**Linwood Community Library Board Meeting: April 26, 2022**

**Call to Order**

**Board Members present:** Robert Firth, Lisa Turney, Anne Kohlmeyer, Dalton Torneden, Stacey Schmitt, Christy Brice, Melanie Morris

**Staff Members present:** Kat McKee (Director) Kathy Reno, Stefanie Brown.

**Guests:** Arlene Pritchard, Ledger Turney.

**The meeting was called to order at: 7:05 P.M. by Christy Brice**

**Consent Agenda** *All matters on the consent agenda are considered within one motion and will be enacted by one motion. If an item needs to be discussed, it will be removed from the consent agenda and considered separately.*

**Minutes of last month’s meeting:** Reviewed by the Board.
**Treasurer’s Report**:

**General Fund**: As of **3/31/22 - $231,723.98**, proven through QuickBooks through **3/31/22 noting a difference of $3,312.04** – Journal entry for payroll bookkeeping. **Joyce is working with NEKLS to complete this bookkeeping journal entry transaction.**

**Capital Improvement Fund: Balance as of 3/31/22 is $109.438.04, has been proven through QuickBooks noting no difference.**

**Certificate of Deposit #1: Balance as of 4/1/22 is $20.421.69 maturing 6/30/22**

**Certificate of Deposit #2: Balance as of 4/1/22 is $20,421.69 maturing 6/30/22**

**Note: There currently is not enough difference between CD rates and checking rates to justify going with CD’s.**

**Petty Cash was counted by Kat and Bob, Balance as of 4/25/22 is $236.25.**

**Communications:**  3 communications received and reviewed by the Board.

**Patron –** Asking not to have DVDS and Books moved.

**Patron –** No changes to library.

**Patron –** Please leave the library books where they are.

**Approval: Lisa** moved to approve the Consent Agenda. Bob seconded. Motion carried 7-0

*(Melanie Morris entered at 7:12 P.M.)*

**Director’s Report**
reported on key events, circulation and program updates.

**Financial reports:**

* Audiovisual costs are up due to increased cost of videogames. Library is not purchasing as many audiobooks – change in spending per line item.
* Kat noted a difference in Profit and Loss – General Fund - Can’t receive DVD’S as normal.
* Operating expense under Contractor $4,245 payment for lighting as reason for increase under that line item.
* Utilities Repair and Maintenance due to plumbing maintance and changes to blower in the entryway.
* Advertising costs – Higher due to Want ad for the Outreach Coordinator position. Discussion over increasing this line item in the future, newspaper ad costs are increasing.
* Supply costs are up because of the purchase of a computer desk and lockers for the staff room.

**Statistical report:**

* Noted increase in attendance to programs.
* OverDrive and Hoopla usage is up.

**Old Business**

* **Outdoor space:** Building Committee has not met yet, no further progress made on this item.
* **Staff vacancies:** Still looking to fill Outreach position, Kat is taking interviews. Summer LeBrell has resigned as Teen Coordinator to take a job at Mid America Library. Kat has hired someone to step into the Outreach position and her training will start on Monday.

**Committee Reports**

**Building & Equipment:** Have not met.
**Finance:**  Will have an external audit done, signature card update for First State Bank and Trust is completed, looking into extra resources to make sure we are handling business effectively. Standard account terms to be used in QuickBooks. Cd’s will be maturing in June and will consider options for investing. Bob is working to determine which Board Member’s names are on the Cd’s. Bob is recommending that we close out the CD’s and put them in the Capital Improvement Fund, maturity rates are not effective in raising funds.

**Personnel & Policy:**  Met to discuss two policies for use, will need to meet again and should be ready by the May meeting.

