

WILLIAMSBURG COMMUNITY LIBRARY BOARD MEETING MINUTES

February 20,2018

Meeting called to order, by Ken at 7:00 p.m. followed by the Pledge of Allegiance.

Members present: Ken, Elston, Richard, Marcie, Sharon S., Jon.

Staff: Shae

Guest: Eloise

SECRETARY REPORT:

Review of January minutes . Richard moved and Marcie 2nd to approve the minutes. Motion carried.

TREASURER REPORT:

Bookkeeper report:

It will cost \$1900.00 to continue using the New Approach software. Margie is looking into other software options. In the mean time we will use a short term data base in excel to get us through until new software can be purchased.

The tax issues have been resolved.

Will have to re-amend the budget for 2018 to account for an extra \$5800 .

Sharon moved and Elston 2nd the motion to approve the bookkeeper report. Motion carried.

COMMITTEE REPORT:

Operations/Maintenance : Update on the HVAC. First gas line has been installed. Routed a different direction, then originally thought.

Gas company will fund this and will hope to re-coup monies over the next 10 years. If they do not re-coup all , the city might have to pay approx.. \$1000.00

Hopefully the gas line will be entirely finished some time in March.

Development/ Fund Raising : Ken is working with Amy Piersol on this.

DIRECTOR REPORT:

Patron Stats for January Ill in up 82 from previous month

 Ill out up 121 from previous month.

Courier problems seem to have been resolved , for the present.

Kwikom rep. fixed the fax issue.

Computer usage up 24 from previous month.

After school meals are being served to between 6 and 15 daily.

Acquired more DVD'S , Children books, and Adult books.

Judy Simpson, Diana Macoubrie, and Shae are working on photos and documents concerning Williamsburg history to be displayed in the Library.

The State Statistics report has been completed and submitted, as well as our accreditation application.

The board meeting minutes for January , will be posted on our website.

We will be receiving a shipment of playaway audio books, from the Kansas State Library. No cost associated with this.

Sharon moved and Marcie 2nd to approve the director report. Motion carried.

Old business: Sharon Woods, and Shae have been bonded.

Short term/ Long term goals : On schedule at present.

Shae suggested that we lock the file cabinets in the office, instead of changing switches.

Good Idea.

New Business:

Volunteer Appreciation Reception/ Honoree

Schedule appreciation dinner for April 7th at 3:00 p.m. Elston moved and Marcie 2nd to have Penny Rowland be the recipient of the Volunteer award. This being Shae and Eloise recommendation. Ken will put together a task list for everyone.

Update on Budget: Year to date everything is fine.

Policy Manual: Will start the April board meeting at 6:30, in order to go over the manual.

NEKLS will hold their training meeting at Williamsburg.

Eloise would like to schedule a couple of meetings. One session for a volunteer safety training. Shae and Eloise will work out the details for this.

The second meeting for computer training for volunteers. This will be conducted in the Fall.

We discussed changing our domain name to a simpler name. Ken will look into this.

Upcoming events: Kite making over spring break.

Elston moved to adjourn and Marcie 2nd. Motion carried.

Next board meeting will be March 20,2018 at 7:00.