**Agenda**

**Typical Public Library Board Meeting**

**May 10, 2019**

1. Call to Order

2. Approval of Agenda

3. Public comment period

4. Approval of minutes of previous meeting

5. Financial report

6. List of paid and to-be-paid bills

7. Director’s report

8. Old Business

 a. ARSL 2019

9. New Business

 a. Proposed Emergency Policy

 **b. Tanning Bed (added during opening of today’s meeting)**

10. Adjournment

NEKLS Trustee Training, June 2019

consult@nekls.org or 785-838-4090

TYPICAL PUBLIC LIBRARY

BOARD OF TRUSTEES’ MEETING

MINUTES

April 12, 2019

A regular monthly meeting of the Typical Public Library Board of Trustees was held on April 12, 2019, at 4:00 PM at the Typical Library in the Emily Lee Room.

Board members Marge N. Charge, Dot Matrix, Robbin Banks, Horace Thistlebottom, Wanda Bookneau, and Michele Woods were present. Board members Jane Barbian and Oscar Meyer were excused. Library Director Paige Turner was also present.

President Marge N. Charge called the meeting to order at 4:05 PM.

There were no public comments.

It was moved by Ms Banks and seconded by Ms Bookneau that the minutes of the March 15, 2019 regular board meeting be approved. Motion carried.

It was moved by Ms Bookneau and seconded by Mr. Thistlebottom that the financial report be approved. Motion carried.

The list of paid and ready-to-pay bills were presented by Board Treasurer Robbin Banks. The motion to accept was made by Ms Matrix and seconded by Ms Bookneau. Motion carried.

Library Director Paige Turner explained the Association for Rural & Small Libraries organization and annual conference. Paige requested that the board allow her to attend the conference in 2019. Discussion ensued. More information was requested from Paige. President Charge tabled the vote until next month’s meeting. The Friends of the Library held their annual meeting last week. Andy Mosbauer was elected president. The Friends raised $2,000 at their most recent used book sale.

There was no Old Business.

New Business:

It was moved by Ms Matrix and seconded by Ms Banks that the revised Employee Handbook be approved. Motion carried.

With no other business to bring before the board, the meeting was adjourned at 5:07 pm following a motion from Ms Bookneau and second by Mr. Thistlebottom.

* REMINDER: Next month’s meeting of the library board will be held **on May 10,2019 at 4:00 pm at the Typical Public Library, Emily Lee Room.**

**Monthly Financial Report, May 2019**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Revenues** | **This month** | **Year to date** | **Budget** | **%** |  |
| Fines, fees, etc. | 71 | 965 | 1,800 | 53.6% |  |
| State aid | 0 | 0 | 600 | 0.0% |  |
| System grant | 0 | 2,111 | 3,248 | 65.0% |  |
| Tax income | 10,249 | 26,987 | 32,000 | 84.3% |  |
|   |   |   |   |   |  |
| **Total Revenue:** | 10,320 | 30,063 | 37,648 | 79.9% |  |
|  |  |  |  |  |  |
| **Expenditures** | **This month** | **Year to date** | **Budget** | **%** |  |
| Books & other materials | 422 | 3,405 | 5,100 | 66.8% |  |
| Building maintenance, utilities | 359 | 2,010 | 3,900 | 51.5% |  |
| Employee benefits | 181 | 1,329 | 2,120 | 62.7% |  |
| Insurance | 0 | 962 | 1,100 | 87.5% |  |
| Miscellaneous | 45 | 434 | 1,500 | 28.9% |  |
| Postage/courier | 290 | 488 | 450 | 108.4% |  |
| Salaries | 1,873 | 14,611 | 22,871 | 63.9% |  |
| Supplies | 36 | 712 | 950 | 74.9% |  |
|   |   |   |   |   |  |
| **Total Expenses:** | 3,206 | 23,951 | 37,991 | 63.0% |  |
|  |  |  |  |  |  |
| **Bills already paid** |   |  |  |  |
| A-1 Heating & Air |   | 140 | AC repair |  |  |
| Heartland Electricity |   | 219 | Monthly bill |  |
| Paige Turner |   | 1873 | Salary |  |  |
| Blue Cross/Blue Shield |   | 181 | Employee insurance |
| Northeast Kansas Library System |   | 290 | Kansas Library Express, courier |
|   | **Total** | **2703** |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Bills ready to pay** |   |  |  |  |
| Baker & Taylor | 422 | Books |  |  |
| Wal-mart |   | 45 | Workshop food |  |
| Wal-mart |   | 36 | Summer reading |  |
|   | **Total** | **503** |  |  |  |

