

MINUTES

Arkansas City Public Library Board of Trustees Meeting – April 8, 2024

The Board of Trustees of the Arkansas City Public Library, pursuant to official notification, met Monday, April 8, 2024, at 5:30 p.m. at the library.

MEMBERS PRESENT:

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| <input checked="" type="checkbox"/> Shawna Allison, President | <input checked="" type="checkbox"/> Charles Tweedy, City Commissioner |
| <input checked="" type="checkbox"/> Mitch Reichle, Treasurer | <input checked="" type="checkbox"/> Katie Boyle |
| <input checked="" type="checkbox"/> Lloyd Colston, Vice-President | <input checked="" type="checkbox"/> Latresha Swopes |
| <input checked="" 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 Colston to approve the March 2024 meeting minutes. Second by Tweedy. Approved unanimously.

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

Motion by Reichle to approve the updated personnel policy sections 1-3. Second by Colston. Approved unanimously. Changes include minor grammatical changes throughout the policies, removal of departments from the organizational structure, and reaffirmation of the Equal Employment Opportunity Practices and Procedures policy.

Motion by Colston to approve any necessary elevator inspections and maintenance as quoted by KONE and paid using capital improvement funds. Second by Emily. Approved unanimously. The Board requests that KONE inform ACPL on how often these tests need performed, when they were last performed, and to obtain a timeline of future maintenance.

Motion by Mitton to approve moving USB savings into a CD. Second by Colston. Approved unanimously.

Pfannenstiel presented the current Director's report.

Motion by Swopes to adjourn the meeting. Second by Colston. Approved unanimously. With there being no further business, the meeting concluded at 6:36 p.m.

Library Director's Report

Personnel/Professional Development:

- Our library assistant, Jacob, resigned last month. We are not actively filling that position, yet, but hope to do so in the F

Facilities & Grounds:

- The remaining smoke detectors and carbon monoxide detectors have been installed throughout the building.
- Two guard rails on the south side of the building near the front entrance have been reinstalled by the City.
- A state law passed last year requires that elevators in public buildings be registered with the State Fire Marshall. Additionally, the elevators must be inspected once a year. Our inspection failed in multiple areas, and we'll be working with our elevator maintenance company, KONE, to address these problems (the report is attached).
 - Additionally, KONE advised us to only complete the quoted Maintenance Control Plan for \$500. Following that and the repairs from the state inspection, we can address any other work later.

Budget/Finance:

- The audit is complete with no findings and has been sent to the state and City for filing.
- After consulting the Board Treasurer, the savings account funds at USB will be transferred to a CD at the same bank.

Collection/Circulation:

- This past month we've been working on a large weeding project for the adult fiction collection. Weeded items are being sent to Better World Books and placed in our book sale. Generally, items are removed if they have not circulated in five years. Some are kept based on relevance and demand, and some are removed based on condition.

Special Projects / Partnerships / Grants:

- Summer Reading marketing is complete. Staff have been visiting schools to promote the program and events.

Technology:

- Nothing new to report.

Public Relations/Advocacy:

- Facebook: 2,376 Followers (85% women, 15% men)
- Website Visits: TBD; Website Views: TBD; Wi-Fi Connections: TBD
- Marketing: Facebook posts & boosts; CourierTraveler ads & quarterly; Monthly StoryWalk; Weekly Little Free Librerie
- Partnerships/Collabs/Networking: Safety Net Organizations, RISE Cowley, Soroptimists (Mendy); Early Literacy Partnerships, Cowley House of Hope, USD 470; Cowley ACTS
- Strategic Planning: Our last Focus Group had two attendees. Next steps are to send out "interview" surveys to various community leaders and finalize the community survey.

SCKLS/SCKAN/State Library/Legislative:

- HB 2176 passed on April 30!
- HB 2711 raises the KPERS retiree death benefit to \$6,000 (effective July 1, 2024). Due to this increase, current KPERS a KP&F contribution rates for local employers will go up slightly, effective January 1, 2025. Member rates will not change. The current Employer Rate was 9.26% through December 31, 2024, and the new rate for 2025 was previously set at 9.60%. It is now 9.71%.

Gifts, Memorials, and Other:

- Nothing new to report.

Submitted by:

Mendy Pfannenstiel, Director