

Goddard Public Library Board Agenda

August 12, 2019

6:00 P.M. Board Training

7:05 P.M. Board Meeting

1. Roll Call.
2. Approval of Agenda
3. Minutes of Regular Meeting July 8, 2019
4. Correspondence and communications – Make a Wish
5. Librarian's Report
 - a. Circulation Report
6. Financial Report
7. Old Business
 - a. Reapproval of all documents approved in July. Approval of changes for rest of board policy and personnel policy up to Section 3.
 - b. Furniture – shelving
 - c. Friends/Foundation update
 - d. Board Insurance and Treasurer Bonding – Lisa needs to sign
8. New Business
 - a. Vote for new VP
 - b. Vote for secretary
9. As may be presented
10. Executive Session

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND

OR E-MAIL: director@goddardlibrary.com

Library Board Meeting
Monday, July 8
7:05 PM

1. **Roll Call:** Lisa Fouts, Frank Petsche, April Hernandez, Lisa Stoller, Tamara Judd, Alexis Vincent, Katie Givens, Vicki Luthi, Becky Phillips, Lisa Coyne, Carole VanAmburg. Absent: Margo Rakes
2. **Approval of Agenda:** Alexis V. motions to approve agenda. Becky P. seconds. Approved 9/0.
3. **Minutes of Regular Meeting June 10, 2019:** Tamara moves to accept the minutes as read. Frank seconds. Approved 9/0.
4. **Correspondence and Communications – None**
5. **Librarian's Report**
 - a. **Circulation Report** – viewed quarterly numbers for years 2017, 2018, 2019
 - b. **Highlights** – Weeding is progressing nicely, adding series information to the spines of books, we are a stop on Goddard's Amazing Race, April H. is presenting at KLA, we are offering a Practicum/Internship at GPL, continue updating board policy.
6. **Financial Report** – Alexis motions to approve the financial report. Becky seconds. Approved 9/0.
7. **Old Business**
 - a. Discussion of Board Training that occurred in June. Paul Hawkins presenting at board meeting in August. Board members will be part of one of the following committees: executive committee, budget, programming/outreach/marketing.

Members will report to April or Vicki as to which committee they want to be part of.

- b. **Cox Telephone** – will have an extra line that will forward to April's phone.
 - c. **Furniture purchases** – New chairs have arrived and have been popular with our patrons. Still waiting on shelves.
 - d. **Policy Manual Changes** – Becky P. moves to accept Holiday Closures, Social Media Policy, Internet Safety Policy, and Electronics Checkout Policy with noted changes. Lisa C. seconds. Approved 9/0. Alexis motions to approve the changes to the board policy with the corrections as noted. Lisa F. seconds. Approved 9/0.
 - e. **Friends/Foundation information** – Katie G. filled us in on the steps to get going with a Friends/Foundation. Tamara makes a motion that apply to be both a Friends of the Library and a Foundation. Lisa S. seconds. Approved 9/0.
8. **New Business**
- a. **Insurance for board and bonding** – acquiring bids so we can get this going.
 - b. **Departmental and Leadership meetings with City** – April is going to be involved in the community departmental and leadership meetings.
 - c. **Director 90 day evaluation** – Looked over evaluation format
9. **Executive Session. At 8:39** Lisa F. moved to recess into executive session pursuant to non-elected personnel matters to include the Library Board, and that the Library Board will reconvene the open meeting in the Library commons area at 8:55. Alexis V. seconds. Approved 9/0. No binding action was taken. At 8:55 Alexis moved to recess into executive session pursuant to non-elected personnel matters to include the Library Board, and that the Library Board will reconvene the open meeting in the Library commons area at 9:00. Caroline V. seconds. Approved 9/0. No binding action was taken. Caroline moves that the executive committee performs a 90

day evaluation on director, April H. Lisa S. seconds. Approved 9/0.

10. **As May be Presented - none**

11. **Adjournment:** Lisa F. motions to adjourn at 9:03 PM.
Tamara seconds. Approved 9/0.

The above minutes are a draft copy of the minutes. Minutes must be approved by a quorum of the Goddard Public Library Board at the next meeting.

Submitted by Lisa Fouts



July 2, 2019

Goddard Public Library
201 N Main St
Goddard, KS 67052-8893

"When you hear the doctor tell you 'your son has cancer', everything changes. Then someone comes along and tells you amongst all the chaos, your child can 'wish' for anything. What an amazing gift to give a child, and their family." ~ Gwynne, Luke's mom

Dear Goddard Public Library,

Thank you for your in-kind contribution of the Free rental of adult-sized wheelchair for the day that Make-A-Wish® Missouri & Kansas received on 6/15/2019. No goods or services were provided in exchange for your contribution. This generous gift will help grant more life-changing wishes like Luke's.

