

Chanute Public Library
Board of Trustees Meeting Minutes

February 6, 2023

President Linda Tiegreen called the meeting to order. Present are Linda Tiegreen, Linda Ashley, Anne Ranz, Laura Kmiec, DeeAnn Parsons, Jeana Lawrence, Kandi Wilson, Jacob LaRue.

- 1.) January minutes were reviewed, no corrections noted. Minutes approved.
- 2.) Circulation Report: Jeana reports that circulation is up and steady. Circulation report was split up to move Young Adult out of the Adult category. Also added social media and website hits to the circulation report. Streamlined the courier bag system with KLE (Kansas Library Express)
- 3.) Financial Report: Allocation check received and will soon be deposited. Have received almost 1% of projected budget and spent about 10%. Jeana noted that the library has a sales tax account with the state of Kansas. This has to be filed as \$0 and wasn't filed in 2021. A fee of around \$400 was charged to us and taken out of our account. Jeana has righted this mistake and contacted the correct people to get this money reimbursed to us.
- 4.) Committee Reports:
 - a.) Budget & Finance - Housch & Housch need board approval on all three 990s in order to file - board approved. Also need a board signed reinstatement form. We will continue to file our own 990s.
- 5.) Librarian's Report: **a.** Jeana mentioned that cities are required to increase money given to libraries, because of the Ash Grove reallocation, this isn't happening this year - yet because our property taxes went down - that exception counts. 1023 needs signature on by-laws, board members approved along with a conflict of interest policy. Jeana said Megan Housch and herself will sign as Power of Attorney. Neil Philips will come and audit on February 28. **B.** Chocolate sale coming up on Feb 14. Chocolate donations are to be dropped off on Monday, Feb 13 and packaging will happen February 13, 5-7 pm. **C.** Kandi reported good turnouts for children's programs to start off the new year. Passive programming (puzzles) going well. 72 families have signed up for LitWits!
- 6.) Unfinished Business: none
- 7.) New Business: Kayleigh turned in her resignation - per employed policy, we'll pay out her vacation days and insurance through the end of the month. Motion made

by Linda Ashley, seconded by DeeAnn Parsons to approve paying Kayleigh her vacation days and insurance, motion approved. Adrienne will move upstairs to the Children's library. Will wait until May to pursue hiring another part-time employee. Current employees are willing to take on extra hours. A. CIPA (Children's Information Protection Act) Policy - there is a guard on all public computers. Motion made by Anne Ranze, seconded by Linda Ashely to approve the CIPA Policy, motion approved. Kandi recommended we update the internet access policy. B Motion made by Anne Ranz to approve the bills, seconded by Jacob LaRue seconded, motion approved.

8.) Meeting Adjourned.

Next Meeting is March 13, 2023