**Model Library Board Meeting Skit (NEKLS) June 2019**

**Actors**:

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| Narrator | -- | Anna |
| President | Marge N. Charge | Robin |
| Library Director | Paige Turner | Jessi |
| Board Member | Wanda Bookneau | Laura |
| Secretary | Dot Matrix | **GUEST** |
| Treasurer | Rob Banks | **GUEST** |
| Mayor | Horace Thistlebottom | Mike |
| Member of the Public | -- | **GUEST** |

***Narrator:*** *Welcome to our Model Library Board Meeting. We have put together a board meeting to show how to handle some of the issues that boards are faced with. This particular meeting is taking place for a city library board. Some details will differ for township and district libraries, and we’ll talk about those after.*

*You have all received a board packet like the one received by the board members on stage. Behind that is a pink sheet that includes the learning objectives for the session. Thank you for attending the board meeting.*

***Introduce characters.***

***Scene:*** *Meeting table surrounded by chairs. Four board members sit facing audience and at each end of the table, discussing what they will do if they don’t have a quorum…Mayor rushes in and apologizes for being late.*

**President:** The meeting will come to order. Since we have five people here, we have a quorum.

***Narrator:*** *Note: by Kansas law, the Mayor is a member of all city library boards. Even if the mayor never attends, his membership raises the requirement for a quorum, which is a majority of board members.*

**President:** Last week, we emailed everyone a packet with the agenda, minutes of the last meeting, financial report, Director’s report and some other documents that we will be talking about tonight. Did everyone bring their packet? We can make a copy if someone forgot. OK. Are there any additions to the agenda?

***Narrator:*** *The packet was sent to all board members a week before the meeting so everyone had a chance to read all the documents. In this way, all members are informed of the issues to be discussed and the meeting runs more efficiently.*

**President:** Are there any additions to the agenda?

**Director**: I’d like to add a discussion of the tanning bed that was donated to the library in August.

**President:** OK. We can add tanning bed as item b. under new business.

**Mayor:** Sure. Move to accept the agenda as amended.

**Treasurer:** I second.

**President:** Any other changes to the agenda? If not, all in favor or accepting the agenda as amended, signify by saying aye. (vote) Agenda is accepted unanimously. We have a huge crowd from the public tonight. Would any of you like to speak? You can speak for up to two minutes.

***Narrator:*** *Note: Boards are not required to offer public comment periods, but it is a good practice to do so. Be sure to state a time limit per person before you take comments, and allow comments to be just that. This is not a time to discuss board business with the public.*

***Member of the Public*** *raises hand.*

**President:** (calling on person with raised hand) Yes, I see we have one commenter.

**Member of the Public:** Since you are going to talk about the tanning bed, I’d just like to say that I think your prices for a tanning session are way too high and you are letting people use it for way too long. Someone is going to get skin cancer and it will be the library’s fault. So what are you going to do about that, Also, my sister…

**President (cutting in**):Thank you for that input. The board will discuss the tanning bed at the appropriate time in the agenda. Now, everyone received the minutes of the August meeting in your packet. I assume you have taken the time to read through the packet, so do I hear a motion to accept the minutes as they were distributed?

**Wanda:** I move to accept the minutes as sent out.

**President:** Is there a second?

**Treasurer:** I second.

**President:** It’s been moved and seconded to accept the minutes as they were sent out in the packet. Are there any additions or corrections to those minutes?

**Mayor:** Small correction in the minutes: Dot, not Wanda, seconded the motion to pass the minutes.

**Secretary**: OK, I will change the line from Wanda to Dot. Thanks.

**President**: Any other changes? No? It’s been moved and seconded that the minutes be approved as corrected. All in favor raise your hand. All opposed, same sign. The minutes are approved. Do I hear a motion to accept the Financial Report?