- ★ Make-A-Wish Missouri & Kansas granted **419 wishes** in FY2018.
- ★ The average national cost of a wish in FY2018 was **\$11,161**.
- ★ **83 percent** of adult former wish kids reported experiencing improved physical health and strength after receiving a wish.

Donors like you make it possible for Make-A-Wish® Missouri & Kansas to continue to fulfill its mission. As we grant wishes to children with critical illnesses, we work to enrich the human experience with hope, strength, and joy.

We thank you on behalf of our organization as well as every child we serve in Missouri and Kansas. Their lives have been forever changed by a wish and your generosity. We look forward to your continued support. Please feel free to contact me at 314.205.9474 if you have any questions or would like additional information.

Sincerely,

Caroline Schmidt
Interim CEO

Denise Kruse
Governing Board Chair

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Search for [makeawishmo](#) to follow us on social media!
Tax ID # 43-1550697

13523 Barrett Parkway Dr.
Suite 241
Ballwin, MO 63021

P: 314.205.9474
F: 855.777.9474
TF: 800.548.5058

mokan.wish.org



Director Report August 2019

- I have started weeding the children's section.
- Goddard's Amazing Race had about 25 participants.
- August staff meeting we talked about mindfulness (Debra did continuing education) and how our words shape perceptions
- The lizards leave at the end of the week.
- We had one applicant for our new position. I will interview her on Wednesday. Hopefully she will be a good fit for the job. If not, we will start over.
- I want to thank everyone who was able to attend the City Council meeting. I think it went really well and they acknowledged that we brought a crowd which was encouraging.
- For next month read through the Employee Manual Section 3 to the beginning of Section 8
- I am planning on taking off part of the last week in Aug. to get moved. I won't be gone the entire week probably just a couple of days depending on employee coverage.

GODDARD PUBLIC LIBRARY
July 2019

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2019	2018	2017
Non-fiction	218	169	176	180	355	177	277						1552		
Fiction	513	525	587	543	656	647	718						4189		
Periodicals	60	64	58	52	53	60	121						468		
Audio Books	17	19	28	43	61	60	48						276		
Videos/ DVD	201	224	266	234	241	259	295						1720		

JUVENILE

Non-fiction	186	265	316	273	360	952	699						3051		
Fiction	698	1053	1319	1278	999	2985	3532						11864		
Periodicals	6	37	49	11	13	34	28						178		
Videos/ DVD	65	89	85	104	144	167	206						860		
Audio	2	4	5	11	8	5	8						43		
Other															
TOTAL	1966	2449	2889	2729	2890	5346	5932	0	0	0	0	0	24201	44326	34516

Computer	405	355	419	443	399	398	470						2889	3988	3012
Wireless	187	121	115	103	152	136	144						958	1565	1232
													3847	5553	4244

Reference Question	123	195	196	137	231	213	280						1375	1860	1489
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INTERLIBRARY LOAN

Books Loaned	28	23	14	62	53	36	29						245	466	388
Unfilled	0	0	2	0	0	0	0						2	0	0
Books Borrowed	50	53	70	73	73	104	75						498	793	572
Unfilled	0	0	7	0	0	0	0						7	2	0

NEW LIBRARY CARDS	27	16	18	26	57	73	38						255	404	462
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MATERIALS ADDED

Adult	52	65	41	34	62	66	89						409	1093	1256
Juvenile	101	143	28	47	53	55	55						482	993	1496
TOTAL	153	208	69	81	115	121	0	0	0	0	0	0	891	2086	2752

LIBRARY ATTENDANCE	1255	1131	1404	1576	2418	3380	3361						14525	19195	16985
Children	78	162	276	419	181	706	751						2573	3214	2338
Other			15										15	909	255
TOTAL	1333	1293	1695	1995	2599	4086	4112	0	0	0	0	0	17113	23318	19578

April Hernandez
April Hernandez
DIRECTOR

ATTENDANCE

	J	F	M	A	M	J	J	A	S	O	N	D		
Vickie Luthi	+	+	+	+	+	+	+						2	2023
Alexis Vincent	+	+	+	+	+	+	+						2	2020
Lisa Fouts	+	+	+	+	+	ex	+						1	2020
Becky Phillips	+	ex	+	ex	+	+	+						2	2021
Frank Petsche	ex	+	+	+	ex	+	+						1	2021
Lisa Coyne						+	+						finish	2022
Tamara Judd						+	+						1	
Margo Rakes						+	EX						1	2025
Lisa Stoller						+	+						1	2023
Sherri Lauer													1	2023
April Hernandez				+	+	+	+							

