Typical Kansas Library Board Meeting
ARSL Conference 2017
Questions to Consider

If the library board of a city has seven members, why are five members required for quorum? Because the Mayor is also a member of the board even if she never attends. And if the library board has five members, a quorum is 4.

How does the president keep the meeting moving along without letting board members or the public derail business topics with side issues and gossip? The president and the director arrive at the agenda together well before the meeting. The president follows the agenda to keep the meeting on track while allowing time for members of the public to speak and to attend the meeting. The president allows board members as well as the director to make last minute agenda changes (that must be voted on by the board members present) within reason.

How does the president keep the meeting to a manageable length so the time of board members is not wasted? All information that is known ahead of time, including but not limited to meeting minutes, financial reports and director’s report, is sent out to board members several days to a week before the meeting. Board members are responsible for reading the packet of materials and being ready to discuss and vote on it when they get to the meeting. No one reads minutes or reports aloud or silently during meeting time.

Can the president vote in a library board meeting? Yes, the president is a voting member of the board. The library director is not eligible to vote in board meetings.

How can the board ensure that the library doesn’t go over budget if the director is allowed to spend money without asking the board first? Most libraries permit the director to spend money on approved categories of items without prior approval. This would include regular expenses such as utilities and necessities such as toilet paper and books. The board does not pre-approve book or movie titles to be ordered. An upper spending limit can be set and a list of bills must be presented at the next board meeting for board oversight. The treasurer and the director should present a financial report each month that shows expenses in the current month, expenses for the year to date, and the comparison of each line item with the budgeted amount in that line.

When there are contentious issues to be discussed at a board meeting, when can the board speak privately in executive session? Library board meetings, by definition, are open to the public. Only a few reasons can be used for entering executive session. These are listed in K.S.A. 75-4319. The reasons for executive sessions that are most likely to pertain to library boards are: (1) personnel matters of nonelected personnel; (2) consultation with an attorney for the board which would be privileged in the attorney-client relationship; (3) preliminary discussions relating to the acquisition of real estate. Remember that for the board to enter executive session, there must be a motion (with second and majority vote of the board) that states the reason for the executive session, AND, the president must state the length of the executive session to be taken (e.g. “executive session to discuss personnel matters for 20 minutes.”) If the executive session takes longer than announced, the board must come out of executive session at the time previously stated and vote to re-enter executive session again for a stated time and reason. No votes may be taken during executive session.

(continued on reverse)
Agenda
Typical Library Board Meeting
September 7, 2017
4pm, Entrada C, Dixie Center, St. George, Utah
Association for Rural & Small Libraries Conference

1. Call to Order
2. Approval of Agenda
3. Public comment period
4. Approval of minutes of previous meeting
5. Financial report
6. List of paid and to-be-paid bills
7. Director’s report
8. Old Business
   a. ARSL 2018
9. New Business
   a. Material Challenge
   b. Proposed Emergency Policy
10. Adjournment
A regular monthly meeting of the Typical Public Library Board of Trustees was held on August 3, 2017, at 4:00 PM at the Typical Library in the Emily Lee Room.

Board members Marge N. Charge, Dot Matrix, Robbin Banks, Horace Thistlebottom, Wanda Bookneau, and Michele Woods were present. Board members Jane Barbian and Oscar Meyer were excused. Library Director Paige Turner was also present.

President Marge N. Charge called the meeting to order at 4:05 PM.

There were no public comments.

It was moved by Mr. Banks and seconded by Ms Matrix that the minutes of the July 6, 2017 regular board meeting be approved. Motion carried.

It was moved by Ms Bookneau and seconded by Mr. Thistlebottom that the financial report be approved. Motion carried.

The list of paid and ready-to-pay bills were presented by Board Treasurer Robbin Banks. The motion to accept was made by Ms Matrix and seconded by Ms Bookneau. Motion carried.

Library Director Paige Turner explained the Association for Rural & Small Libraries organization and annual conference. Paige requested that the board allow her to attend the conference in 2018 next year. Discussion ensued. More information was requested from Paige. President Charge tabled the vote until next month’s meeting. The Friends of the Library held their annual meeting last week. Andy Mosbauer was elected president. The Friends raised $2,000 at their most recent used book sale.

