
 - Kids Page: 17 Views; 16 Clicks
- Marketing: Facebook boosts; CourierTraveler ads

SCKLS/State Library:

- Nothing new to report.

Gifts, Memorials, and Other:

- We received a \$500 donation from United Agency.

Submitted by:

Mendy Pfannenstiel, Director

December 2021