EX- excused

EO- early out

LI- late in

CA- cancelled

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1 Month	Adult Books	J Books	YA Books	Adult Movies	J Movies	Adult Audio	J Audio	Sunflower	RBDigital	Cloud Library	RBDigital Mags	Magazines	new ebook users	Total Checkouts
2 January	791	817	67	201	65	17	2	0	195	11	6	66	0	2236
3 February	694	1215	103	224	89	19	4	0	182	11	11	155	0	2707
4 March	763	1526	109	266	85	28	5	0	197	13	2	179	0	3173
5 April	723	1434	117	234	104	43	11	0	193	6	20	63	0	2948
6 May	1011	1359	217	241	144	61	8	15	183	18	6	68	13	3344
7 June	824	3876	236	259	187	60	5	76	193	19	2	94	7	5811
8 July	995	3952	280	295	206	48	8	125	189	25	2	149	15	6289
9 August														0
10 September														0
11 October														0
12 November														0
13 December														0
14	5801	14179	1062	1720	880	276	43	216	1332	103	49	774	35	26510
15														

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5:29 PM

08/06/19

Goddard Public Library
Reconciliation Summary
Bank Checking Account, Period Ending 09/01/2019

	<u>Sep 1, 19</u>	
Beginning Balance		88,644.63
Cleared Balance		88,644.63
Uncleared Transactions		
Checks and Payments - 12 items	<u>-9,189.42</u>	
Total Uncleared Transactions	<u>-9,189.42</u>	
Register Balance as of 09/01/2019		<u>79,455.21</u>
Ending Balance		79,455.21

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5:00 PM

08/06/19

Goddard Public Library
Reconciliation Summary
Capital Improvement, Period Ending 07/01/2019

	<u>Jul 1, 19</u>
Beginning Balance	27,944.64
Cleared Transactions	
Checks and Payments - 1 item	-0.71
Deposits and Credits - 2 items	1.42
	<hr/>
Total Cleared Transactions	0.71
	<hr/>
Cleared Balance	27,945.35
	<hr/> <hr/>
Register Balance as of 07/01/2019	27,945.35
Ending Balance	27,945.35

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GPL
BUDGET REPORT
7/31/2019

MONTH:
7
COLUMN:
H

(A) CATEGORY	(B) ACTUAL JANUARY	(C) ACTUAL FEB.	(D) ACTUAL MARCH	(E) ACTUAL APRIL	(F) ACTUAL MAY	(G) ACTUAL JUNE	(H) ACTUAL JULY	(I) ACTUAL AUGUST	(J) ACTUAL SEPT.	(K) ACTUAL OCT.	(L) ACTUAL NOV.	(M) ACTUAL DEC.
Accounting	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Automation/Internet	\$139.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Maintenance	\$67.09	\$0.00	\$0.00	\$0.00	\$56.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Misc.	\$31.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Supplies	\$3,562.33	\$0.00	\$72.20	\$432.53	\$461.12	\$375.04	\$639.75	\$0.00	\$0.00	\$0.00		
Utilities/Telephone	\$895.06	\$590.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Materials	\$2,064.01	\$640.03	\$575.82	\$3,668.91	\$4,613.69	\$1,927.23	\$2,179.70	\$0.00	\$0.00	\$0.00		
Community Relations	\$78.60	\$0.00	\$78.38	\$77.95	\$345.70	\$0.00	\$69.73	\$0.00	\$0.00	\$0.00		
Programming	\$398.11	\$127.36	\$67.94	\$59.28	\$53.21	\$140.46	\$132.46	\$0.00	\$0.00	\$0.00		
Technology												
Continuing Education												
Licensing												
Memberships	\$368.00	\$0.00	\$0.00	\$0.00	\$125.00	\$27.50	\$209.00	\$0.00	\$0.00	\$0.00		
Mileage/Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$163.14	\$0.00	\$180.55	\$0.00	\$0.00	\$0.00		
Postage	\$1,172.02	\$3.59	\$3.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Capital Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$1,368.39	\$0.00	\$2,500.21	\$0.00	\$0.00	\$0.00		
Board Insurance/Bond												
Director Health Benefit	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00		
Payroll Taxes	\$1,207.75	\$1,058.86	\$1,101.00	\$1,324.56	\$1,936.62	\$2,101.23	\$1,944.99	\$0.00	\$0.00	\$0.00		
Retirement	\$223.97	\$512.27	\$225.26	\$612.02	\$868.18	\$851.16	\$852.77	\$0.00	\$0.00	\$0.00		
Salaries	\$4,981.98	\$4,125.61	\$4,458.47	\$5,474.16	\$7,037.49	\$7,495.58	\$7,726.98	\$0.00	\$0.00	\$0.00		
Workman's Comp	\$234.00											
Unemployment	\$19.99			\$15.99								
	\$15,533.86	\$7,058.43	\$6,582.17	\$11,722.35	\$17,501.36	\$13,418.20	\$16,936.14	\$0.00	\$0.00	\$0.00		