There was no Old Business

New Business:
It was moved by Ms Matrix and seconded by Mr. Banks that the revised Employee Handbook be approved. Motion carried.

With no other business to bring before the board, the meeting was adjourned at 5:07 pm following a motion from Ms Bookneau and second by Mr. Thistlebottom.

- REMINDER: Next month’s meeting of the library board will be held on Thursday, September 7 at 4:00 pm at the Dixie Center, St. George, Utah.
## Monthly Financial Report August 2017

<table>
<thead>
<tr>
<th>Revenues</th>
<th>This month</th>
<th>Year to date</th>
<th>Budget</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fines, fees, etc.</td>
<td>71</td>
<td>965</td>
<td>1,800</td>
<td>53.6%</td>
</tr>
<tr>
<td>State aid</td>
<td>0</td>
<td>0</td>
<td>600</td>
<td>0.0%</td>
</tr>
<tr>
<td>System grant</td>
<td>0</td>
<td>2,111</td>
<td>3,248</td>
<td>65.0%</td>
</tr>
<tr>
<td>Tax income</td>
<td>10,249</td>
<td>26,987</td>
<td>32,000</td>
<td>84.3%</td>
</tr>
</tbody>
</table>

**Total Revenue:** 10,320 30,063 37,648 79.9%

<table>
<thead>
<tr>
<th>Expenditures</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Books &amp; other materials</td>
<td>422</td>
<td>3,405</td>
<td>5,100</td>
<td>66.8%</td>
</tr>
<tr>
<td>Building maintenance, utilities</td>
<td>359</td>
<td>2,010</td>
<td>3,900</td>
<td>51.5%</td>
</tr>
<tr>
<td>Employee benefits</td>
<td>181</td>
<td>1,329</td>
<td>2,120</td>
<td>62.7%</td>
</tr>
<tr>
<td>Insurance</td>
<td>0</td>
<td>962</td>
<td>1,100</td>
<td>87.5%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>45</td>
<td>434</td>
<td>1,500</td>
<td>28.9%</td>
</tr>
<tr>
<td>Postage/courier</td>
<td>290</td>
<td>488</td>
<td>450</td>
<td>108.4%</td>
</tr>
<tr>
<td>Salaries</td>
<td>1,873</td>
<td>14,611</td>
<td>22,871</td>
<td>63.9%</td>
</tr>
<tr>
<td>Supplies</td>
<td>36</td>
<td>712</td>
<td>950</td>
<td>74.9%</td>
</tr>
</tbody>
</table>

**Total Expenses:** 3,206 23,951 37,991 63.0%
### Bills already paid

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Heating &amp; Air</td>
<td>140</td>
<td>AC repair</td>
</tr>
<tr>
<td>Heartland Electricity</td>
<td>219</td>
<td>Monthly bill</td>
</tr>
<tr>
<td>Paige Turner</td>
<td>1873</td>
<td>Salary</td>
</tr>
<tr>
<td>Blue Cross/Blue Shield</td>
<td>181</td>
<td>Employee insurance</td>
</tr>
<tr>
<td>Northeast Kansas Library System</td>
<td>290</td>
<td>Kansas Library Express (courier)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>2703</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Bills ready to pay

<table>
<thead>
<tr>
<th>Service</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker &amp; Taylor</td>
<td>422</td>
<td>Books</td>
</tr>
<tr>
<td>Wal-mart</td>
<td>45</td>
<td>Workshop food</td>
</tr>
<tr>
<td>Wal-mart</td>
<td>36</td>
<td>Summer reading</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>503</strong></td>
<td></td>
</tr>
</tbody>
</table>
# Director’s Report
## September 2016

<table>
<thead>
<tr>
<th>August circulation statistics</th>
<th>YTD statistics</th>
<th>Monthly Average: ’15-’16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>245</td>
<td>785</td>
</tr>
<tr>
<td>Adult</td>
<td>130</td>
<td>303</td>
</tr>
<tr>
<td>YA</td>
<td>65</td>
<td>215</td>
</tr>
<tr>
<td>Children</td>
<td>167</td>
<td>267</td>
</tr>
<tr>
<td>Videos</td>
<td>274</td>
<td>1096</td>
</tr>
</tbody>
</table>

**Total Circulation**  
520  
2743  
782

Computer uses (in hours)

<table>
<thead>
<tr>
<th>Desktop computers</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult</td>
<td>989</td>
<td>5698</td>
<td>1152</td>
</tr>
<tr>
<td>Youth</td>
<td>565</td>
<td>2477</td>
<td>639</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Wireless uses</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,587</td>
<td>10,589</td>
<td>2716</td>
</tr>
</tbody>
</table>

**Program Attendance**

| Adult | 132 | 167 | 17 |
| YA    | 19  | 68  | 3  |
| Children | 68 | 213 | 44 |

**Total Attendance**  
219  
448  
64

August circulation was up quite a bit, probably because of the increased number of library users during our month-long back-to-school push. We kicked off a series of adult book discussions led by the Kansas Humanities Council and the first was well-attended. Trivia contests and the first annual Community Bass Fishing Tournament also contributed to a busy month. Special book displays on topics related to every program just flew off the shelves.

Library System inservice was held August 22 and I attended a policy session that gave me some pointers on how our library policies might be improved.

The annual System competitive grant will be for furnishings this year. I’m thinking about submitting a grant application for new furnishings for our Young Adult area.

The hours of use for the desktop computers in the library continue to fall while wireless uses rise steadily.
Typical Kansas Library
Request for Reconsideration of a Title

Name  ____________________________

Address  ____________________________

Phone  ____________________________

Title to be considered  ____________________________

Author  ____________________________

Publisher  ____________________________
Publication Date  ____________________________

Action Requested  ____________________________

This request made on behalf of:  Myself an Organization

Name of Organization  ____________________________

Have you read, viewed, or listened to this title in its entirety?  Yes

Have you seen a review of this title?  ____________________________

Please list source of review, if any  ____________________________

Have you read the Typical Library Policy on Collection Management and Selection of Library Materials?  Yes

Please state the reason for your request  ____________________________

Signature  ____________________________

Date  ____________________________
Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.


Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights.
Emergency Preparedness

I. Emergency Telephone Numbers
   A list of important names and numbers shall be kept in a prominent place by each telephone.

II. Persons to Summon When a Disaster Occurs
   It is the responsibility of the staff member observing the disaster to notify the director and board president after emergency calls have been made.

III. Rodent and Insect Infestation
   When a rodent or insect infestation is noticed, contact Quality Pest Control.

IV. Natural Disasters
   Because the Library is vulnerable to flooding, tornadoes, lightning strikes, wind and hail storms and ice/snow storms, the following disaster plan is to be followed by all staff.
   - Escape Route – determine the quickest and safest escape routes.
   - Flooding – In the event of flooding in the building, stay out of the affected area. Do not enter until the electric company has disconnected the electricity.
   - Fire- If only the smell of smoke is detected, determine the source and notify the director. If there is a fire, the absolute first action is to call the fire department. A second staff member or responsible patron should calmly ensure that all patrons are out of the building while emergency calls are made.
   - Tornados- In the event of a tornado warning, move patrons to the basement of the library until the danger is past. Keep patrons away from doors and windows.
   - Ice and Snow Storms- The library may close early by decision of the director or person in charge. If programs have been planned, a decision will be made whether or not to cancel. Notification to patrons will be made as soon as possible.
   - Notification of insurance agency should be made before any damage is repaired.

V. Collapse of Shelving or Other Structural Damage
   If shelving collapses, rope off the area from staff and public. Removal of materials should only be done if there is no risk of personal injury. Assessment of damage should be made and proper individuals called to repair damage.

VI. Computer System Catastrophe
   In the event of computer failure, the person in charge should contact the Southeast Kansas Library System computer technician.

VII. Safety Equipment
   The following equipment shall be kept in the library at all times:
   Flashlight with extra batteries
   First aid kit
   Battery-operated radio with extra batteries
   Fire extinguisher.

   A smoke detector and carbon monoxide detector will be hardwired into the library’s electric system.