

**Goddard Public Library Board Meeting Agenda
January 13, 2020 @ 7:05 pm**

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting December 9, 2019
4. Correspondence and communications
5. Director's Report
 - a. Circulation Report
 - b. State Report
 - c. Carrie's presentation
6. Financial Report
7. Old Business
 - a. Friends/Foundation update – next meeting is January 22 @ 6pm
 - b. Approval of records retention information added to Policy Manual
 - c. Programming Committee meeting January 15 @ 5pm
 - d. Strategic Plan
8. New Business
 - a. Workman's Comp insurance
 - b. Approval of new Board Member
 - c. Board Member Code of Conduct Policy
 - d. Policy & Procedure Manual Committee
9. Executive Session
10. As may be presented

*Next meeting is February 10, 2020.

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND

OR E-MAIL: director@goddardlibrary.com

LIBRARY BOARD MEETING MINUTES

December 9, 2019

7:05 P.M.

1. **Roll Call** – April Hernandez, Frank Petsche, Lisa Stoller, Alexis Vincent, Lisa Coyne, Lisa Fouts, Sherry Lauer, Margo Rakes, and Vickie Luthi. Becky Phillips was not present. Guest was Deanna Highfill, a potential future board member.

2. **Approval of Agenda** – Sherry Lauer motioned to approve the agenda. Lisa Fouts seconded the motion. Motion approved 9 – 0.

3. **Minutes of Regular Meeting October 14, 2019** – Alexis Vincent motioned to approve the minutes. Margo Rakes seconded the motion. Motion approved 9 – 0.

4. **Correspondence and Communications** – No correspondence. Brian Silcott, City Manager, is asking for alcohol exemption for Library and Parks. The \$25,000 the city is paying to offset April's salary is for 3 years, but Brian's plan is to continue the offset for beyond 3 years.

5. **Director's Report** – Programming Committee is meeting in January. Programming committee members are Lisa Coyne, Margo Rakes, and Lisa Stoller. No word on Facilities Study yet. Post Net donated the signs for the "Castle" area. Pre-K children in the schools do not get to check out books. Library is using books taken out of inventory to use for Pre-K children. Also, refer to Director's Report for November 2019 submitted by April Hernandez.

a. **Circulation Report** – Numbers look good.

6. Financial Report – We reviewed pages 7 and 8 of the board packet. City will give payout at the end of January or 1st part of February. Lisa Stoller motioned to approve the Financial Report. Tamera Judd seconded the motion. Motion approved 9 – 0.

7. Old Business –

a. Friends/Foundation update – Erinn Bock is the new president.

b. Approve all changes to Policy and Procedure Manual – Frank’s suggested changes are “employees that have differences with April should come to the board.” The wording of this may need to be discussed during our next Board Meeting as employees need a way to express concerns. Questions from Alexis answered: There is a form at the library to check out videos; No regulations on what kinds of videos April can have; When new library cards are issued parent regulations information is available; New policy about Library cards will be uploaded to the website. Alexis Vincent motioned to approve all current changes. Sherry Lauer seconded the motion. Motion approved 9 – 0.

c. Insurance on contents of building – Increased to \$500,000.

d. Programming Committee meeting January 15, 2020 at 5:00 pm

e. Update on 50 year celebration – Not completely finished but will be soon. Still needing a “throne” to accommodate parent and child.

f. Update on Strategic Plan – Only 2 things not accomplished in 2019 plan.

8. **New Business**

a. **Strategic Planning Ideas 2020** – Facilities study by City was done in 2008. Can't add on to building because of parking and land. Can not use basement unless an elevator is added and second egress in basement. Needs are a new building and full-time staff. Carrie Wharton is starting Fitness Friday in January. Sensory Story Time will start in September, 2020. Would like master gardeners from County Extension office to come to Library, also business sponsorships for summer projects. Board training in June or July.

9. **Executive Session** – None

10. **As may be presented** – Margo Rakes brought a read aloud book from author Cyndi Giorgis. April will contact her.

