

Chanute Public Library
Board of Trustees Meeting Minutes
January 9, 2023

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

- 1) December minutes were reviewed, no corrections noted. Motion by Linda Ashley, seconded by DeeAnn to approve minutes, motion approved.
- 2) Circulation report: Jeana reports that circulation is still below 2019 figures, but is increasing. Jeana plans to focus on increasing adult book circulation this year.
- 3) Financial Reports: Reviewed profit and loss, check detail, and transaction detail reports. Jeana reports that the funds received from the City were less than expected, but that we are under budget with spending.
- 4) Committee Reports:
 - A. Budget and Finance – Jeana reports that we will be able to determine our financial standing in February. Housh and Housh are finishing up our 2020 IRS reports this week, and are still working on the 2021 reports. Our non profit status can be pursued after 2022 IRS return has been filed. We will hopefully have our EIN number by the end of January.
- 5) Librarian's Report:
 - a. Jeana will be working on State reports soon which looks at our circulation and programming. This information will determine the amount of funding received from the State of Kansas. Jean will be participating in a Zoom training about this.
 - b. Jeana is preparing Worker's Comp audits and Neil Philips audits.
 - c. Jeana reported on planned adult activities, including crafts, Jake LaTurner, and book clubs.
 - d. Kandi gave planned children's activities report, but is concerned that she has less funding to work with this year.
- 6) Unfinished Business: None noted.
- 7) New Business:
 - a. Jeana discussed the GAAP waiver and the need for this. Motion made by Lydia, seconded by Laura to sign the waiver, motion passed.
 - b. Discussed and approved the 2023 holiday schedule, the library will remain closed on Sunday, and will be open December 23 and December 30 from 9-1. DeeAnn motioned, and Lydia seconded to approve the holiday schedule.
 - c. Reviewed bills. Linda Ashley motioned and Lydia seconded to approve payment of bills. Motion passed.
- 8) Meeting adjourned.

Next Meeting is February 13, 2023.