(N) MONTHLY BUDGET (S / 12)	(O) MONTHLY DIFFERENCE (N-Current Mo.)	(P) Y-T-D ACTUAL (Sum B...M)	(Q) Y-T-D BUDGET (S x no. of months/12)	(R) Y-T-D DIFFERENCE (Q - P)	(S) ANNUAL BUDGET	(T) ANNUAL DIFFERENCE (S - P)
\$0.00	\$0.00	\$90.00	\$90.00	\$0.00	\$90.00	\$0.00
\$0.00	\$0.00	\$139.95	\$139.95	\$0.00	\$139.95	\$0.00
\$0.00	\$0.00	\$124.04	\$124.04	\$0.00	\$124.04	\$0.00
\$41.67	\$41.67	\$59.82	\$291.69	\$231.87	\$500.00	\$440.18
\$291.67	\$291.67	\$5,542.97	\$2,041.69	-\$3,501.28	\$500.00	-\$5,042.97
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,500.00	-\$3,500.00
\$2,185.17	\$5.47	\$15,669.39	\$15,296.19	-\$373.20	\$1,600.00	-\$14,069.39
\$83.33	\$13.60	\$650.36	\$583.31	-\$67.05	\$26,222.00	-\$25,571.64
\$437.50	\$305.04	\$978.82	\$3,062.50	\$2,083.68	\$1,000.00	\$21.18
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,250.00	\$5,250.00
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$250.00
\$41.67	-\$167.33	\$729.50	\$291.69	-\$437.81	\$291.69	-\$437.81
\$25.00	-\$155.55	\$343.69	\$175.00	-\$168.69	\$500.00	\$156.31
\$145.83	\$145.83	\$1,178.71	\$1,020.81	-\$157.90	\$300.00	-\$878.71
\$500.00	-\$2,000.21	\$3,868.60	\$3,500.00	-\$368.60	\$1,750.00	-\$2,118.60
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$6,000.00
\$500.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$1,500.00	-\$1,500.00
\$1,630.00	-\$314.99	\$10,675.01	\$11,410.00	\$734.99	\$4,000.00	-\$6,675.01
\$895.83	\$43.06	\$4,145.63	\$6,270.81	\$2,125.18	\$19,560.00	\$15,414.37
\$6,543.33	-\$1,183.65	\$41,300.27	\$45,803.31	\$4,503.04	\$10,750.00	-\$30,550.27
\$31.25	\$31.25	\$234.00	\$218.75	-\$15.25	\$78,520.00	\$78,286.00
\$8.33	\$8.33	\$35.98	\$58.31	\$22.33	\$1,670.00	\$1,634.02
			\$121,769.00			
\$13,360.58	-\$2,935.81	\$87,266.74	\$91,878.05	\$4,611.31	\$162,517.68	\$75,250.94
		\$88,752.51	\$175.00	\$4,611.31		\$75,250.94

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Friends & Foundation



The Friends & Foundation of Goddard Public Library is a non-profit organization being created to raise funds for programming support, technology purchases, and building enhancements and repair. It has two facets. 1) Friends are those who would like to volunteer time and raise funds for smaller projects. 2) Foundation members are those who want to help raise larger amounts of money for bigger projects. It takes a large group of caring and involved individuals to grow a thriving and indispensable Library for their community.

In order to start the organization we need to raise \$3000.00 to pay fees. Any support you can provide during this time is greatly appreciated.

Date Form Completed:

Organization / Individual Making Donation:

Address: (Street) (City, State, Zip)

Daytime Phone #:

Amount of Donation:

May we recognize you or your business/organization? **Yes** **No**

Would you be willing to serve on the Board of Directors? **Yes** **No**

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Individuals and businesses who donate over \$500 will be recognized on our social media pages and website. If you have a graphic you would like for us to use please email that to director@goddardlibrary.com with donation graphic in the subject.

April Hernandez

From: austin <austin@rennandcompany.com>
Sent: Thursday, July 18, 2019 9:02 AM
To: April Hernandez
Subject: RE: Applications

April,

Good morning, wanted to let you know I have received confirmation from both EMC and Travelers that your bond and D&O have been issued effective 07/17/2019. You will receive a bill direct from Travelers on your directors and officers, and then one from our agency for your bond. As soon as we receive the bond from EMC, we will send you a bill. As always, please let me know if you need anything.

Thanks,

Austin G. Renn, CIC, CISR, AFIS
Renn & Company, Inc.
Insurance - Since 1933
209 S. Washington
Wellington, Ks 67152
www.rennandcompany.com

Cell (620)440-2831
Office (620)326-2271

From: April Hernandez [mailto:director@goddardlibrary.com]
Sent: Wednesday, July 17, 2019 4:56 PM
To: austin <austin@rennandcompany.com>
Subject: RE: Applications

Yes please use the 160,000.

April D Hernandez, Director
Goddard Public Library
goddardlibrary.com

From: austin <austin@rennandcompany.com>
Sent: Wednesday, July 17, 2019 4:53 PM
To: April Hernandez <director@goddardlibrary.com>
Subject: RE: Applications

April,

Thanks for the email, I will bind coverage on both the treasurer bond and directors and officers insurance. I will set the directors and officers up on 3 year paid in full and annual for the bond. One quick question, do you want me to use the \$160,000 bond limit for \$555 a year?

Thanks,

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Electronics Checkout Policy

Goddard Public Library has five Kindle Fire 7 available for checkout. Each will check out for one week. There will be no renewals. Before a patron is allowed to check out a device, they will be asked to sign this form stating that they understand, if they damage the device in any way, they are expected to reimburse the library for the full cost of the device. This could equal up to \$100 replacement fee.

Only those 18 and older will be allowed to check out electronic devices. Children will need to have a parent or guardian check the device out, if they would like to borrow one. This form must be signed by an adult.

Overdues on electronic devices will forfeit that patron from participating in this service. Participation is also forfeited by downloading items to the device or by locking the device with a password. Please do not remove any property or information labels.

I, _____, the undersigned, have read and agree to the terms set forth in this electronics checkout policy. I understand that failure to comply with these terms constitutes my forfeiture in this service and that I must pay the device replacement costs for any damage or loss. I also understand that failure to return or pay for a replacement device constitutes theft and that this is grounds for prosecution.

Signature: _____

Date: _____

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Social Media Policy

Social Media platforms are a great way to inform, engage and interact with patrons. It is GPL's mission to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning. Our social media platforms allow us to do this on a daily basis. GPL has a Facebook page, Instagram and Snapchat. Any member of the staff may post to the GPL platforms but should keep the following guidelines in mind:

Staff Responsibilities: Content of Posts should serve as a forum for the discussion of many issues related to the library's collections, programs, services, and spaces. Social media accounts serve as the digital face of the library and staff should maintain the same level of customer service provided in the physical library. All staff that post should be thoroughly versed in the mission, values, and positions of the library and its governing body. Staff should be friendly, sincere, and energetic. Social media content should be written from the point of view of the "We," which represents the library as a whole and not as an individual staff member. As the online face of the library, staff members should remain professional at all times and should refrain from expressing their personal views when posting on the library's behalf.

Posts need to be:

- Timely
- Accurate
- Spelled correctly
- Easy to read and understand – with graphics and all pertinent information included.
- In keeping with the library's mission and values
- Professional though conversational and light in tone
- Responsive and engaging
- Double checked by another staff member

Library staff should protect patron privacy and confidentiality whenever possible. Social media platforms should not be used to collect information about the library's users. Information shared by patrons on the library's social media should not be kept by the library or used for other purposes.

Training: Before posting regularly on the library social media accounts, staff need to attend training or speak with the director about obtaining training. Social media training is available free of charge through SCKLS, and online, through Web Junction.

Reconsideration: Articles and comments containing any of the following forms of content shall not be allowed and the offender could be blocked from participation in the forum for:

- Profane language or content

Approved by GPL Board of
Trustees on 7/8/2019

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- Content that discriminates on the basis of race, creed, color, age, religion, gender, marital status, public assistance status, national origin, physical or mental disability or sexual orientation.
- Sexual content or links to sexual content
- Solicitations of commerce
- Private, personal information

Posts containing negative comments or complaints, that do not violate the above exceptions, should not be deleted unless they are harassing, obscene, or personally name staff members. You should notify the director when there are any complaints, so that they can engage with the patron and preferably move the conversation to a private venue.

Disclaimer: The comments expressed on any social media platform do not reflect the views or positions of the library, its officers, or its employees. Users should exercise their own judgment about the quality and accuracy of information presented on social media.

Privacy: Staff should make a good-faith effort to understand the privacy policies of any social media platforms they use.

If in doubt about any of the above, please ask the Director.

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1. Mission & Vision

The Goddard Public Library mission is to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning.

2. Strategic Plan Goals, Objectives & Strategies

- A. **Environment:** Create a welcoming library environment that facilitates literacy and meets the educational and informational needs of the community.
- B. **Community Hub:** Build strategic collaborations to foster community engagement and create a "community hub" for activities.
- C. **Inclusion:** Provide multi-generational library services and resources in equitable and inclusive ways.
- D. **Technology:** Develop technology resources to facilitate community use and discovery of library resources and services.
- E. **Dynamic Organization:** Build a flexible organization that is responsive to changing community wants and needs.

