

Chanute Public Library
Board of Trustees Meeting
October 10, 2022

Present Linda Tiegreen called meeting to order. Present are: Linda Tiegreen, Joan Newman, Linda Ashley, Anne Ranz, Laura Kmiec, DeeAnn Parsons, Jacob Larue, Jeana Lawrence, and Kandi Wilson.

- 1) September minutes were reviewed, no corrections noted. Motion by Anne Ranz, seconded by Laura Kmiec to approve the minutes, motion carried.
- 2) Circulation report: Jeana reports that library circulation is good, juvenile usage is down slightly from last year. No concerns noted.
- 3) Financial Reports: Undeposited checks were discussed, these are being worked on. Discussed profit and loss, check detail, and transaction detail reports. Back invoices are being looked at and caught up. Jeana reports that 67% of the budget has been spent, which is on track for the year. Linda Ashley motioned, and Joan Newman seconded to accept Financial Reports. Motion carried.
- 4) Committee Reports:
 - A. Building and Maintenance and HVAC issues were discussed. Discussion of grants as a possible funding source, but the City needs to be involved with this process since they own the building. Discussed the depot committee approaching the city for further discussion. Agreement reached to hold off on further discussion of this topic until audits and taxes are up to date.
 - B. Budget and Finance: Bank statements have been changed, and Jeana is working on getting the credit card updated to her name. Jeana reports that Housh's are working on the 2019 and 2020 tax returns (including FOCL). The 2021 tax return will be worked on once previous years have been completed and filed. Plans are to apply for non profit status after this has been completed. Neil Phillips has been contacted about completion of an audit once the tax filings are current.
 - C. FOCL: Met on September 27th. Banking on this has been changed to Jeana's name. Artist Alley raised \$700 from sales; FOCL plans to contribute \$1000 for folding chairs for the conference room.
- 5) Librarian's Report:
 - A. Jeana states that she continues to work to organize the Librarian's office.
 - B. Food For Fines begins 10/17/22. Jeana will contact organizations about donations.
 - C. Trick or Treat at the Depot will be 10/27/22.
 - D. Kandi and Jeana will be going to KLA on 10/26/22.

- E. Discussion of the staff Christmas party, Jeana to check with the Gathering Place about this. Preference expressed for the party to be held on a weekday evening.
 - F. Children's Librarian Report: Kandi reports that programming has started and she hopes to increase attendance, Kandi reports good attendance at the Octoberfest.
 - G. Old copy machines: no bids have been received, but a possible interest has been received. Jeana will check into this, but if copy machine cannot be sold, plans are to donate it to the Museum.
 - H. Employee Updates: Jeana has been interviewing for part time positions, and plans are to hire two part time persons. Discussed compensating Arlene Hasty for her interim help at the library with Chamber bucks and a gift card. Plans are to interview for Jeana's old position soon.
- 6) New Business: Motion made to approve bills. Linda Ashley moved, and Laura Kmiec seconded, motion carried. Discussion about giving Jeana a \$300 bonus and Kandi a \$100 bonus for the extra work that have been doing during transition. Linda Ashley moved, and DeeAnn Parsons seconded, motion carried to approve bonuses.

Meeting adjourned, next meeting is November 14, 2022.