

**Goddard Public Library Board Meeting Agenda  
May 11, 2020 @ 7:05 pm  
Join Zoom Meeting**

<https://zoom.us/j/95323178780?pwd=d2cyK09YWXBleUtXR3VUUUxBQTMzQT09>

Meeting ID: 953 2317 8780

Password: 024321

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting April 13, 2020
4. Citizen Comments
5. Correspondence and communications – Levand, SCKLS
6. Director's Report
  - a. Circulation Report
7. Financial Report
8. Old Business
  - a. Friends/Foundation update – nothing at this time
  - b. Employee Climate Survey thoughts/approval
  - c. Ethics/Board Code of Conduct
  - d. Building options thoughts after Kirk's presentation
9. New Business
  - a. First Quarter Report to City Council
  - b. What opening the library looks like
  - c. Summer Reading
10. As may be presented

\*Next meeting is June 8, 2020.

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND

OR E-MAIL: [director@goddardlibrary.com](mailto:director@goddardlibrary.com)

# Goddard Public Library Regular Board Meeting Agenda

April 13, 2020 @ 7:07 pm

Zoom Meeting ID 426111087

1. Roll Call – April Hernandez, Vickie Luthi, Frank Petsche, Lisa Stoller, Alexis Vincent, Lisa Coyne, Tamara Judd, Margo Rakes, Sherry Lauer, and Lisa Fouts. Deanna Highfill was absent from this meeting.
2. Approval of Agenda – Sherry Lauer motioned to approve the agenda. Lisa Stoller seconded the motion. Motion was approved 9 – 0.
3. Approval of Minutes of Regular Meeting March 9, 2020 – Alexis Vincent motioned to approve the minutes of the regular Board meeting on March 9, 2020. Lisa Coyne seconded the motion. Motion was approved 9 – 0.
4. Citizen Comments – None
5. Correspondence and Communications – April should hear about the status of the Book Festival Grant the week of April 13<sup>th</sup>. April will also email about a grant from the Kansas Health Foundation.
6. Director's Report – PLA grant is on hold until 2021. April is unsure what the Summer Reading program will look like; the plan is to start the program May 28<sup>th</sup>. Beanstack is up and running. Carrie presents 2 shows per week on Facebook Live. There is also a Lego challenge on Facebook. April increased buying ematerials on the eLibrary in March and April. Per Governor's orders, the library will be closed through April 19<sup>th</sup>, and beyond that if the Governor extends the order. The hope is to fully open by the end of May.
  - a. Circulation Report – Circulation stats for March look good. April will probably be another story though our eLibrary stats should continue to rise considerably.
7. Financial Report – Numbers look good. Grants are coming in. Lisa Stoller motioned to approve the Financial Report. Margo Rakes seconded the motion. Motion was approved 9 – 0.
8. Old Business –
  - b. Friends/Foundation update – next meeting? – A meeting has not been scheduled for this committee.
  - c. Annual Survey Statistics – The survey statistics show that most people use the library to:
    1. Search and browse materials
    2. Attend children's programs

The survey statistics also show that:

  1. More space would make the experience easier and/or better
  2. More books are needed.

3. More kids' programs for 10-12 yrs or younger
4. Move DVD's and Audio's for browsing
5. Develop a Youth/Preteen Book Club
6. Develop a Leadership Book Club to gather with morning coffee
7. Develop a program for retiree's
8. Develop a basic life skills program
9. Add a private meeting space
10. Offer printing from personal devices
11. Start a Saturday morning Story Time

When asked which current materials/services/programs were enjoyed most at the library the big winners were Story Time and Puppet Ladies.

- c. Employee Climate Survey thoughts/approval – Look over, make changes or additions and e-mail April before next meeting.
- d. Core Values – approve as addition to policy manual – Lisa Coyne motioned to approve the Core Values Policy. Sherry Lauer seconded the motion. Motion was approved 9 – 0.
- e. Ethics/Board Code of Conduct – Tabled until next meeting.

#### 9. New Business –

- a. Building Options – Kirk Jurgenson joined our Zoom meeting and presented the following information. April has been speaking to Kirk for the past month about the expansion and remodeling possibilities for the GPL. An elevator, staircase remodel, and an additional staircase would be required to utilize the basement space. To replace the carpet in the library, the cost would be \$22 - \$35 per square yard, plus an additional cost for moving the stacks of books. See Opinion of Probably Cost from Kirk.
- b. Continuity of Operations Plan – April presented the plan to all Board members. Alexis Vincent motioned to approve the Continuity of Operations Plan. Tamara Judd seconded the motion. Motion was approved 9 – 0.

