

ARKANSAS CITY PUBLIC LIBRARY
Board of Trustees Meeting
7:00 PM, Monday, March 13, 2017
Minutes

1. Roll Call

Members present were Mitch Reichle, Jerry Hooley, Melissa Paton, Kammy Downs, Duane Oestmann, Marilyn Stout, Kayleigh Lawson, Mendy Pfannenstiel ACPL Director, and Andrew Lawson Public Informations Officer for the City of Arkansas City

2. Approval of Minutes

Jerry made a motion to approve the January and February minutes. Kammy seconded. The motion to accept the minutes passed.

3. Reports

a. Director's Report

Personnel: Nothing new to report

Facilities and Grounds: Work will begin on the MakerSpace cabinets in early April.

Collecions: Nothing new

Budget: Nothing new to report

Special Projects/Grants: Nothing new to report

Technology: Nothing new to report

Public Relations: ACPL Facebook page: 1236 likes and two (2) emails were sent in February. An ad for Celebration of Unity in Courier Traveler was published. Spotted Salamander sponsor for Kansas Sampler Festival. Continued partnership with Burford Theatre for movie showings.

Friends of the Library: Nothing new to report.

Gifts, Memorials, Setoff, and Other: The first staff-in service will be Friday, March 31. ACPL will be closed all day. A short meeting will be held, followed by various work projects. Board members are welcome to attend. Lunch will be provided.

b. Treasurer's Report

Mitch gave the treasurer's report.

Melissa motioned that we accept the report and Marilyn seconded. Motion passed.

4. Unfinished Business

a. City Updates - Andrew Lawson

**Proposed changes for term limits 3 -3- 2year board term and will make changes and revise to the Charter Ordinances, as the last update was done in 2005.

**City Clean-up will be April 1st from 9 AM - noon

**April 28 - Arbor Day - plant trees

**The city is needing sponsors for Movies in the Park

5. New Business

a. Revised Library Finances: Setoff Policy

This policy has been revised regarding the overdue library books. The new policy reads: "It is the policy of the Arkansas Public Library Board of Trustees to provide fair and equal access of all materials to all patrons. To ensure this access, the Library utilizes the Setoff Program of the Stat of Kansas as a last resort to recover library materials that have been borrowed and not returned in a reasonable amount of time..." It goes on into detail regarding the process of the setoff program.

Jerry motioned that the revised policy be accepted. Mitch seconded. The motion passed.

b. Revised Equipment and Special Materials Policy: regarding the Hotspots

It now states that only certain items may be reserved or renewed. Reservations/Holds for equipment and special materials must be made in person at the library. Rental and deposit fees may be applied to some items, with deposits only returned in items is returned in proper working condition. Replacements costs cover the current price of the equipment or material. For hotspots, this includes a prorated amount of data costs already paid by the Library. This also includes applicable fines and fees.

Melissa motioned to accept the revised Equipment and Special Materials Policy. Mitch seconded. Motioned passed.

c. General Board Provisions, Andrew Lawson

Andrew discussed and presented the General Board Provisions as stated by the city.

6. Announcements

7. Adjournment

Duane made the motion to adjourn the meeting. Melissa seconded. Motion passed, and the meeting adjourned at 7:54 PM.