

Minutes of the Hays Public Library (HPL) Board Meeting

May 10, 2017

The meeting was called to order at 4:00 pm by Katherine Wolfe, Chair.

Present Board Members	Amy Feauto David Goodlett Katherine Wolfe Jim Agee Patti Park Stacey Smith Shaun Musil Jennifer Hallam
Absent Board Members	NONE
Guests	Dustin Key Vera Haynes Lori Gottschalk Samantha Dean Patty Rohr Marissa Lamer Lindsay Ricker
Public Comment	None
Bills	It was moved and seconded (Smith/Goodlett) to approve the April 2017 bills for payment as presented. The motion carried with no discussion.
Minutes	It was moved and seconded (Smith/Musil) to accept the April 2017 minutes as presented. The motion carried with no discussion.
Old Business	<p>RFP: No bids received though one firm did give an estimate on just the guttering issue and another firm, Paul/Wertenberger Construction has expressed interesting in submitting a formal bid. Paul/Wertenberger Construction has been out several times and is very interested in providing a bid, not only for the original RFP project, but for the guttering/drain issue as well. The Board agreed to have Jim call them and see when a bid can be done and waive the deadline and extend it to 6-13-17.</p> <p>Donor funds: A donor has given the library approximately \$2845 and wishes an outdoor bench as well as new YA furniture be ordered with the funds. Vera and Patty Rohr both said the price is right to order both and since that is what the donor wants, the Board gave them the go-ahead to order it. Mention was made perhaps in the future to have a form of some sort for donors to complete to express their wishes.</p> <p>Sister Cities: The document Jim had sent for them to sign has not been signed yet, their meeting was cancelled that was to be held. Shaun will</p>

visit with them and get the document signed. There have been some good comments on the display.

New Business

New Staff: There have been 2 resignations, but some new hires and also some interviewing and hiring still in progress.

Personnel policy: The policy has been updated based on prior meeting decisions. The Board voted and passed new decided verbage on Establishment of Library Policy (Goodlett/Smith). See Library Policy.

Staff Entrance Drain project: Paul/Wertenberger is going to include this in their bid and Jim will be in touch with them. There is an all staff meeting May 19, 2017 where emergency procedures will be discussed with the Fire Dept and hopefully the Police Dept. The Board would like to see these procedures on paper for future reference.

Accounting 3-5 year plan: Jim will draw up plans to bring to next meeting. He will also call accounting firms to gauge interest in a back up person for Patty Rohr, based on the recommendations of the audit.

Board 1-5 year plan: Tabled for a future meeting

Budget: Patty Rohr brought the fact that the annual budget is due to Kim Rupp of the City of Hays by June 1. Jim will begin work immediately on the budget and Katie will schedule a special Board Meeting to discuss/vote on the budget prior to that date.

HPL Trust: The Trust is showing interest in possibly raising funds/paying for a redesign of the green space by the staff entrance on the north side of the building.

Director's Report

Included in packet

Department Reports

Included in packet

Open Board Discussion

Welcome new board member Jennifer Hallam

The meeting was adjourned at 5:24 pm by Chair, Katherine Wolfe.

Next meeting will be June 14, 2017.

Respectfully submitted by Amy Feauto, Secretary 5-16-17