3. Authority

A. Corporate Status of the Library Board

A library board constitutes a body corporate and politic (Kansas Statutes of Annotated 12-1223) and possesses the usual powers of a corporation for public purposes. Under its legal name of "The Board of Trustees of the Goddard Public Library", the board may contract, sue and be sued, and acquire, hold and convey real and personal property in accordance with the law.

The acquisition or disposition of real property, however, is subject to approval of the governing body of the municipality: the city council or commission for city libraries, the county commission for county libraries, and the township board for township libraries.

"Concerning a library board, most of its powers are exercised independently of any control by the governing body of the parent municipality. The board treasurer is the custodian of all library funds and has sole control over the expenditures thereof. Notwithstanding this relative autonomy of the operation of a municipal service, i.e., a city or county library, and as such, it should be regarded as part of the parent municipality..." (Kansas Municipal Accountant Bulletin, April, 1979).

B. Statutory Powers and Duties of the Library Board

Kansas Statues Annotated 12-1225. Powers and duties of board. Library boards shall have the following powers and duties:

- (1) To make and adopt rules and regulations for the administration of the library;

- (2) with the approval of the governing body of the municipality, to purchase or lease a site or sites and to lease or erect a building or buildings for the use of the library;
- (3) to acquire by purchase, gift or exchange, books, magazines, papers, printed materials, slides, pictures, films, projection equipment, phonograph records and other material and equipment deemed necessary by the board for the maintenance and extension of modern library service;
- (4) to employ a librarian and such other employees as the board deems necessary and to remove them and to fix their compensation, except as provided in K.S.A. 12-1225b;
- (5) to establish and maintain a library or libraries and traveling library service within the municipality or within any other municipality with which service contract arrangements have been made;
- (6) to contract with other libraries established under the provisions of this act or with the governing body of a municipality not maintaining a public library for the furnishing of library service to the inhabitants of such municipality to the extent and upon such terms as may be agreed upon, and to contract with any school board to furnish library service to any school library or to use the library facilities of the public school to supplement the facilities of the public library;
- (7) to receive, accept and administer any money appropriated or granted to it by the state or the federal government or any agency thereof for the purpose of aiding or providing library service;
- (8) to receive and accept any gift or donation to the library and administer the same in accordance with any provisions thereof. If no provisions are specified, the board shall have the power to hold, invest or reinvest the gift and any dividends, interest, rent or income derived from the gift in the manner the board deems will best serve the interests of the library;
- (9) to make annual reports to the state librarian and the governing body of the municipality on or before January 31 of each year for the preceding calendar year, showing receipts and disbursements from all funds under its control, and showing such statistical information relating to library materials acquired and on hand, number of library users, library services available, and other information of general interest as the governing body requires;
- (10) as to money received from sources other than a tax levy for library purposes, in its discretion, to place such money in a separate fund or funds, or to place the money in the fund to which the tax levy money is credited unless the grantor or donor directs how and for what purpose the money shall be handled and spent.

4. By-Laws

ARTICLE I:

This organization shall be called "The Board of Directors of the Goddard Public Library," existing by virtue of the provisions of K.S.A. 12-1222, with powers and duties as provided in K.S.A. 12-1215 and K.S.A. 12-1225 of the laws of the State of Kansas.

ARTICLE II:

The mission of this public library is "to engage the community to build strong inter-generational connections, share knowledge, inspire curiosity and encourage life-long learning."

ARTICLE III:

The taxing area of the Goddard Public Library corresponds to the boundaries of the City of Goddard. The primary service area of this public library includes the City of Goddard and surrounding areas of Sedgwick County.

ARTICLE IV:

The Board of Trustees of the Goddard Public Library shall consist of 10 members appointed by the Mayor and approved by the city council (K.S.A. 12-1222). In addition to the appointed members, the mayor shall be an ex-officio member of the board, which means that by virtue of the office or position, the mayor is a member. To be eligible for appointment to the board, 8 members must reside within the city limits of the City of Goddard, while two must reside within the Goddard School District. A nominee must be approved by current board members with an 8-2 vote. Terms of members shall run for four years starting from July 1 of one year and ending June 30 four years after (*Special Charter 14, City of Goddard, March 18, 2019*). Members may serve two consecutive four year terms, then must vacate the board for a period of at least two years. They may not serve on the Friends/Foundation board for at least two years following their tenure on the Library Board and vice versa. There will be a ten year lifetime board membership limit per board member for the Library Board or the Friends/Foundation Board. This means that a member may start by completing another member's term but may not be a member of either board for more than 10 years in total. After vacating either board for the requisite two years, the individual is then eligible for two consecutive four year terms on the opposite board. The officers of this Board shall consist of a Chair, a vice-Chair, a secretary and a treasurer, whose duties shall be those usually pertaining to these officers. They shall be elected at the annual meeting or serve until their successors are elected.