#### 10. As may be presented – None

A motion to adjourn the meeting was made by Vickie Luthi at 8:29 p.m. The motion was 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 Sherry Lauer, Secretary.

GODDARD PUBLIC LIBRARY  
December 2019

GODDARD PUBLIC LIBRARY  
April 2020

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2020	2019	2018	2017
Non-fiction	123	120	127	12									382	2225		
Fiction	638	549	782	93									2062	7671		
Periodicals	148	136	89	7									380	1086		
Audio Books	62	50	42	5									159	583		
Videos/ DVD	213	297	331	12									853	2609		

JUVENILE

Non-fiction	300	257	247	37									841	4695		
Fiction	1331	1110	1383	184									4008	18618		
Periodicals	6	1	5	1									13	237		
Videos/ DVD	105	105	93	2									305	1329		
Audio	4	2	2	0									8	68		
Other																

<b>TOTAL</b>	<b>2930</b>	<b>2627</b>	<b>3101</b>	<b>353</b>	<b>0</b>	<b>9011</b>	<b>39121</b>	<b>44326</b>	<b>34516</b>							
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Computer	425	425	295	1									1146	5045	3988	3012
Wireless	124	114	128	40									406	1724	1565	1232
													1552	6769	5553	4244

Reference Question	247	216	257	48									768	2653	1860	1489
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INTERLIBRARY LOAN

Books Loaned	363	350	401	0									1114	548	466	388
Unfilled	9	2	3										14	9	0	0
Books Borrowed	139	183	183	0									505	828	793	572
Unfilled	0	0	0										0	8	2	0

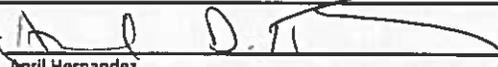
NEW LIBRARY CARDS	27	32	34	11									104	360	404	462
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MATERIALS ADDED

Adult	76	66	44	29									215	747	1093	1256
Juvenile	146	69	100	35									350	789	993	1496
<b>TOTAL</b>	<b>222</b>	<b>135</b>	<b>144</b>	<b>64</b>									<b>565</b>	<b>1536</b>	<b>2086</b>	<b>2752</b>

LIBRARY ATTENDANCE	1490	1610	1343	7									4450	24302	19195	16985
Children	180	427	445	656									1708	3778	3214	2338
Other	52	36	286	557									931	228	909	255
<b>TOTAL</b>	<b>1722</b>	<b>2073</b>	<b>2074</b>	<b>1220</b>	<b>0</b>	<b>7089</b>	<b>28308</b>	<b>23318</b>	<b>19578</b>							

16 programs

  
April Hernandez  
DIRECTOR

ATTENDANCE

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

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

## Director's Report May 2020

These are interesting times we are living through.

Though we have not been open to the public, we have kept busy writing grants, planning online programming and summer reading.

Our circulation stats for the month of April are obviously much lower than normal since we were not circulating physical materials. Our digital circulation increased greatly again in April however, except for digital magazines. We are canceling those but have added RB Digital Unlimited eAudio. This is an option for no waiting audiobooks. Kanshare libraries joined and received a large discount. It is the same price as the digital magazines. Our circulation was a third of normal.

We soft opened today. We will be open 9:30 to 5:30 M-F for now with only holds pick ups in the entryway. As of June 1 we will continue holds pick up in the entry but allow up to four people on the computers at a time for one hour each by appt. We will also let people make appts to browse the stacks. July 1 if things are going well we will try to open but will be having limited participant programming in the library and at the community center. We are planning to hold a Summer Reading sign up event on May 28. It will be outside and we will be helping people sign up on Beanstack, handing out info bags and Mrs. Cole's is coming to do snow cones. We are paying for the first 50, after that people will have to buy their own.

We started a quarterly patron newsletter that will describe upcoming programming, new technology, etc. First one went out May 1. If you want to be added to the email distribution list contact Carrie at [outreach@goddardlibrary.com](mailto:outreach@goddardlibrary.com).

Brooke and his crew got the garden tilled so anyone who would like to help get things planted is welcome to come by.

