Coffeyville Public Library Board of Trustees

Minutes for September 1, 2015 Meeting

Call to Order: The meeting was called to order by President Magan Martin at 5:15PM. Present were Katie Hill, Library Director, Board members Magan Martin, Gary Bailey, R.E. Layton, Leslie Hills, Pete Walterscheid, and Janie Hearson. Karen Bobbe and Chris Williams were absent.

Approval of Minutes, Financial Statement and Director's Report: Magan made a motion to approve the August 4th Minutes, Financial Statement and Director's Report and the August 16th Special Meeting Minutes as presented. Leslie seconded the motion and the Board approved.

Comments from Public: The Board heard comments from Cheryl Wright.

Old Business:

Building Repairs: Following an inspection of the janitor's closet and the Genealogy Room, the following recommendations were made: Pete made a motion to approve the $600 bid from General Construction for the new sink faucet and wall replacement and paint for the janitor's closet. Leslie seconded the motion and the Board approved. Magan made a motion for Katie to go with the cheapest option between our current bids and what the inmate program could charge to paint the Genealogy Room walls. Leslie seconded the motion and the Board approved.

New Business:

2014 Audit Presentation: Meta Titel from Jarred, Gilmore & Phillips presented the 2014 Auditors' Report with Financial Statement and Supplementary Information for the year ended December 31, 2014 to the Board.

MiFi Policy: A new MiFi Policy was presented by the Director. Katie will make the changes discussed and submit the policy to the Board in October for approval.

Evaluation Policy Change: A motion was made by Pete to remove the following segment from the Personnel Records/Job Evaluations policy: "on the employee's hiring anniversary date". Gary seconded the motion and the Board approved.

Adults in Children's Library: Pete made a motion to add the following information to the Library Policy Manual for Children's library access: "The Children's area of the Library is specifically designed to serve the needs of young customers. Adults in that area not using Children's materials or not using the area for the purpose intended will be asked to use other areas of the Library. Staff members will place the safety of children first." Leslie seconded the motion and the Board approved.

Job Descriptions: Gary made a motion to remove the Job Descriptions in the Library's Policy Manual, Leslie seconded the motion and the Board approved with R.E. abstaining and Pete opposing.

Other News:

Property Damage: During the special library board meeting held on August 16th, a member of the public inflicted damage to library property in the women's restroom. A police report has been filed and the situation is ongoing. Updates will be provided as they become available.

Book sale: The Coffeyville Library Foundation will be conducting a Book Sale in conjunction with the 100 Mile Sale September 10th through the 12th.

Magan made a motion to adjourn the meeting, Leslie seconded the motion and the meeting adjourned at 6:40PM.

Coffeyville Public Library Board of Trustees

Minutes for October 6, 2015 Meeting

Call to Order: The meeting was called to order by President Magan Martin at 5:15PM. Present were Katie Hill, Library Director, Board members Magan Martin, Gary Bailey, R.E. Layton, Leslie Hills, Pete Walterscheid, Karen Bobbe, Janie Hearson and Mayor Chris Williams.

Approval of Minutes, Financial Statement and Director's Report: Magan made a motion to approve the September 1st Minutes, Financial Statement and Director's Report as presented. Gary seconded the motion and the Board approved.

Comments from Public: None were presented.

Old Business:

Building Repairs: The Library supplied the paint (cost under $300) and the Genealogy Room was painted by the inmates. Clean up, shelf building and room organization will begin tomorrow. General Construction has placed an order for the parts for the new sink faucet and wall replacement and paint for the janitor's closet. Installation will begin when the parts arrive.

New Business:

MiFi Policies: A motion was made by Gary and seconded by Leslie to approve the MiFi Borrowing Procedures as presented. The Board approved. On the Overdue, Lost and Damaged Items list, the MiFi Hotspot devices have been added with a $50 fee. A motion was made by Gary and seconded by Leslie to approve this addition to the list and the Board approved.

Employee e-mail policy: The Board was presented with a draft of a new policy, Employee E-mail Policy. After discussion, it was suggested that Katie consult with attorney Doug Ott and report back to the Board.

Other News:

Library Events: The World Series for Kids event is October 29th from 6:30pm to 7:30pm. Teen Read Week is October 18th through the 24th with many fun activities planned. A pumpkin carving contest is scheduled October 24th through the 30th.

Executive Session: A motion was made by Magan and seconded by Leslie for an executive session to discuss non-elected personnel to begin at 5:45pm and end at 6:15pm. Meeting was reconvened at 6:15pm. A 5 minute break was taken. A motion was made by Magan and seconded by Leslie for an executive session to include the Library Director to discuss non-elected personnel to begin at 6:20pm and end at 6:55pm.The executive session ended at 6:55pm. No action was taken at this time.

Magan made a motion to adjourn the meeting, Leslie seconded the motion and the meeting adjourned at 7:00PM.