

Independence Public Library Board of Trustees Minutes

Wednesday, April 17, 2019

- I. **Call the Meeting to Order:** The regular meeting of the library board was called to order by Chairman Carolyn Torrance at 5:15 p.m.
Trustees attending: Michelle Anderson, Megan House, Nick Morse, Jana Shaver and Carolyn Torrance.
Also attending: Library Director Jeri Hopkins and John Long.
 1. **Adoption of Agenda:** Morse moved to accept the agenda. Anderson seconded. Motion carried.
 2. **Approval of the Minutes:** Minutes of the March 20 regular meeting were approved as distributed.

- II. **Consent Agenda :**
The consent agenda for the April 17, 2019 meeting was adopted as presented. Total expenses for bills and payroll for the month of March were \$53,028.11.

- III. **Old Business:**
 1. **Budget-**Hopkins reported that the USD 446 Board did not grant the mill levy increase that was requested. There was discussion of how to balance the budget for the coming year. The proposed 3% raise was decreased to 2%. Income from prospective donations was increased from \$10,000 to \$25,000. There was a lengthy discussion of strategies to increase donations. Grants were discussed. It was reported that IPL raised \$15,685 in grants and \$8,333 in donations last year. House moved to accept the revised budget. Morse seconded. Motion carried.

- IV. **New Business:**
 1. **Circulation Policy-**Hopkins proposed revised language to align IPL policy with KoHA policy. Morse moved to accept the revised language. House seconded. Motion carried.
 2. **Director Evaluation-**Evaluations from board members are due by the May meeting. Three staff members will also complete evaluations. Torrance will distribute to staff members and collect forms from board members.
 3. **Health Insurance-**Hopkins reported that deductibles have decreased from 2018 and premiums have decreased by \$6,698. Board members were pleased with this news.

- V. **Staff Reports**
 1. **Staff Report-***Long reported that the goal for Toastmasters has been met. *Hopkins reported that the first meeting of Grant Writers of Montgomery County was attended by 21 participants. This is a joint effort with MCAC ad Coffeyville Public Library. * Plans are being made for the summer reading program. Mitchell and Fisher attended the SEKLS Reading Workshop and discovered our library was the only one with a pre-plan for our summer workshop. *The NASA Spring break event was a success with over 200 participants.* Mitchell, children's librarian, is working with the Independence Daily Reporter to include a monthly library column. *A grant to the Kansas Digital Access to Historical Records for a book scanner,

historical kiosk, and 360 camera has been submitted. *The next phase of the USDA Rural Development Grant is underway.

2. **Goal Report**-*Volunteer appreciation day went well. *Staff will be rewarded for their training taken and provided. They will select their own rewards from a "Reward Wheel".
3. **Library Presence in the Community**-Board members reported seeing the flier in the Independence Daily Reporter ad spotting Literary Vine posters throughout the community.

VI. Upcoming Advocacy Events

Literary Vine: May 10, 7-9 pm.

VII. Executive Session

Morse moved to go into executive session to discuss an individual employee's performance pursuant to non-elected personnel exception under KOMA, and the open meeting to resume in this room at 6:22 p.m.

Open session resumed at 6:17 p.m. Morse moved to increase an employee's salary. Anderson seconded. Motion carried.

VIII. Comments from Members of the Board

None

The next regular meeting will be on May 15, 2019 at 5:15. Meeting adjourned at 6:19 p.m.

Jana Shaver, Secretary

Date of Approval: _____