**Wanda:** I move to accept the financial report.

**Mayor:** I second the motion.

**President**: Are there any questions about the financial report? Hearing none, it’s been moved and seconded that we accept the financial report as sent out in the packet. All in favor say “Aye.” All opposed? The financial report is approved. Next on the agenda is the list of paid bills and the list of bills to be paid. Do I hear a motion to accept?

**Secretary**: So moved.

**Mayor:** I’ll second.

***Narrator:*** *For bills that come up each month, the board may vote to have them paid as they are due, then listed at the next board meeting so the amounts are monitored. Bills that are not regularly occurring can be listed as “to be paid” for the board to vote on. All bills paid and to be paid are already reflected in the “this month” column of the financial report in your packet.*

**President:** It’s been moved and seconded that the list of bills paid and to-be-paid be accepted. Are there any questions about the list?

**Treasurer:** I just thought I’d point out that our August electric bill was about $100 higher than last year in August.

**Mayor:** OK. Does that mean that we are seeing the results of the new staff kitchen installation in our electric bill?

**Treasurer:** Probably, and the tanning bed is most likely pulling a lot of power, too.

**President:** Good point. We might need an additional fund raiser before the end of the year if this keeps up. Any other discussion of the list of bills? (none) All in favor say “Aye.” Opposed, say “No.” The list of bills is approved. Now we’re ready for the Director’s Report.

**Director:** I just wanted to highlight a couple of things from the report in your packet. We had a huge turnout for the bass fishing tournament—we made $500 and there were more than forty participants who had never set foot in the library before. Thanks to everyone who made it happen. We plan to do an even bigger event next year, and involve the fish and game agent to have an educational component.

The second thing is that I recently attended the Directors Institute that the regional system, NEKLS, sponsored. I attended a policy session that gave pointers on how we might improve our policies. A possible new policy for emergencies is set for discussion later on the agenda.

**President:** Any other discussion regarding the director’s report? No? So let’s move on to old business. Paige tell us about the ARSL information that came out in the board packet.

**Director:** Sure.ARSL stands for the Association of Rural and Small Libraries. In the packet, I included just one day of the schedule of sessions from last year’s ARSL Conference. The topics will be similar and just as useful, but the schedule isn’t published yet. This is a conference especially designed for our type of library and I’d like to attend. This year, it will be held in September 4-7 in Burlington, Vermont. In 2020, it will be held in Wichita.

**Mayor:** It sounds like a good idea to me. I really like the sound of this session: “30 Ways to Make Your Small Library Extraordinary”. Who wouldkeep the library open while you’re at this conference?

**Director:** In some libraries, the board members keep the library open while the director is away. I also have a substitute who works for me when I have to be away. If we have the sub work, we’ll be paying for both of our salaries during that time.

**Secretary**: Do you mean that you will have to be paid for the time you are away from the library?

**Mayor:** Yes, she will. The wage and hour laws specify that training for a job must be paid for by the employer. I like the idea that the library director will be getting good ideas from other small libraries all over the country, so I move that we send Paige to this year’s ARSL conference.

**Wanda**: I second it.

**President:** It’s been moved and seconded that we send Paige to the ARSL conference in September. All in favor say Aye. All opposed say No. Passed Unanimously. Great. Thank you.

Now we will move on to New Business. Our next item of business is a new policy recommended by Paige.

**Director**: This is almost exactly the Emergency Procedures Policy that was handed out in the Policy session at our last regional system Directors Institute. We’ve never had a policy for what staff should do in emergency situations, but it would really help us at the desk if any of these things happen while we are working.

***Narrator:*** *Note that the director is taking the initiative to operate the library day-to-day. The board has oversight and sets policy, but doesn’t step in to micromanage.*

**President:** Since the policy was sent out with the packet of materials for this meeting, I assume you have all had a chance to read it. Do I hear a motion to accept?

**Secretary:** I move we adopt the Emergency Procedures Policy as it was distributed in the packet.

**Wanda:** I second.

**President:** I have a motion and a second to accept the Emergency Procedures Policy. Is there any discussion?

(Pause.) Hearing none, all in favor, signal by raising your right hand. Opposed, same sign. Motion passed unanimously.

