Present: In person - Connie Shippy, Jessica Buhrman, Tammy Shoemaker Missing: Lynn Allen, Nancy Martin, Crystal Willich, Cathy Gordon, Gil Bunning

**Call to Order:** The meeting was not called to order due to lack of a quorum. We started an informational meeting at 5:21 pm. No business was conducted.

**Agenda:** The Agenda was not used due to no quorum.

**Minutes:** December regular minutes were presented & reviewed it was not accepted due to no quorum.

**Director's Report:** Directors Report given by Jessica Buhrman. Monthly statistics presented.

**Treasurer's Report / Budget Review:** Expense reports were presented & current budget % was discussed.

**Correspondence:**  None

**Old Business:**

CONSTRUCTION -Our date has been set for March 15th. Until this work is done we are of course still restricted on our ability to open the facility. So we plan to hopefully open to the public the week of April 5th depending on current local health issue status at that time. We have started library staff work days one day during the weekend to be able to get everything ready for when the construction starts.

STAFF TITLE CHANGE - Garriden Brandt submitted a request to transfer from the library page position to the library assistant position. His one year was January 2, 2021. Along with a yearly evaluation.

CITY ISSUES - The banking situation was figured out with City Hall to allow the library to receive the first quarter check. We had been dismissed from the check mailing list and we were able to figure out the problem and it has since been resolved.

WEBINARS - Staff took a few training webinars on physical and mental health for librarians. Which included yoga and self-care.

ITEMS FOR SALE - While cleaning staff found multiple copies of several different items. They also found a bunch of year books which the library already had. They were sold for $10 a book and all where spoken for. A bunch of beanie babies were found as well and it is a thought to possibly sell them. About 20 copies of a Kickapoo Nation book which we plan to sell for about $20. Tammy bought one as well. She also mentioned talking to the Kickapoo Tribe first before selling the Kickapoo Nation Books to the public to see if anybody from the tribe would like one. Brochures were also found along with a few other documents.

GRANTS - Two grants were applied for the Roger Wolfe grant which we requested furniture for the library. The second grant was Kansas Book Festival which is a technology grant. We asked for a 3D printer and supplies to be able to increase STEAM activities.

ACCREDIDATION - State Accreditation is due Feb 1st along with the NEKLS accreditation March 1st.

LIBRARY STATISTICS - The library had 71 visitors, 37 phone assists, and one person using the Wi-Fi that we know of, $24.50 in donations and services, 36 faxes, and 51 copies. For the end of the year in petty cash there was $70.24. Total for grants and donations is $4,729.26 and total expenses are 93,762.40. The library received $15,340 in grants along with another $3,000 from second harvest for adult meals and equipment. Totaling to about $18,000 in grants. We received over $6,000 in donations and transfers but had over $14,000 in expenses.

**New Business:** None

**Adjourn**:  The informational meeting was ended at 5:55pm. The next meeting will be held Feb. 24th at 5:15pm, via zoom & in person.