

April Board Meeting Agenda
4/19/2021 6pm

Call to order

Approve minutes

January, February, & March

Read Visitors Policy (if visitors are present)

Correspondence and Communications

Thank you note from staff

Director's Report

Treasurer's Report

Old Business

Approval of Policies & Procedures Manual

District Library Update

New Business

Board Oath

Review Board Member Terms

Review Strategic Plan

Election of Freedom of Information Officer

Library Card Requirements

Executive Session

Library clerk applicants

Resignation

Cleaning

Adjourn

Director's Report

- Logo



- As COVID numbers continue to fall and vaccinations rates increase, we have taken small steps toward normal, including no longer quarantining books and requesting to reopen downstairs.
- Replacement computer ordered
- A book sale was held April 12-17th. We raised \$_____ We plan to use these funds to add bakeware to our circulation.
- Summer Reading planning is well underway. We have several teen volunteer applications as well as a rough schedule.
- Social Media Policy (see attached)
- PayChex

OLD BUSINESS

Policies & Procedures Manual

Emailed - changes highlighted

Major Changes:

- New Vision: To be an anchor for the arts, life-long learning, and culture in our community. In short: to be a place to belong.
- Addition of Maker Space policies

District Library

Must be sold to voters so that they understand that it does not increase or in any way change their existing taxes, it just shifts where they go (to us instead of to the entire NEKLS region).

Cons: We would lose the NEKLS grant, but would gain more than that in tax funding.

Loyalty Oath/Loyalty Affirmation

According to K.S.A. 75-4308, public officers and employees shall be required to subscribe in writing to the oath set out in K.S.A. 54-106 (see templates below). This requirement applies to library board members and staff. Staff should complete this oath as part of the library's hiring procedures and board members should complete this oath at the beginning of each new term served. These documents should be notarized in order to attest to both their authenticity as well as the identity of the parties signing it. Once completed, these documents should be signed and dated, and stored with personnel files in a secure location.

For your board members:

Loyalty Oath

"I do solemnly swear that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of board member, Osawatomie Public Library. So help me God."

- OR -

Loyalty Affirmation

"I do solemnly, sincerely and truly declare and affirm that I will support the constitution of the United States and the constitution of the state of Kansas, and faithfully discharge the duties of board member, Osawatomie Public Library. And this I do under the pains and penalties of perjury."

Strategic Plan 2020-2023

Osawatomie Public Library

Goal I By December 2020 the library will convert the current Kansas Room to a mini maker space to include the Cameo Printer, the VHS Conversion Station, the Heat Press, a Digital Microfilm station and the 3D Printer.

Objective: To provide technology options to our patrons that are useful and timely that may not be available cost wise to our patrons.

Action Steps:

- *Remove the existing genealogy materials that are no longer relevant or useful to our patrons.
- *Design an overall floor plan to maximize the available technologies in a useful way.
- *Create Policies and Training Plans for the use by patrons of the above listed technologies
- *Implement remodel plan with minimal interruption of library services.

Goal II By March 2022 create and begin implementation of a customer/community survey to explore interest and or support of our patrons and voters for a possible ¼ cent sales tax increase to raise funds for renovation of the library.

Objective: To better meet the needs of the community by expanding and updating the existing space to allow for more programming and community center space.

Action Steps:

- *Research previous successful campaigns that involved libraries and ballot measures
- *Create a survey that addresses the libraries goals and gauges interest and support.
- *Implement a mail and phone campaign to reach Osawatomie voters .

Goal III By January 2021 design a programming model to implement senior-friendly programming in our library

Objective: To better serve a portion of the community that may currently be overlooked within our current library set up

Actions Items:

- *Meet with local senior agencies to review what is currently being offered to our seniors, including area on aging, K-State Extension office and the Osawatomie Senior Center as well as existing patrons currently attending existing programs
- *Develop a programming plan for 2021 that meets needs as well as budget parameters.

**A RESOLUTION APPOINTING A FREEDOM OF INFORMATION OFFICER FOR THE
OSAWATOMIE PUBLIC LIBRARY
AND PROVIDING FOR THE OFFICER'S DUTIES.**

WHEREAS, the Kansas Legislature adopted Sub. HB 2864 requiring that all public agencies covered by the Open Records Act appoint a Local Freedom of Information Officer; and

WHEREAS, the Osawatome Public Library Board of Trustees believes the appointment of a Local Freedom of Information Officer to assist the public with its open records needs is good for public service and facilitates the public policy of open government.

NOW THEREFORE, Be it Resolved by the Osawatome Public Library Board of Trustees of Osawatome, Kansas on the 22nd day of January, 2009:

Section 1. Appointment. _____ is directed to hereby appoint a Local Freedom of Information Officer from the library staff, which is to be reviewed annually. This Freedom of Information Officer is charged with all of the statutory duties prescribed by Sub. HB 2864 and set forth in Section 2.

Section 2. Duties. The Local Freedom of Information Officer or the officer's designee shall:

- a. Prepare and provide educational materials and information concerning the open records act;
- b. be available to assist the library board of trustees and members of the general public to resolve disputes relating to the open records act;
- c. respond to inquiries relating to the open records act;
- d. establish the requirements for the content, size, shape and other physical characteristics of a brochure required to be displayed or distributed or otherwise make available to the public under the open records act. In establishing such requirements for the content of the brochure, the local freedom of information officer shall include plainly written basic information about the rights of a requestor, the responsibilities of a public agency, and the procedures for inspecting and obtaining a copy of public records under the open records act.

Attest:

(Director, Osawatome Public Library)

(President, Osawatome Public Library Board of Trustees)

Library Card Requirements

Current: Name, DOB, Address, Phone, DL# or SS#

These requirements make it difficult to reach the teen population we want to increase engagement with, due to lack of DL and lack of knowledge of SS#. Relaxing these requirements would allow us to reach these teens who could become loyal patrons.

Currently approximately \$19,000 out for collections from 232 people
2020 - collected \$526.02

Proposal: Eliminate DL# and SS#

Not required by La Cygne, Louisburg

Louisburg does have set-off set up even without these requirements



Holly Noland <HollyNoland@hotmail.com>

Morgan Crabtree

Resignation

I am officially resigning my position doing virtual storytime programs for Osawatomie Public Library. If you have any questions feel free to contact me!

Thank you all so much
Holly Noland