ARTICLE V:

The regular meetings shall be held monthly on the second Monday of each month at 7:05p.m., unless otherwise ordered by the Board. The regular meeting in July shall be the annual meeting. Unless waived, written notice of each regular meeting shall be mailed or emailed to each member of the Board not less than three (3) days prior to such meeting date. If unable to attend, members should notify the Library Director. Special meetings shall be called at any time by the Chairman or at the written request of a majority of the members. Written notice stating time and place of any special meeting and the purpose for which called shall, unless waived, be given each member of the Board at least two (2) days in advance of such meeting, and no business other than that stated in the notice shall be transcribed at such meeting.

ARTICLE VI:

6 members shall form a quorum for the transaction of business. In the absence of

the Chair and vice-Chair of the Board, the members present shall elect a temporary Chair.

Members with more than two unexcused absences or five total absences from meetings within a twelve month period will be considered inactive and informed in writing that a replacement appointment to the board will be sought.

ARTICLE VII:

At the annual meeting or at the first regular meeting thereafter, the following standing committees shall be appointed by the Chair and confirmed by the Board:

- Executive Committee
- Finance Committee
- Programming, Outreach & Marketing Committee

Each committee shall consist of at least three members, and they shall hold their offices until the next annual meeting or until their successors are appointed. Their duties shall be such as usually pertain to their respective titles. There also shall be an Executive Committee whose membership shall consist of the Chair of the Board, who also shall be Chair of the Executive Committee, and the Chair of the several standing committees.

There also shall be such special committees as may be required. They shall be appointed by the Chair of the Board, unless otherwise ordered, and shall perform such duties as may be assigned to them by motion or resolution adopted.

ARTICLE VIII:

The Board has the responsibility of making and directing the policy of the Library, in accordance at all times with the statutes of the State of Kansas. Its responsibilities include promotion of library interests, securing of adequate funds to carry on the work satisfactorily, and the administration and control of library funds, property, and equipment. Each board member is required to serve on at least one Library Board Committee.

ARTICLE IX:

The Board shall select a library director who shall be the administrative officer under the direction and review of the Board. They shall be responsible for the employment and direction of the staff in accordance with the personnel policy in the library's policy manual as adopted by the Board for the efficiency of the library's service to the public, for the operation of the library under the financial conditions set forth in the annual budget, and for such responsibilities as are delegated to the library director by the Board of Directors. The library director shall attend all regular and special board meetings.

ARTICLE X:

These by-laws may be repealed, amended, or revised at any regular meeting of the Board by a majority of a quorum, providing, however, that such proposed repeal, amendment, or revision shall first be submitted in writing at regular meeting of the Board and sent to those members not present. Such proposal shall not be acted upon prior to a subsequent regular meeting of the Board, and notice of intended repeal, amendment, or revision shall be included in the notice of such meeting.

ARTICLE XI:

Robert's Rules of Order, Newly Revised, shall govern the proceedings of the board.

5. Board Policy**A. Orientation of New Trustees**

Trustees are volunteers for the library who usually have full-time jobs of their own. It is the responsibility of the Library Director and the Board Chairperson to make sure that new trustees are given the information they need to be effective board members. Information about the ethical responsibilities of trustees and opportunities about continuing education and training opportunities for trustees should be included in the orientation.

Orientation of new library trustees should begin as soon as possible after the new trustee is appointed. Components of a trustee orientation program are listed below.

The orientation should consist of these components:

- Organization and governance
- Funding and budgeting
- Day-to-day operations
- Services to the community
- Other resources and libraries
- Roles of the Library Director and Board
- Legal basis of the Board
- Officers and committees
- Meeting location and schedule
- Responsibilities and expectations
- Goals, long-range plans and projects in progress
- Accomplishments

New members should be given a packet that includes:

- A list of Board members with names, addresses, phone numbers and e-mail addresses, if available
- By-laws of the board
- Minutes of the previous year's Board meetings
- Staff list with position descriptions
- Library policy manual
- Library long-range plan
- Statistical reports on circulation and services
- Current budget and financial reports
- Any brochures or other public information distributed by the Library
- Additional information applicable to the Trustee position and/or Library
- Yearly Board Member self-evaluation form

B. Board Training

It is critical for library board members to have training in board development, group dynamics, effective meetings, funding issues, library policy, advocacy, community partnering, technology planning and other topics.

Trustees of the Goddard Public Library shall participate in continuing education activities as needed. If the board desires to set up a training session on a topic of concern to the trustees, they may contact the South Central Library System or Kansas Library Trustee Association for assistance.

