

**Chanute Public Library
Board of Trustees Meeting
September 12, 2022**

President Linda Tiegreen called meeting to order. Present are: Linda Tiegreen, Joan Newman, Linda Ashley, Anne Ranz, Lydia Lewis, Laura Kmiec, Jeana Lawrence (children's librarian), Kara Hale (director). Cindy Dent, representing the Safari Museum was also present for initial part of meeting.

July minutes as mailed were reviewed, Anne moved, and Laura seconded the motion to approve minutes. Motion carried.

Circulation Report: Circulation is doing good overall compared to 2021, especially adult circulation. No concerns noted.

Financial Report: Board members reviewed profit and loss, check detail, and transaction detail reports. Kara noted that the budget is on track for the year, and the budget is healthy. Cindy Dent had questions about the Museum portion of the utility bill and this was clarified. During discussion, it was noted that there was a significant amount of penalty due to late payment of the bill. Lydia motioned, and Anne seconded to accept the financial reports.

Committee Reports:

- A. Budget and finance: Kara reports that she is working with Housh and Housh to catch up on unfiled tax returns from 2019 through 2021. Due to the tax returns not being filed, the library has lost its tax exempt status.
- B. Building and Maintenance: Discussed security system costs, and the increase in cost from 2021 to 2022. Discussed FOCL help with \$5000 of this cost. Motion made by Anne to accept costs of the system and seconded by Linda Ashley. Motion carried. Kara discussed proposed electrical work by JB Electric and changing lighting to LED.
- C. FOCL: FOCL is working on the Artist Alley book sale.

Librarian's Report:

- 1. Kara noted that the summer reading program went well.
- 2. Kara asked the board about finding another person to work a few ours a week due to staff reducing hours. Kara may be aware of someone who would be interested in working, but she does plan to advertise the position. It was suggested to also place a notice on Facebook.

3. Kara asked about honoring Kandi for her Excellence/Outstanding Staff award with a small reception. Agreement reached to have this reception on 10/10/22, at 4:30.

Unfinished Business: Kara needs to schedule another meeting about the new building agreement.

New Business: Discussed Food for Fines. Tentative time frames for this set for 10/17/22 through 12/3/22. Discussed rotation of donations to different churches. Anne motioned and Joan seconded to approve Food for Fines. Motion carried.

Motion made to approve bills. Linda Ashley and Anne seconded to approve bills. Motion carried.

Executive Session: The Board entered into Executive Session for five minutes at 6:00 p.m. for a discussion of personnel matters.

Adjournment: Next board meeting is October 10, 2022 at 5:00 p.m.

Recorded by Joan Newman