**New Business**

* **Bills For Payment: Lisa made the motion to pay the Bills for Payment. Bob seconded. Motion carried 7-0**
* **Summer Reading:**
* June 2nd: Juggler.
* June 9th: Pretend Friend – Bluegrass
* June 16th: Mad Science
* June 23rd: Tyler Gregory – Musician
* No program on the 30th
* July 7th: Alexa Dawson Music
* July 14th: KC magic man
* 21st – Kelly Abernathy – Wrote the Aquamarine Surf Board, Author signing
* July 28th: Dan Dan the Magic Man
* One Book, Many Neighbors Adult Reading Program – Leavenworth County Libraries participate in this program with each library hosting a program, Linwood Community Library’s program will be on Sunken Treasure – Lisa Ball from Lawrence High School on the discovery ships on the Nautilus.
* Final Book Party – Z&M Winery. If you have one sticker on your card from participating in the program, you are eligible to enter for a Gift Basket.
* Budget & Budget Workshop: Government Budget Workshop – Municipal Services – 2022 Workshop - available for Board Members.
* Insurance policy: Received our Workman’s Comp and Liability insurance policy, Stacey asked if this will cover Animal programs. Kat replied any future performers and programs will have to provide Certificate of Liability.
* Audit: Working with Gordon’s CPA to complete this, goal is to have that completed by the next Board meeting.
* Window leaking: Bob has spoken with SRB Construction; they will reseal all windows on the front of the building.

**Public Comments**

Arlene - City of Linwood had to have insurance in addition to performers insurance. Arlene mentioned that received information from League of Municipalities.

**Executive Session 1:**

**Enter: 7:47 P.M. - Bob motioned to enter to discuss Financial Matters for 15 minutes, Stacey seconded. Motion Carried 7-0**

**Exit: 7:53 P.M. - Lisa motioned to exit, seconded by Stacey. Motion Carried 7-0**

**Action: Kat will look into getting professional accounting services to review library financial paperwork and have completed such by the next board meeting.**

**Executive Session 2:**

**Enter: 7:57 P.M. - Stacey motioned to enter for 15 minutes to discuss Personnel, Bob seconded. Motion carried 7-0.**

**Exit: 8:12 P.M. - Stacey motioned to exit, seconded by Bob. Motion Carried 7-0.**

**No action taken.**

**Executive Session 3:**

**Enter 8:13 P.M. - Bob motioned to enter to discuss Personnel for 45 minutes, Stacey seconded. Motion carried 7-0.**

**Exit: 8:54 P.M. – Bob motioned to exit, Stacey seconded. Motion carried 7-0**

**Action: Personnel committee will work to draft a staff survey to potentially be competed every 6 months, update Board Bylaws as to Officer Roles and responsibilities and Committee Roles and Responsibilities and prepare for the Director’s upcoming yearly performance review.**

**Adjournment
Approval:**  **Bob moved to adjourn at 8:55 P.M. Stacey seconded. Motion carried 7-0**

**Next Meeting**The next regular Board meeting will be **Tuesday, May 25th ,2022 at 7:00 P.M.**

*Submitted by: Dalton Torneden; Board Secretary*

**Linwood Community Library Board Linwood Community Library Staff**

Christy Brice; Chair (03/2023) Kat McKee; Director

Lisa Turney; Vice-Chair (03/2026) Stefanie Brown; Youth Services

Robert Firth; Treasurer (03/2025)       Kathy Reno; ILL and Cataloging

Stacey Schmitt; Vice-Treasurer (03/2024) ; Adult Programing/Outreach

Dalton Torneden; Secretary (03/2025) Summer LeBrell; Teen Coordinator

Melanie Morris (03/2023) Joyce Elder; Bookkeeper

Anne Kohlmeyer (03/2026)

 **Linwood Community Library Board Committees** (03/2022)

**Building & Equipment:**  Melanie Morris Robert Firth Christy Brice

**Personnel & Policy:**  Anne Kohlmeyer Dalton Torneden Lisa Turney

**Finance:** Christy Brice Stacey Schmitt Robert Firth

*Officer and Committee appointments updated March 22, 2022*

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Christy Brice, Chairperson Date:

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Dalton Torneden, Secretary Date: