

## Library Board Meeting Minutes

May 9, 2016

7:05 PM

**1. Attendance:** Kendra Mork Sandy Schindler Alexis Vincent Jan McCrary Vickie Luthi Lisa Fouts  
Becky Phillips Dan Funke

**2. Approval of Agenda:** Changed date on agenda to May 9. Motion made by Alexis and Jan seconded.  
Approved by all.

**3. Minutes of April 11 meeting:** Motion made by Becky and Jan seconded. Approved by all.

**4. Correspondence and Communication:** None

**5. Librarian's Report:** Numbers were down in April.

Computer problems were addressed (shut off not working correctly.)

Inventory sheets were passed out to Board and submitted to City.

Kendra passed out PLA 2016 cost sheet.

\$9,273 grant from South Central Kansas is due to be received soon.

\$5,944 grant from South Central Kansas is due to be received in Sept. 2016.

\$3,780 Levan Grant for summer reading program will be received soon.

A library staff member will be out on medical for 2 weeks (or more). Staff is rearranging work schedule to cover.

The Fire Department did an inspection of the Library and found 2 emergency lights did not work. The City has been notified.

**6. Financial Report:** There has been an increase in credit card usage. Need to get a placard that shows we take credit cards.

**7. Old Business:** a. Zinio update being turned on.

b. Clean up day was a success. Unit was removed from basement. Flowers were planted and windows cleaned. Still need a professional window company to clean inside and outside windows.

New cleaning company - carpet looks better, bathroom and dusting could be improved.

c. Summer reading brochures ready May 10 and will be mailed out by end of week.

**8. New Business:** I Library is upgrading computers to Windows 10 and Office 2016. Also upgrading Quik books. \$800 total to upgrade. Next year the library will need to start replacing the computers.

Alexis made a motion and Becky seconded to purchase from Tech Soup. Approved by all.

II Time System - looking into new computer system to replace time cards.

**9. As may be presented:** Next meeting the Board will start reviewing the manuals.

**10. Adjournment:** Alexis made a motion and Becky seconded to adjourn. Approved by all. 7:45 pm

Submitted by: Vickie Luthi