11. **Adjournment** – Alexis Vincent motioned to adjourn the meeting at 8:20 p.m. Lisa Fouts seconded the motion. Motion passed 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 Sherry Lauer

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Director's Report January 2020

Our Yearly Report was completed January 2.

We had a 27% increase in attendance and public computer use.

We had a 10% increase in wifi usage.

We had a 43% increase in reference questions.

We sent a 160 items out to Andover, Derby and Park City. We requested 34 books through KanShare. Total ILL counting KanShare was 170 sent out and 80 requested in. This will considerably make our ILL numbers look better next year.

There have been a few hiccups with the new catalog. Confusion for patrons receiving overdue notices from the old system when things had been checked into the new system; All of our Fiction books have a paperback location attached to them. We are slowly getting these changed. Our courier person has not been real happy with us because of our increased volume of sending and receiving items. We gave him a Christmas card with \$20 to help ease this some. The new catalog is easier to use and staff have been doing well with the change.

Michelle graduated with her Bachelor Degree in Education December 14. The Library gave her a card with \$20 in recognition.

Tanganyika came and brought a pigmy hedgehog, small snake, and a chinchilla. We had 97 people here for the program.

The next day we had a countdown to Noon Year's Eve and had 65 here for that.

GODDARD PUBLIC LIBRARY
December 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	107	125	157	164	120	2225		
Fiction	513	525	587	543	656	647	718	817	669	784	551	661	7671		
Periodicals	60	64	58	52	53	60	121	123	150	186	47	112	1086		
Audio Books	17	19	28	43	61	60	48	53	77	78	56	43	583		
Videos/ DVD	201	224	266	234	241	259	295	179	128	205	147	230	2609		

JUVENILE															
Non-fiction	186	265	316	273	360	952	699	387	261	312	359	325	4695		
Fiction	698	1053	1319	1278	999	2985	3532	1754	1397	1303	1366	934	18618		
Periodicals	6	37	49	11	13	34	28	16	3	9	6	25	237		
Videos/ DVD	65	89	85	104	144	167	206	103	75	84	113	94	1329		
Audio	2	4	5	11	8	5	8	4	11	2	5	3	68		
Other															

TOTAL	1966	2449	2889	2729	2890	5346	5932	3543	2896	3120	2814	2547	39121	44326	34516
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Computer	405	355	419	443	399	398	470	500	399	466	377	414	5045	3988	3012
Wireless	187	121	115	103	152	136	144	147	159	179	181	100	1724	1565	1232
													6769	5553	4244

Reference Question	123	195	196	137	231	213	280	259	190	283	268	278	2653	1860	1489
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INTERLIBRARY LOAN															
Books Loaned	28	23	14	62	53	36	29	29	38	34	32	170	548	466	388
Unfilled	0	0	2	0	0	0	0	1	0	2	2	2	9	0	0
Books Borrowed	50	53	70	73	73	104	75	67	57	73	53	80	828	793	572
Unfilled	0	0	7	0	0	0	0	0	0	0	1	0	8	2	0

NEW LIBRARY CARDS	27	16	18	26	57	73	38	29	21	24	31		360	404	462
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MATERIALS ADDED															
Adult	52	65	41	34	62	66	89	96	59	63	70	50	747	1093	1256
Juvenile	101	143	28	47	53	55	55	81	45	36	83	62	789	993	1496
TOTAL	153	208	69	81	115	121	144	177	104	99	153	112	1536	2086	2752

LIBRARY ATTENDANCE	1255	1131	1404	1576	2418	3380	3361	2146	1518	2100	1776	2237	24302	19195	16985
Children	78	162	276	419	181	706	751	43	329	274	134	425	3778	3214	2338
Other			15							159	24	30	228	909	255
TOTAL	1333	1293	1695	1995	2599	4086	4112	2189	1847	2533	1934	2692	28308	23318	19578