May 13 a Cares Act grant opportunity for libraries through Kansas Humanities opens up. It is to pay for payroll and utilities for March and April. We can apply for up to \$15000 and total payroll was more than that. I will be applying for that as soon as it opens. We are also going to apply for \$600 grant through KLA for non-contact summer reading programs. One thing we are looking at is a couple of StoryWalks. We did not get the Kansas Health Foundation grant that we wanted so we could purchase a van so we will be looking at other options.

For June's meeting, come prepared with Strategic plan strategies we can stick into our existing plan framework.



	L	M	N	O	P	Q	R	S	T	U	V
1											
2											
3											
4											
5											
6											
7											
8											
9											
10	(L)	(M)	(N)	(O)	(P)	(Q)	(R)	(S)	(T)		
11	ACTUAL	ACTUAL	MONTHLY	MONTHLY	Y-T-D	Y-T-D	Y-T-D	ANNUAL	ANNUAL		
12	NOV.	DEC.	BUDGET	DIFFERENCE	ACTUAL	BUDGET	DIFFERENCE	BUDGET	DIFFERENCE		
13			(S / 12)	(N-Current Mo.)	(Sum B...M)	(S x no.	(Q - P)		(S - P)		
14						of months/12)					
15											
16				\$0.00	\$90.00	\$0.00	-\$90.00	\$90.00	\$0.00		
17					\$200.00	\$0.00	-\$200.00	\$200.00	\$0.00		
18			\$0.00	\$20.75	\$20.75	\$0.00	-\$20.75	\$0.00	-\$20.75		
19			\$41.67	\$41.67	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00		
20			\$500.00	\$286.55	\$1,541.83	\$2,000.00	\$458.17	\$6,000.00	\$4,458.17		
21				\$0.00	\$1,070.96	\$0.00	-\$1,070.96	\$1,070.96	\$0.00		
22			\$133.33	\$133.33	\$5,281.66	\$533.32	-\$4,748.34	\$1,600.00	-\$3,681.66		
23			\$41.67	-\$58.33	\$427.36	\$166.68	-\$260.68	\$500.00	\$72.64		
24			\$83.33	\$83.33	\$1,688.22	\$333.32	-\$1,354.90	\$1,000.00	-\$688.22		
25			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
26			\$20.83	\$20.83	\$170.00	\$83.32	-\$86.68	\$250.00	\$80.00		
27			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
28			\$29.17	\$29.17	\$55.00	\$116.68	\$61.68	\$350.00	\$295.00		
29			\$62.50	\$62.50	\$219.24	\$250.00	\$30.76	\$750.00	\$530.76		
30			\$100.00	\$100.00	\$1,203.16	\$400.00	-\$803.16	\$1,200.00	-\$3.16		
31				\$0.00	\$151.04	\$0.00	-\$151.04	\$151.04	\$0.00		
32			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
33			\$41.67	\$41.67	\$0.00	\$166.68	\$166.68	\$500.00	\$500.00		
34			\$500.00	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$6,000.00	\$4,000.00		
35			\$1,900.00	\$119.99	\$7,220.45	\$7,600.00	\$379.55	\$22,800.00	\$15,579.55		
36			\$920.00	\$17.90	\$3,518.04	\$3,680.00	\$161.96	\$11,040.00	\$7,521.96		
37			\$9,413.58	\$2,705.58	\$27,324.84	\$37,654.32	\$10,329.48	\$112,963.00	\$85,638.16		
38			\$41.67	\$41.67	\$0.00	\$166.68	\$166.68	\$500.00	\$500.00		
39			\$8.33		\$49.51	\$33.32	-\$16.19	\$100.00	\$50.49		
40											
41	\$0.00	\$0.00									
42											
43											
44			\$13,837.75	\$3,646.61	\$52,232.06	\$55,184.32	\$2,952.26	\$167,565.00	\$115,332.94		
45					\$52,232.06	\$13,963.75	\$2,952.26		\$115,332.94		

<b>Grant</b>	<b>Amount</b>	<b>Items</b>	<b>April</b>
SCKLS	\$9,956.00	Materials, Programming	\$1,485.27
Levand	\$5,600.00		
Book Festival	\$3,903.00	Technology	

**May**

**June**

**July**

# **Goddard Public Library Board of Director's Code of Conduct Statement (Eighth Draft)**

## **I. Introduction**

- A. The purpose of the Goddard Public Library Code of Conduct is to clearly define and recommend the expectation and responsibility of how Board members are to comport and conduct themselves on behalf of the Goddard Library and as members of the governing body of the Board of Directors. This policy shall be reviewed and signed at the Annual Meeting, held by the Board of Directors.
  
