

Independence Public Library Board of Trustees Minutes

Wednesday, July 19, 2017

- I. **Call the Regular Meeting to Order:** The regular meeting of the library board was called to order by Chairman Tom Richardson at 4:23 p.m.
Trustees attending: Patricia Breese, Tom Richardson, Jana Shaver, and Carolyn Torrance.
Trustees not attending: Tom Sewell, Tallelisa Ehert and Megan House.
Also attending: Library Director Jeri Hopkins and staff member John Long.
Adoption of Agenda: Breese requested an addition to the agenda to add to old business: #3. Policy manual update. Torrance moved to adopt the agenda as amended. Breese seconded. Motion carried.
Approval of June Minutes: Secretary Shaver noted that the correction to the May 4 minutes approved at the June meeting should have been made to the May 17 minutes instead. Shaver moved with Torrance seconding the motion to make this change and approve the June minutes. Motion carried.
- II. **Consent Agenda:** Torrance moved and Breese seconded the motion to approve the consent agenda. Motion carried.
- III. **Old Business:** Breese moved to adopt the following slate of officers:
President-Tom Richardson
Vice-President-Carolyn Torrance
Secretary-Jana Shaver
Treasurer-Tom Sewell

Motion carried.

Board members signed the USD 446 County budget certificates.
- IV. **New Business:**
 1. **Consider Job Descriptions:** The board reviewed the old job description for the Young Adults Service Coordinator. Changes included making this a full time customer service position, changing the educational requirements and changing the title to Youth Services Assistant. After discussion, Breese moved to accept the proposed job description and wage offered for the position. Torrance seconded. Motion carried. The board reviewed the proposed changes for the Children's Librarian. Job description. Breese suggested changes. Long recorded them. Breese moved to approve the changes as recorded. Torrance seconded. Motion carried.

2. The board reviewed the proposed changes to the by-laws. There was discussion regarding proposed changes to the Treasurer's report. This item will be discussed again at the next meeting and will be voted on then.
3. Credit Card Trial: Hopkins proposed trying a First Oak credit card to see if it will work with Quick Books. If the trial is successful, the credit card would be moved from Community National Bank which charges an annual fee. First Oak Bank does not charge a fee. Breese moved to allow the trial. Richardson seconded. Motion carried.

V. **Staff Reports:** The report was presented in written form describing the activities of each team for the past month. Director Hopkins drew attention to Nancy's Senior report which described an example of how material in the Kansas Room aided an Arizona resident to locate the 1906 newspaper death notice for his grandfather's sibling. Hopkins also showed a drawing of the proposed remodel of the children's library. She also reported that she had approached USD 446 to see if the school bus that passes the library daily could stop and let the children who come to the library after school to disembark. The library did the banner for the Chamber tournament and hosted the Chamber Business After Hours on June 11. She informed the board about the Junior Library program which is a volunteer internship for high school juniors. She also mentioned the possibility of obtaining help from Kansas Works.

VI. **Executive Session:** Breese moved to go into executive session for 15 minutes beginning at 5:55 p.m. to discuss non-elected personnel in order to protect the privacy interests of the individuals to be discussed. Torrance seconded. Motion carried.

VII. **Board Comments:** Torrance thanked the staff for their fine work.

VIII. Adjournment: Meeting adjourned at 6:13 p.m., **Jana Shaver, Secretary**
Date of Approval: _____