 April Hernandez
 DIRECTOR

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

EX- excused EO- early out LI- late in CA- cancelled AB- Absent

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
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
1 January	791	817	87	201	65	17	2	0	195	11	6	66	0	2238
2 February	694	1215	103	224	89	19	4	0	182	11	11	155	0	2707
3 March	763	1526	109	266	85	28	5	0	197	13	2	179	0	3173
4 April	723	1434	117	234	104	43	11	0	193	6	20	63	0	2948
5 May	1011	1359	217	241	144	61	8	15	183	18	6	68	13	3344
6 June	824	3876	236	259	167	60	5	78	193	19	2	94	7	5811
7 July	985	3952	280	295	206	48	8	125	189	25	2	149	15	6289
8 August	988	1971	170	179	103	53	4	142	195	18	13	139	7	3975
9 September	820	1547	123	151	78	51	11	149	179	12		153	7	3274
10 October	941	1445	170	205	84	78	2	130	214	9		195	7	3473
11 November	715	1151	108	147	113	56	5	108	184	7		72	7	2666
12 December	781	954	75	230	94	43	3	95	199	14		137	5	2625
13														
14														
15	10046	21247	1708	2632	1332	557	68	840	2303	163	62	1470	68	42523

L

	A	B	C	D	E	F
1		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total
2						
3	2019	7932	11696	13564	9108	42300
4						
5	2018	8079	13735	13231	9281	44326
6						
7	2017	6009	10857	10688	6962	34516

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	A	B	C	D	E	F	G	H	I	J	K	L
1	GPL											
2	BUDGET REPORT											
3	12/31/2019											
4												
5	MONTH:											
6	12											
7	COLUMN:											
8	M											
9												
10	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
11	CATEGORY	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL	ACTUAL
12		JANUARY	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPT.	OCT.	NOV.
13												
14												
15												
16	Accounting	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
17	Automation/Internet	\$139.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$699.00
18	Maintenance	\$67.09	\$0.00	\$0.00	\$0.00	\$56.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
19	Misc.	\$31.00	\$0.00	\$0.00	\$0.00	\$28.82	\$0.00	\$0.00	\$376.24	\$0.00	\$0.00	\$0.00
20	Supplies	\$3,562.33	\$0.00	\$72.20	\$432.53	\$461.12	\$375.04	\$639.75	\$612.26	\$647.21	\$659.41	\$756.15
21	Utilities/Telephone	\$895.06	\$590.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
22	Materials	\$2,064.01	\$640.03	\$575.82	\$3,668.91	\$4,613.69	\$1,927.23	\$2,179.70	\$1,011.42	\$1,501.83	\$1,759.21	\$2,558.85
23	Community Relations	\$78.60	\$0.00	\$78.38	\$77.95	\$345.70	\$0.00	\$69.73	\$159.07	\$0.00	\$67.38	\$309.44
24	Programming	\$398.11	\$127.36	\$67.94	\$59.28	\$53.21	\$140.46	\$132.46	\$0.00	\$18.55	\$285.01	\$114.50
25	Technology											
26	Continuing Education	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$255.00	\$0.00	\$0.00
27	Licensing											
28	Memberships	\$368.00	\$0.00	\$0.00	\$0.00	\$125.00	\$27.50	\$209.00	\$0.00	\$0.00	\$0.00	\$0.00
29	Mileage/Meals	\$0.00	\$0.00	\$0.00	\$0.00	\$163.14	\$0.00	\$180.55	\$396.64	\$10.00	\$397.34	\$0.00
30	Postage	\$1,172.02	\$3.59	\$3.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2.61	\$60.22
31	Capital Improvement	\$0.00	\$0.00	\$0.00	\$0.00	\$1,368.39	\$0.00	\$2,500.21	\$11.70	\$2,105.46	\$0.00	\$0.00
32	Board Insurance/Bond											
33	Director Health Benefit	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
34	Payroll Taxes	\$1,207.75	\$1,058.86	\$1,101.00	\$1,324.56	\$1,936.62	\$2,101.23	\$1,944.99	\$1,711.36	\$1,671.93	\$1,549.29	\$1,517.75
35	Retirement	\$223.97	\$512.27	\$225.26	\$612.02	\$868.18	\$851.16	\$852.77	\$918.61	\$887.62	\$906.21	\$900.01
36	Salaries	\$4,981.98	\$4,125.61	\$4,458.47	\$5,474.16	\$7,037.49	\$7,495.58	\$7,726.98	\$7,027.39	\$6,486.61	\$6,655.84	\$6,541.05
37	Workman's Comp	\$234.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
38	Unemployment	\$19.99	\$0.00	\$0.00	\$15.99	\$0.00	\$0.00	\$24.38	\$0.00	\$0.00	\$26.05	\$0.00
39												
40		\$15,533.86	\$7,058.43	\$6,582.17	\$11,722.35	\$17,501.36	\$13,418.20	\$16,960.52	\$12,724.69	\$14,084.21	\$12,808.35	\$13,956.97
41												
42												
43												
44												