C. Ethics Statement for Public Library Trustees

Trustees must promote a high level of library service while observing ethical standards. Trustees must avoid situation in which personal interests might be served or financial benefits gained at the expense of library users, colleagues or the Library.

It is incumbent upon any trustee to disqualify oneself immediately whenever the appearance of a conflict of interest exists. Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree with it.

A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.

Trustees must be prepared to support to the fullest the efforts of Library Directors in resisting censorship of library materials by groups or individuals.

D. Library Board

Library Board of the Goddard Public Library consists of 10 members appointed by the mayor with the approval of the city council (*K.S.A 12-1222 & Charter Ordinance No. 14 City of Goddard*). In addition to the appointed members, the mayor shall be an ex-officio member of the board which means that by virtue of the office or position, the mayor is a member. *Attorney General Opinion 79-94* states that the mayor may vote even though an ex-officio member. Ex-officio refers to one who is a member by virtue of title to a certain office and has the same rights, privileges, powers and duties as members duly appointed.

Selecting Board Members

Acceptance of a position on the library board constitutes a public trust; therefore, care should be taken in the appointment of trustees. Board members should represent a diversity of interests; have experience or knowledge in a variety of fields and represent a cross section of the community in the areas of age and socio-economic levels.

Generally, a good trustee should have the following qualities:

- Imagination, dedication and vision

- Understanding of the community, its needs and resources
- Knowledge of the community's leaders and organizations
- Interest in the library, its service, and capacity for growth and improvement
- Knowledge of the board's legal responsibility and authority
- Ability to devote time and effort to board meetings and activities
- Ability to work cooperatively with other board members; knowledge of public library laws and federal, state and local laws and regulations which concern libraries, and
- Enthusiasm for carrying out new programs including securing new funding sources for the library

Terms and Appointment of Board Members

Terms of Goddard Public Library board members must be staggered. The members first appointed shall be appointed as follows:

One (1) member appointed for a term expiring the first June 30 following the date of appointment.

Two (2) members appointed for terms expiring the second June 30 following appointment.

Two (2) members appointed for terms expiring the third June 30 following date of appointment. And

Two (2) members appointed for terms expiring the fourth June 30 following date of appointment.

Thereafter, upon the June 30 expiration of each term, successors will be appointed in a like manner to fill the vacancies created and each member will serve a term of **four** (4) years.

Attorney General Opinion, September 4, 1964 states that a board member can serve two four-year terms on the board. No person who has been appointed for two (2) consecutive four-year terms to the library board shall be eligible for further appointment to the board.

Attorney General Opinion 73-125 states that a person appointed to serve an unexpired term remains eligible for two consecutive four-year terms upon completion of the unexpired term.

Vacancies occurring on the board shall be filled by appointment by the mayor with the approval of the city council or commission for the unexpired term.

Expired Terms of Board Members

If a board member's term has expired but he or she has not yet been reappointed, there is a solution to the situation. *Attorney General Opinion 79-282* states: "Upon the expiration of their terms, members of a public library board may continue to serve as de facto officials until such time as either their reappointment or the appointment of successors is approved. Any acts taken by them while in a de facto position are as binding on the public as if they were de jure members."

Attendance at Board Meetings

All board members should attend board meetings. Any board member who is absent from three consecutive unexcused board meetings or misses more than six meetings in a calendar year shall forfeit his/her appointment and a new board member will be appointed according to the procedure outlined in "Terms and Appointments for Board Members." Board members who will be absent from a meeting should notify the Chair or Library Director prior to the meeting.

SCKLS Representative

As a consequences of the Goddard Public Library's membership in the South Central Kansas Library System, a representative to the SCKLS Board will be elected annually in July. The representative may be a library board member, the Library Director or any individual the Library Board designates. The Goddard Public Library SCKLS Representative is responsible for attending the semi-annual meetings (held the last Monday in April and October) and monitoring, representing and voting on behalf of the Goddard Public Library Board on SCKLS matters.

Officers and Their Duties

The officers of the board are as follows:

President/Chair:

- Draws up an agenda for board meetings with the assistance of the Library Director
- Presides at meetings and functions usually designated for such office
- Guides discussion and ensures adequate coverage of agenda topics during meetings
- Signs all contracts
- Signs checks in absence of the Treasurer

Vice President:

- Serves in the absence of the President

Secretary:

- Handles all Board correspondence
- Records the proceedings of each meeting in a book provided for the purpose
- Notes the minutes from the most previous meeting, corrects them if necessary and requests and records their approval

Treasurer:

- Signs checks; reconciles bank statements, verifies balance in regular and special accounts
- Assists the Library Director with the financial portion of the annual state statistical report