

## Independence Public Library Board of Trustees Minutes

Wednesday, August 16, 2017

- I. **Call the Regular Meeting to Order:** The regular meeting of the library board was called to order by Chairman Tom Richardson at 4:18 p.m.  
**Trustees attending:** Patricia Bresee, Megan House, Tom Richardson, Jana Shaver, and Carolyn Torrance.  
**Trustees not attending:** Tom Sewell and Tallelisa Ehert.  
**Also attending:** Library Director Jeri Hopkins.  
**Adoption of Agenda:** Bresee requested an addition to the agenda to add a new business item #4: IHS Alumni Tour on May 4. Shaver moved to accept the agenda as amended. Torrance seconded. Motion carried.  
**Approval of July Minutes:** Bresee noted that her name was misspelled in the minutes. Torrance moved to approve the minutes with this correction. Bresee seconded.
  
- II. **Consent Agenda:** Director Hopkins explained the financial reports to new board member House. There was discussion about the proposal to move the credit card account. Consensus was to drop the proposal. Torrance moved and Bresee seconded the motion to approve the consent agenda. Motion carried.
  
- III. **Old Business:** Bresee moved to approve the changes to the by-laws that were reviewed at the July meeting. House seconded. Motion carried.
  
- IV. **New Business:**
  1. Floating Holiday: Hopkins recommended closing ½ day on Thursday and a full day on Friday of Neewollah. Torrance suggested closing a full day on Thursday. She moved that the library close for full days on both Thursday and Friday of Neewollah. House seconded. Motion carried. Hopkins mentioned that some staff members will be going to Kansas Library Association meetings on those days. The board agreed to allow them to take their holiday days at another time.
  2. Bonus End of year break: Bresee moved and House seconded a motion to leave the end of year break for staff the same as last year's. This would allow time off between Christmas and New Year's. Motion carried.
  3. Sales Tax I.D. Form: Board members signed the sales tax form which is required so that the book store can sell items other than books. Book sales are exempt from sales tax, but it must be collected on other items. Shaver moved to allow the bookstore to expand their offerings. Bresee seconded. Motion carried.

4. Bresee asked to have tours of the library available on Friday, May 4 when IHS alumni are in town for their class reunion. Hopkins will schedule.

**V. Staff Reports:** The report was presented in written form describing the activities of each team for the past month. Director Hopkins reported: 1. England and Brittiny have resigned and Paul Howley has been hired as the new part-time customer service representative. 2. Hopkins has started interviewing for the Youth and Adult Services position. 3. Hopkins attended a Director meeting for members of the OHA consortium. This group will meet quarterly to discuss library issues. 3. The Children's Reader's Theatre was taped and put on Facebook. 4. Nancy is doing pod casts of the oral histories that she has been collecting. 5. The staff is working on a value statement. They will finalize it before presenting to the board for approval.

**VI. Board Comments:** Board members welcomed new member Megan House and thanked her for agreeing to join the board.

**VII.** Adjournment: Meeting adjourned at 5:00 p.m,

**VIII. Jana Shaver, Secretary**                      **Date of Approval:** \_\_\_\_\_

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