

Linwood Community Library Board Meeting: February 28th, 2023

Call to Order

Board Members present: Robert Firth, Dalton Torneden, Stacey Schmitt, Melanie Morris

Staff Members present:

Guests: Brian Nyp(CPA) Greg Gantz(NEKLS)

The meeting was called to order at: 7:11 P.M. by Dalton Torneden

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: January 24th/January 30th Minutes

Treasurer's Report:

First State Bank spoke with Bob and we have changed pledged securities coverage. A pledged security in the amount of \$100,000 was released and a security in the amount of \$330,000 was pledged for increased coverage.

General Fund: As of **1/31/23** - balance was **\$371,863.79**, has been proved to QuickBooks through **1/31/23** noting no difference.

Capitol Improvement: As of **1/31/23** balance was **\$151,174.64**, has been proven to QuickBooks through **1/31/23** noting no difference.

Petty Cash was counted by Teresa Reetz on 2/21/23. She stated the balance was \$40.00

Communications: **0** communications received and reviewed by the Board.

Approval: Bob moved to approve the Consent Agenda. Melanie seconded. Motion carried 4-0

Director's Report

reported on key events, circulation and program updates.

- Financial reports: none at this time
- Statistical report: none at this time
- Hoopla Grant:
- Trustee Training:
- Xerox Upgrades:

Old Business

- **Evaluation Policy Changes: Approval:** Stacey moved to approve changes as presented for adoption into the policy manual, Bob seconded Motion carried 4-0

Action: Dalton will work to edit the policy manual and coordinate with staff to update the policy manual in the library and on the library's website

- **Replacing Circulation Desk/Director computers:** 2 Desktops with an additional monitor for a total of 3 monitors to provide an additional monitor for the circulation desk to aid in staff multitasking, 2 copies of Microsoft Office.
Approval: Stacey made a motion to replace existing Circulation and Director desktop computers with Dell Desktops with an additional monitor, Bob Seconded. Motion carried 4-0
Action: Dalton will coordinate with Greg from NEKLS to order computers.

Committee Reports

Building & Equipment: Complete Heating and Cooling stopped by - loose flue repaired, HVAC serviced and filters changed. Bob spoke with Terry Sines to get awning up. Committee will need to meet: Dennis is wanting to have a tv screen up in the foyer, needs brackets, electrical work and would like to present to the building committee.

Finance: Met on February 8th - met with Brian Nyp, CPA.

Personnel & Policy: Held reviews with staff, continue to manage the director search

New Business

- **Bills For Payment:** Bob made a motion to approve February Bills as presented, Stacey seconded Motion carried 4-0
- **Blackstone:** Bob made a motion to pay outstanding invoice in the amount of \$1,405., Stacey seconded Motion Did Not Carry 4-0
Action: Board directed Joyce to get a final invoice from Blackstone to check for any possible late fees to be attached to the final amount.
- **Audit/EOY:** Discussed with Brian Nyp, pledged securities - \$45 late fee charge on debit card, noted twice minutes were not signed by Board Chair. Consider building a budget for interest in the future. Consider transfer to capital improvement. Brian will work to compile monthly reports in future.
- **Hours change:** Dalton a motion to approve hours changes effective March 13th, Bob seconded. Motion carried 4-0
Hours will be Monday - Friday: 9 A.M. - 6:30 P.M. & Saturday: 9 A.M. - 2 P.M.
- **E-rate – Network/Internet Service:** Federal Government service fund : **Category 1: Midco- Internet Service:** Greg recommends 500 GBPS - speed \$145.42 per month. **Category 2: Network** - subsidizing internal network equipment. Land router, network switch and wireless access point. - cisco meraki - current hardware close to 10 years old but licensing is nearly up in 2024. - library does not pay until hardware is in hand. SPY - Service provider invoicing. NEKLS will come out and install the network. New hardware will exceed service speed that Midco will be able to offer, should last for 10 years. Would come from Capitol Improvement. Contingent upon funding being approved from e-rate, we are prepared to move forward July 1, 2024

Approval: Bob made a motion to accept and approve e-rate category 1 - 500 mgbs with Midco and e-rate category 2 Two Trees quote subject to receiving the e-rate subsidy, Dalton seconded Motion carried 4-0

- 2023 KLE Participation: Bob made a motion to approve participation in the Kansas Library Express Courier Service and pay the amount of \$1700 for 2023 for services to NEKLS, Stacey seconded Motion carried 4-0
- NEXT Search Agreement: Dalton made a motion to accept and approve participation in the NEXT Search Catalog System for 2023 and pay the amount of \$1,500 to NEKLS for services, Stacey seconded Motion carried 4-0
- Collection organization: Discussion on hold until a new Director is in place.
- 2023 Annual Meeting: Dalton presented annual report - The 2023 Annual Meeting will be held on March 7th, 2023 at Linwood Community Library at 7:30 P.M. Joining the meeting via Zoom will be available
- Charge Card Limit Increase – Teresa Reetz: Bob made a motion to increase Teresa’s charge card limit from \$1250 to \$2500, Stacey seconded. Motion carried 4-0

Executive Session:

Enter: Stacey made a motion to enter executive session to discuss personnel matters for 45 minutes, Bob seconded Motion carried 4-0 at 9:05 P.M

Exit: Bob made a motion to exit executive session at 9:45 P.M. Stacey seconded. Motion carried 4-0

Bob made a motion that we approve employee raises in the amount of \$1 an hour for Nicole, Jayne and Dennis taking them each from \$15 an hour to \$16 an hour and Teresa from \$15.75 to \$16.75 including a raise for Joyce in the amount of .75 per hour raising her from \$19.25 an hour to \$20 an hour. Dalton seconded. Motion carried 4-0

Public Comments

None

Adjournment

Approval: **Bob moved to adjourn at 9:45 P.M. Stacey seconded. Motion carried 4-0**

Next Meeting

The annual meeting will be held on March 7th at 7:30 at the Linwood Community Library

The next regular Board meeting will be **Tuesday, March 28th, 2023 at 7:00 P.M.**

Submitted by: Dalton Tornado; Board Secretary

Linwood Community Library Board

Christy Brice; Chair

(03/2023)

Linwood Community Library Staff

Open Position; Director

