

WILLIAMSBURG COMMUNITY LIBRARY BOARD MEETING

January 23, 2018

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

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

Guest Welcomed: Eloise, Carolyn Trimble

SECRETARY REPORT:

Review of the December Minutes. Sharon W. moved and Richard 2nd the approval of the minutes. Motion carried.

TREASURER REPORT

Bookkeeper Report: Received refunds from the I.R.S. in the amount of approx. \$500.00 for overpayment of taxes and penalties.

There are still some issues, that need to be resolved with the new software. Table this discussion until next meeting.

There are tax monies due from the City. Jon said we should receive it shortly.

Books balanced for the month.

Sharon S. moved and Dave 2nd the approval of the bookkeeper report. Motion carried.

COMMITTEE REPORT:

Capital Improvement. Discussion on the Outside Lighting for the building. We have gotten a bid from Performance Electric and will get another bid from Hogelin Electric.

We will ask them to check the switch by the office, as no one seems to know it's function.

The port in the wall, for the fax machine, is not working. Shae said she would call KwiKom to see if they can resolve this problem.

Development/Fund Raising:

Now that the strategic plan is complete, we will concentrate on development and fund raising.

DIRECTOR REPORT:

Patron stats were down for January. This is to be expected due to the weather and the time of year.

Shae reports that we are still having issues with our courier deliveries. Missing deliveries, late deliveries, and lack of concern on their part. She continues to be in contact with NEKLS concerning these issues, but so far nothing has changed.

After school program attendance is down also from the previous month, due to the same reasons listed above.

Collections: Added DVD's in the amount of \$80.46
Children's in the amount of \$42.29
Adult's in the of \$66 amount.62
Grand Total \$189.37

Shae is looking into pricing for new computer chairs for the patrons. She has seen some, at the Ottawa Library, that are like what she would like to purchase. She is working with the Director of that library to get some prices.

She asked the board for permission to attend a User Group and Statistics meeting, to be held on Feb. 1st at the NEKLS office in Lawrence.

The board agreed that she should attend.

She is working on the State Statistic Report, that is due Feb. 10th.

She asked about publishing the board meeting minutes, on the Web Site. Board agreed to have them published. This will be after the minutes have been approved, making them a month behind .

Sharon S. made a motion to approve the Director Report and Sharon W. 2nd. Motion carried.

OLD BUSINESS:

Sharon W. is scheduled to be bonded on Jan. 24th., consistent with the requirements of the Treasurer.

Up-date on HVAC. Contract has been signed and submitted to the Gas Co. The gas line will be run into the building from the north.

In contact with Modern Heating and Air, for the installation. The gas company said it will be the middle of Feb., before they will get to it.

Modern Heating and Air will probably begin sometime in March.

Shelving: Dave is still working on these that are on the east wall.

Carolyn Trimble stated that she might be interested in the old shelves. She will let the board know at a later date.

Short Term/Long Term Goals:

Seems that everything on the list is on schedule. A work day needs to be scheduled to work on the Landscaping. Will set a date later in the spring, when weather is more cooperative.

Strategic Plan: Completed and submitted.

Toshiba Insurance: Resubmitted by Dealy on 1/11/2018

NEW BUSINESS:

Shae is scheduled to start Apple Training in April, to stay in compliance with NEKLS requirements.

Plumbing Issues. Good at the present.

Update on Budget Year to Date: Year end reports are in progress.

The budget to the city is not due until July. Ken and Shae will work on this together.

Extra tax money, that was not included in the budget, in the amount of \$1700 was received, from the city.

Jon asked about an audit of the books. We feel, since Margie, has had a third party, in the form of an outside accountant look at the books, that this should be sufficient.

Upcoming Events:

Volunteer Issues: Something for Volunteer Appreciation needs to be planned. Board members and staff, need to be considering who will receive the volunteer of the year award. Will table this discussion until a later date.

Spring Break Project: Discussion about a kite making event for the children. Spring break is the week of March 19th.

Jayhawker Days: Will be held the 1st weekend of June.

Carolyn would like to see the library enter a float in the parade. We will continue to do the Ice Cream Social and the book sale.

Next board meeting will be on Feb. 20,2018

Sharon moved and Sharon W. 2nd to adjourn. Motion carried.