- B. Members of the Board are free to speak to individuals on library issues outside of Board meetings, but such public expression is not to be construed as Board policy. Information from executive sessions must remain confidential at all times, unless release is appropriately authorized. Board members will not be bound in any way by any individual's statement or action unless the Board of Directors, through an adopted policy or by a majority vote of Board members, has delegated this authority to the individual member. When exercising their authority and individual rights, Board members are asked to be mindful of the impact their actions may have upon the mission of the Board and the operation of the Goddard Library.

## **II. Board Member Code of Conduct**

As a Board member, I agree to:

- 1. Support the Vision, Mission, Core Values, and Strategic Plan of the Goddard Public Library.
- 2. Continuously study the nature, value, and direction of public libraries in our society in order to facilitate needed changes and growth patterns.
- 3. Represent this organization in a positive and supportive manner at all times, showing respect and courteous conduct in all board and committee meetings.
- 4. Accept responsibility for providing oversight of the financial condition of the organization.
- 5. Respect the confidential nature of library business and not disclose such information to anyone.
- 6. Use Roberts Rules of Order as a guide.
- 7. Make attendance at all meetings of the board a high priority. Be prepared to discuss the issues and business on the agenda, and read all background material relevant to the topics at hand, in advance of meetings.
- 8. Participate in the Annual Meeting, Board self-evaluation programs, and Board development workshops, seminars, and other educational events.
- 9. Accept the responsibility to work with the Executive Director, respect the professional expertise of the library staff, and acknowledge that the internal operation of the library system is the responsibility of the Executive Director. Board members are not to engage in prolonged visits which keep staff preoccupied and away from regular duties.
- 10. Direct any concerns or opinions related to library operations or library programs to the Library Director in writing either by email, U.S. Mail, or leave at the front circulation desk with staff to be forwarded to the Executive Director.

Adopted (Appropriate Date to be added)

The undersigned, by their affixed signature, acknowledges receipt of and agree to abide by the Goddard Library Board's Code of Conduct:

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Board of Director Signature

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Printed Name

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Date

# **Goddard Public Library Board of Directors Ethics Statement**

## **(Fifth Draft)**

### **I. Introduction**

As a Board member, I understand that I have duties of care, loyalty, and obedience to the organization.

- The duty of care is the duty to pay attention to the organization – to monitor its activities, see that its mission is being accomplished, and guard its financial resources.
- The duty of loyalty is the duty to avoid conflicts of interest, and
- The duty of obedience is to carry out the purposes of the organization and to comply with the law.

### **II. Ethics Statement**

As a Board member, I agree to:

- a) Comply with all federal and state laws, rules and regulations that apply to them and the Goddard Public Library, and follow only legal, professional, and ethical procedures to bring about desired changes. This justifies periodic training on important issues that affect the workplace today. Examples include diversity training, effective communication, gender issues, sexual harassment, and guidelines for professional behavior.
- b) Immediately disqualify myself whenever the appearance of, or an actual conflict of interest exists.
- c) Ensure that I do not use this position to gain unwarranted privileges or advantages for others from the library or from those who do business with the library. When a Board member uses the library as a patron, he or she is bound by the Patron Code of Conduct as any other person enjoying the resources and services of the library.
- d) Be prepared to fully support the efforts of the Executive Director in resisting censorship of library materials by groups or individuals.
- e) Make certain that I do not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.
- f) Support in a positive manner all actions taken by the Board even when in a minority position on such actions. Recognize that decisions of the Board can be made only by a majority vote at a Board meeting and respect the majority decisions of the Board, while retaining the right to seek changes through ethical and constructive channels.
- g) Work with and respect the opinions of peers who serve this Board, and leave personal prejudices out of all Board discussions.
- h) Always act for the good of the organization and represent the interests of all people served by the organization.

Adopted (Add date here)

The undersigned, by their affixed signature, acknowledges receipt of and agree to abide by the  
Goddard Library Board of Directors Ethics Statement:

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Board of Director Signature

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Printed Name

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Date

**Goal 1: Strategy 1** – Study of building completed. Cost for addition or elevator and remodel of basement was cost prohibitive. Best option is new building

**Goal 1: Strategy 2** – Conducting Traveling StoryTimes and book check out for Preschool classes at Amelia and CDS

**Goal 1: Strategy 3** – Created a Friends and Foundation organization. Received 501c3 status.

**Goal 1: Strategy 4** – This one is in progress. We have sponsorship levels set up for Summer Reading this year. This will be continuously ongoing.