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	M	N	O	P	Q	R	S	T
	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)
	ACTUAL	MONTHLY BUDGET	MONTHLY DIFFERENCE (N-Current Mo.)	Y-T-D ACTUAL (Sum B...M)	Y-T-D BUDGET (S x no. of months/12)	Y-T-D DIFFERENCE (Q - P)	ANNUAL BUDGET	ANNUAL DIFFERENCE (S - P)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12	DEC.							
13								
14								
15								
16	\$0.00	\$0.00	\$0.00	\$90.00	\$90.00	\$0.00	\$90.00	\$0.00
17	\$699.00	\$0.00	\$0.00	\$1,537.95	\$139.95	-\$1,398.00	\$139.95	-\$1,398.00
18	\$0.00	\$0.00	\$0.00	\$124.04	\$124.04	\$0.00	\$124.04	\$0.00
19	\$0.00	\$41.67	\$41.67	\$436.06	\$458.37	\$22.31	\$500.00	\$63.94
20	\$484.70	\$291.67	-\$193.03	\$8,702.70	\$3,208.37	-\$5,494.33	\$500.00	-\$8,202.70
21	\$336.60	\$0.00	-\$336.60	\$1,822.37	\$1,485.77	-\$336.60	\$3,500.00	\$1,677.63
22	\$1,796.48	\$2,185.17	\$388.69	\$24,297.18	\$24,036.87	-\$260.31	\$1,600.00	-\$22,697.18
23	\$105.00	\$83.33	-\$21.67	\$1,291.25	\$916.63	-\$374.62	\$26,222.00	\$24,930.75
24	\$891.78	\$437.50	-\$327.61	\$2,288.66	\$4,812.50	\$2,523.84	\$1,000.00	-\$1,288.66
25		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,250.00	\$5,250.00
26	\$0.00	\$0.00	\$0.00	\$255.00	\$0.00	-\$255.00	\$250.00	-\$5.00
27		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
28	\$0.00	\$41.67	\$41.67	\$729.50	\$458.37	-\$271.13	\$291.69	-\$437.81
29	\$44.69	\$25.00	\$25.00	\$1,192.36	\$275.00	-\$917.36	\$500.00	-\$692.36
30	\$12.95	\$145.83	\$132.88	\$1,254.49	\$1,604.13	\$349.64	\$300.00	-\$954.49
31	\$0.00	\$500.00	\$0.00	\$5,985.76	\$5,500.00	-\$485.76	\$6,000.00	\$14.24
32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
33	\$500.00	\$500.00	\$0.00	\$4,000.00	\$3,500.00	-\$500.00	\$4,000.00	\$0.00
34	\$1,584.07	\$1,630.00	\$45.93	\$18,709.41	\$17,930.00	-\$779.41	\$19,560.00	\$850.59
35	\$898.58	\$895.83	-\$2.75	\$8,656.66	\$9,854.13	\$1,197.47	\$10,750.00	\$2,093.34
36	\$6,791.79	\$6,543.33	-\$248.46	\$74,802.95	\$71,976.63	-\$2,826.32	\$78,520.00	\$3,717.05
37	\$0.00	\$31.25	\$31.25	\$234.00	\$343.75	\$109.75	\$1,670.00	\$1,436.00
38	\$0.00	\$8.33	\$8.83	\$86.41	\$91.63	\$5.22	\$375.00	\$288.59
39								
40	\$14,145.64							
41								
42								
43		\$13,360.58	\$82.72	\$156,496.75	\$146,806.14	-\$9,690.61	\$161,142.68	\$4,645.93
44				\$156,496.75		-\$9,690.61		\$4,645.93

commonly requested include, but are not limited to policies; minutes/records of open meetings; salaries of library employees and budget documents.