The second item of new business is the Tanning Bed. Paige, what did you want to tell us about that?

**Director:** Well, almost since we first accepted the donation of the tanning bed from--

**Wanda (interrupting):** Wait! Shouldn’t we discuss this in Executive Session?

**President:** Why should we go into Executive Session?

**Wanda:** I just don’t think we should say the name of the family who donated the tanning bed in a public meeting. It might embarrass the family if there is a problem.

**President**: It’s a public library and donations to the public library are a matter of public record, I suppose, unless the donors requested to remain anonymous. Paige, did the donors want to be anonymous about donating the tanning bed?

**Director:** No. In fact, the memorial name plate just came last week but we haven’t attached it to the bed yet.

**President:** I would like to remind the board that there are only a limited number of reasons we can go into executive session, which include to discuss personnel matters, to talk to a lawyer about something that would be protected by attorney-client privilege, or to discuss initial details of purchasing property. These are clearly listed in state law. This is not one of those things. Go ahead, Paige.

**Director:** Ever since we started up the tanning bed, We’ve also had people complaining that there is a weird “hot smell” that comes out of the tanning bed room. And you all saw how much our electric bill has increased. And we’re having long lines of people waiting. Last week, one of the people waiting in line to tan threatened a staff member that if we didn’t make the tanning bed available for more hours, he was going to notify the fire marshall. It sounds like we may not be up to code for having a tanning bed in the library. I’m afraid that we shouldn’t have accepted the donation.

**Secretary:** Well, there’s nothing we can do about it now. We’ve already accepted it.

**Wanda:** And it was my cousin who donated the tanning bed. You can’t refuse to accept it now. She took the donation off her taxes.

**Director:** Actually, we do have a policy on gifts that says that the library only accepts donations that have no strings attached. And the policy says that we can do whatever we need to with donations. I had assumed that meant only book donations, but the policy doesn’t say books. I think it’s a pretty good policy for donations that the library just isn’t designed to handle.

**President:** Alright. Is there a motion concerning what to do about the tanning bed?

**Mayor:** I move we get rid of the tanning bed.

**President:** I second the motion. It’s been moved and seconded that we get rid of the tanning bed. Is there more discussion?

***Narrator:*** *Notice that the president is a full voting member of the library board, able to make motions and second them. The library director is not eligible to vote.*

**Wanda:** What about my cousin’s taxes? She claimed a $5,000 donation for the tanning bed.

**President:** The library never had anything to do with your cousin’s taxes. We accepted the donation. But we didn’t promise to keep it and we sure didn’t tell her what it was worth. Whatever we decide to do with it doesn’t change that fact.

***Narrator:*** *Every library needs to have a gift policy that makes it clear to donors that nothing donated to the library will be kept forever or at all. All staff and board members need to be aware of the policy. And no one in the library should ever give a donor a value on a donation to the library. Value of donations is up to the donor and the IRS.*

**President:** Any more discussion? Hearing none, all in favor of getting rid of the tanning bed, raise your hand.

(All but Wanda vote yes.) Opposed, same sign. (Wanda votes no.)

Motion carried, 4 to 1. Paige, please arrange for the tanning bed to go away. Sell it on Craigslist if possible, or list it locally in the paper.

Thank you all. That’s the end of the agenda. Do I hear a motion to adjourn?

**Mayor:** I move we adjourn.

**Secretary:** Second.

**President**: Meeting adjourned.

***Narrator:*** *It’s obvious from the way this board operates that the director and the board members work together as a team to make the library operate smoothly, even when there are tough issues to decide. Neither the board nor the director can run the library or the board meetings without the other.*

* *Does anyone have any questions about anything that happened in the meeting?*
* *Any questions about any of the documents in your packet?*
* *Is this the way your board meetings work?*

*Adapted with permission from Kim Rutter, Consultant, Southeast Kansas Library System.*