

**Chanute Public Library**  
**Board of Trustees Meeting Minutes**  
**November 14, 2022**

President Linda Tiegreen called meeting to order. Present are Linda Tiegreen, Joan Newman, Linda Ashley, Anne Ranz, Laura Kmiec, DeAnn Parsons, Jeana Lawrence, and Kandi Wilson.

- 1) October minutes were reviewed, no corrections noted. Motion by DeeAnn, seconded by Linda Ashley to approve minutes, motion approved.
- 2) Circulation report: Jeana reports that circulation is down a little bit, but that this follows a usual trend this time of year. An uptick in circulation is anticipated in the next few months.
- 3) Financial Reports: Reviewed profit and loss, check detail, and transaction detail reports. Linda Ashley moved to accept reports, seconded by Lydia, motion approved.
- 4) Committee Reports:
  - A. Budget and finance - Jeana reports that 88% of the budget has been spent for the year. Discussed the reduction in revenue due to Ash Grove repayment. Discussed reducing optional expenses, and that the library will have double audit expenses next year. Discussion of soliciting community donations and supplies to supplement the budget. The 2019 990 form has been filed, and the 2020 and 2021 990 form is in process. Jeana informed the board that health insurance rates are being increased by the city.
  - B. Building and Maintenance - Jeana informed the board that the security cameras are all installed and are running.
- 5) Librarian's Report:
  - A. KLA - Jeana and Kandi attended the KLA and said that this was a positive experience for both of them. Jeana is thinking about providing home bound services next year to persons in assisted living facilities and other similar settings.
  - B. Food for Fines – Jeana informed the board that 70 cans have been donated so far.
  - C. Christmas party - Looking at December 12<sup>th</sup>. Discussion of holding event due to concern over library finances.
  - D. Children's Librarian Report – Kandi reports a good craft turnout last week, and that Christmas crafts start the week after Thanksgiving. All programs are going well. Library staff will serve cocoa at the Christmas parade, and discussed setting out a donation box at event.
  - E. The old copy machine has been sold.

- F. Employee update – Jeana discussed the library policy issue of family members working together, which involves Kandi and Kaleigh. The library policy requires board approval for this to occur. Joan motioned, and DeeAnn second that this be approved, motion carried.

6) Unfinished Business: Nothing noted.

7) New Business:

A. Library Director Evaluation – the Board went into executive session at 5:45 for 15 minutes to complete Jeana’s evaluation. Jeana returned to the meeting and her evaluation was discussed with her.

B. Discussion of staff bonuses, and amounts discussed and agreed upon, bonuses will be in cash rather than Chamber bucks. Discussion of staff salaries for 2023, and agreement reached on amounts. Anne motioned and Linda Ashley seconded to approve bonus amounts and raises, motion carried.

Adjournment: Next Meeting will be December 12<sup>th</sup>.