The Kansas Open Meetings Act (KOMA) K.S.A. 75-4317 through 75-4320a established guidelines for open or public meetings in the state of Kansas.

Goddard Public Library Board of Trustees meetings fall under the authority of the KOMA.

2. Retention of Records

According to the K. S. A. 12-120, the officers and employees of any city charged with the custody or having in their custody the following records, documents or other papers may destroy the same after they have been on file for the period stated:

- (1) Claims and any purchase orders attached thereto, five years.
- (2) Warrants or warrant checks, whether originals or duplicates, that have been paid, five years.
- (3) Duplicates of receipts or stubs of receipts issued, three years.
- (4) Duplicates of utility bills sent to customers, three years.
- (5) Bookkeeping or accounting records of utility customer's accounts, three years, except that the period for the records of deposits to guarantee the payment of bills or the return of meters shall begin when the account is closed or the customer ceases to receive service.
- (6) Duplicates or stubs of licenses issued for license fees or taxes, three years.
- (7) Bonds of officers or employees, 10 years, the period to begin at the termination of the term of the bond.
- (8) Insurance policies, five years, the period beginning at expiration of the policy unless a claim is pending.
- (9) Canceled checks, five years.
- (10) Requisition and duplicate purchase orders, three years.
- (11) Bonds and coupons, if any, stamped paid or canceled and returned by the fiscal agent, six months, the period beginning at the date of maturity of the bond or coupon.

While this statute applies to city employees, it is followed as a general rule by library employees as well.

Exceptions to the Kansas Open Records Act (KORA)

The KORA recognizes that certain records contain private or privileged information and may be designated by the library as closed from the public. Accordingly, the Goddard Public Library Board's policy is that the following records whether in print, graphic or electronic format are confidential:

Exception 3 Medical treatment records

Exception 4 Personnel records of library employees

Exception 7 Library, archive or museum materials contributed by private persons to the extent of any limitations imposed as conditions of contribution

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.

Openings on the board will be put out publicly on the Library website and social media. Applications for vacancies will be accepted for one week after

initial notice is posted. All applications will be reviewed by the current board and a nominee chosen by vote at the next scheduled board meeting. That nominee's name will then be given to the Mayor and City Manager for City Council approval.

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 two consecutive unexcused board meetings or misses more than five meetings in a 12 month period 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 consequence 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
- With the approval and guidance of the Goddard Public Library Board, prepares and presents annual budget to City Council
- Ensures that vouchers and checks are signed by the appropriate board members

Except when the Library Director's salary or dismissal is being considered, the Library Director should attend all board meetings. Board meetings should follow the procedures outlines in *Robert's Rule of Order*.

E. Board Meetings

Unless otherwise ordered by the Board, the Board has set the date and place of its regular monthly meetings to be held on the second Monday of each month at 7:05pm at the Goddard Public Library.

In order to conduct business at any meeting a quorum of six (6) members must be present. State law defines a quorum as one more than half the membership.

Special meetings may be called by the Chair or upon written request by a majority of the members (K.S.A. 12-1224 and 12-1243). No business except that for which the meeting was called may be transacted at a special meeting.

Agenda

An Agenda should be prepared by the Chair and the Library Director and given or sent to members prior to the meeting. The agenda should follow this patters:

- Roll
- Minutes of previous meeting
- Correspondence and communications
- Treasurer's report
- Report of standing and special committees
- Unfinished business
- New business
- Adjournment

Minutes of Meetings

Because the secretary's minutes are the official record of board action, they should include:

- The purpose of the meeting (whether regular or special), the time, the place, those attending, and approval of the minutes of the last meeting