**Goal 1: Strategy 5** – Programs at Dove Estates and Medicalodge, Amelia and CDS. Also Facebook Live StoryTimes at Tanganyika. This will be continuously growing.

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**Goal 2: Strategy 1** – Weekly Champs Camp program through June, hosting Medicalodge meetings for new overseers, hosting home owner's association board meetings.

**Goal 2: Strategy 2** – Coffee shop is not feasible in our current location though we are partnering with the City and Kookaburra coffee for them to put their coffee truck in the parking lot until their building is completed.

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**Goal 3: Strategy 1** – We received a grant to purchase several new technology based items and will be utilizing free programs to use with these. These items include – Oculus Go headsets, Nintendo Switch with Labo Kits, and an Apple TV. We will be using free applications and mirroring the ipad to the Apple TV for virtual/augmented reality StoryTimes. We will also be using free Coding programs to provide coding classes as soon as we can open up regularly.

**Goal 3: Strategy 2** – This is one that we are working toward. I would like to partner with the Goddard Middle School Librarian on this as she has a lot of tech that she uses. Starting with simple robots and VR/AR storytimes.

**Goal 3: Strategy 3** – Explore programming that pairs seniors and children – our gardening project was designed for this. We will start this program online and hopefully get to open it up to at least a few participants during the summer. Seniors teaching children how to plant, harvest, and prepare foods from the garden.

**Goal 3: Strategy 4** – Champs camp, Preschool StoryTimes are meeting this strategy. We hope to start a sensory storytime in the Fall.

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**Goal 4: Strategy 1** – Have received the Book Festival Technology Grant and will be applying for the Cox Communication Community Grant to increase our technology.

**Goal 4: Strategy 2** – Do not believe that joint technology assets with the schools will work. We are pursuing working with Wichita Tech and/or other local colleges to provide some programming.

**Goal 4: Strategy 3** – We have added the Sunflower eLibrary and RB Digital Unlimited Audio. We will discontinue RB Digital Magazines as no one is using that service. We are creating Facebook Live StoryTimes and intend to expand program offerings on this platform. Brochure that explains what GPL offers as well as what the State Library offers.

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**Goal 5: Strategy 1** – Implemented an Annual Survey and Facebook Polls

**Goal 5: Strategy 2** – Increased GPL's presence in the community by participating in local and online events

**Goal 5: Strategy 3** – Evaluated and updated staff and board policy. Set a library tour date that had to be cancelled because of the pandemic. Will reschedule as soon as all libraries are reopened and board is comfortable traveling. Working on increasing volunteer involvement. Volunteers now read for StoryTimes and shelve materials.

## **Goddard Public Library Reopening Plan**

Stage 1: 2 weeks or more, starting Monday, April 27, staff in building 9:30-1 answering phones, cleaning materials, shelving, getting holds ready, processing new materials.

Stage 2: May 11 start M-F 9:30-5:30, circulate materials to our local community by holds pick-up in entry way. Front doors will be propped open to limit touch exposure, a plastic tub will be placed in entry for returns. When a tub is full it will spritz with Lysol, have a lid put on, be dated and after 72 hours the materials will be wiped with disinfectant wipes and placed back into circulation. Circulate consortium wide with KanCourier (May 12). ILL restart (May 18). At this point, those that we do proctor service for may call and schedule an appt. time. One person at a time in the fishbowl only. Fishbowl will be cleaned after every use.

Stage 3: June 1<sup>st</sup>, 4 people allowed on computers at a time with a 1-hour limit. Must have an appt. One in adult area, one in fishbowl and two in computer lab. We will copy, fax, print, for people and add fee to their account. Materials can be picked up on the cart in the entry. Limited number (5 at a time for 30 minutes) of patrons allowed in the building to browse by appt.

Stage 4: July 1, 4 computers open, two in the computer lab, one in adult area and one in fishbowl by appt. People may enter the building to pick up holds encourage not to linger in the building. Some small programs will be reinitiated with a limit; wine and color, yoga. Rest will stay on Facebook Live.

Stage 5: Business as usual.