

# MINUTES

## Arkansas City Public Library Board of Trustees Meeting – March 11, 2024

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, March 12, 2024 at 5:30 p.m. at the library.

### MEMBERS PRESENT:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Shawna Allison, President     | <input checked="" type="checkbox"/> Charles Tweedy, City Commissioner |
| <input checked="" type="checkbox"/> Mitch Reichle                 | <input checked="" type="checkbox"/> Katie Boyle, Treasurer            |
| <input checked="" type="checkbox"/> Lloyd Colston, Vice-President | <input checked="" type="checkbox"/> Latresha Swopes                   |
| <input type="checkbox"/> Emily Mitton, Secretary                  |   |

STAFF PRESENT: Mendy Pfannenstiel, Library Director

OTHERS PRESENT: None

Allison called the meeting to order at 5:31 p.m.

Motion by Tweedy to approve the February 2024 meeting minutes. Second by Colston. Approved unanimously.

Motion by Colston to approve the current financials. Second by Tweedy. Approved unanimously.

Motion by Colston to approve the updated personnel policy section 8 for Recruitment, Retention, & Hiring. Second by Reichle. Approved unanimously. Changes include updated language throughout the policy, the addition of an Equal Opportunity Employer Statement, lowering the age of clerk positions from 16 to 15, and updating employee communication requirements to include the options of an email address and not just a phone number.

Pfannenstiel presented the current Director's report with an update given on HB 2176.

Motion by Colston to adjourn the meeting. Second by Tweedy. Approved unanimously. With there being no further business, the meeting concluded at 6:05 p.m.

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Board Secretary

# Director's Report

## Personnel/Professional Development:

- Nothing new to report.

## Facilities & Grounds:

- Most of the new shelving has been installed in the Tree Room/Nana's Room.

## Budget/Finance:

- Auditors were in town last month, and we should have a report soon.

## Collection/Circulation:

- Nothing new to report.

## Special Projects / Partnerships / Grants:

- Nothing new to report.

## Programming:

- Librarian reports attached.

## Technology:

- Nothing new to report.

## Public Relations/Advocacy:

- Facebook: 2,324 Followers (84.9% women, 15.1% men)
- Website Visits: 793; Website Views: 1,222; Wi-Fi Connections: 160
- Marketing: Facebook posts & boosts; CourierTraveler ads & quarterly; Monthly StoryWalk; Weekly Little Free Libraries
- Partnerships/Collabs/Networking: Safety Net Organizations, RISE Cowley, Soroptimists (Mendy); Early Literacy Partnerships, House of Hope, USD 470; Cowley ACTS
- Strategic Planning: We have hosted two focus groups for the general public and are working on some for middle schools students and seniors at the Senior Citizen building.

## SCKLS/SCKAN/State Library/Legislative:

- HB 2176 passed out of committee but will remain under the line for debate on the Senate floor until after the SCKLS Executive Committee meeting on Friday, March 15.

## Gifts, Memorials, and Other:

- Nothing new to report.

Submitted by:

Mendy Pfannenstiel, Director