**Director’s Report**

**April 2019**

April circulation statistics YTD statistics Monthly Average: ’18-‘19

Books 245 785 196

 Adult 130 303 78

 YA 65 215 54

 Children 167 267 67

Videos 274 1096 387

**Total Circulation 520 2743 782**

Computer uses (in hours)

 Public computers

 Adult 989 5698 1152

 Youth 565 2477 639

 Wireless uses 3,587 10,589 2716

Program Attendance

 Adult 132 167 17

 YA 19 68 3

Children 68 213 44

**Total Attendance 219 448 64**

 April circulation was up quite a bit, probably because of the increased number of library users during our new Spring Into Reading initiative. We kicked off a series of adult book discussions led by the Kansas Humanities Council and the first was well-attended. Trivia contests and the first annual Community Bass Fishing Tournament also contributed to a busy month. Special book displays on topics related to every program just flew off the shelves.

 The NEKLS Library System Directors Institute was held April 22 and I attended a policy session that gave me some pointers on how our library policies might be improved.

 The hours of use for the public computers in the library continue to fall while wireless uses rise steadily.

Our circulation is down some, but programming numbers are way up, indicating that we are truly becoming the community hub of activity that we want to be!

**ARSL Conference – Sample of 2018 Presentations for Thursday**

**11am-12pm – Session 1**

Running with Diversity in Storytime – Brianna Estrada and Jeffrey Stoffer

Attracting the Elusive Teen – Hope Decker, Dorisjean Metzger, and Lorie Brown

30 Ways to Make Your Small Library Extraordinary – Jamie Matczak

I don’t have money for that fine – Erin Zaputil and Molly Rach

Size Doesn’t Matter – Maryann Mori

How Relevant is Your Library? – Steve Bumgarner

I Just Inherited a Mess – Gwen Grimes

**2:15-3:15pm Session 2**

Small Data Can Be Smart Data – Samantha Lopez

Library of Things – Dianne Connery

After the School Bell Rings – Leah Hamilton

Little Libraries, Large Leaders – Molly Rach

Library Signage (Part 1) – Dr. Curtis Rogers

**4-5pm – Session 3**

Big Programs, Little Budget – Chelsea Price

Your Library within Your Community – Gavin Woltjer

Increase Circulation! – Johnna Schultz

Job Descriptions – Kim Rutter (Samples)

Adulting 101 – Lisa Lewis

Coding without a Clue – Eric Stroshane

STEAM for Adults – Siobhan Loendorf and Shelley Orr

**Emergency Preparedness Policy for Typical Public Library**

I. Emergency Telephone Numbers

 A list of important names and numbers shall be kept in a prominent place by each telephone.

II. Persons to Summon When a Disaster Occurs

 It is the responsibility of the staff member observing the disaster to notify the director and board president after emergency calls have been made.

III. Rodent and Insect Infestation

 When a rodent or insect infestation is noticed, contact Quality Pest Control.

IV. Natural Disasters

 Because the Library is vulnerable to flooding, tornadoes, lightning strikes, wind and hail storms and ice/snow storms, the following disaster plan is to be followed by all staff.

* Escape Route – determine the quickest and safest escape routes.
* Flooding – In the event of flooding in the building, stay out of the affected area. Do not enter until the electric company has disconnected the electricity.
* Fire- If only the smell of smoke is detected, determine the source and notify the director. If there is a fire, the absolute first action is to call the fire department. A second staff member or responsible patron should calmly ensure that all patrons are out of the building while emergency calls are made.
* Tornadoes- In the event of a tornado warning, move patrons to the basement of the library until the danger is past. Keep patrons away from doors and windows.
* Ice and Snow Storms- The library may close by the decision of the director or person in charge. If programs have been planned, a decision will be made whether or not to cancel. Notification to patrons will be made as soon and as broadly as possible.
* Notification of insurance agency should be made before any damage is repaired.

V. Collapse of Shelving or Other Structural Damage

 If shelving collapses, rope off the area from staff and public. Removal of materials should only be done if there is no risk of personal injury. Assessment of damage should be made and proper individuals called to repair damage.

VI. Computer System Catastrophe

 In the event of computer failure, the person in charge should contact the Regional Library System computer technician.

VII. Safety Equipment

 The following equipment shall be kept in the library at all times:

Flashlight with extra batteries

First aid kit

Battery-operated radio with extra batteries

Fire extinguisher.

A smoke detector and carbon monoxide detector will be hardwired into the library’s electric system.

Approved by the Typical Public Library board on \_\_\_\_\_\_\_\_\_\_.