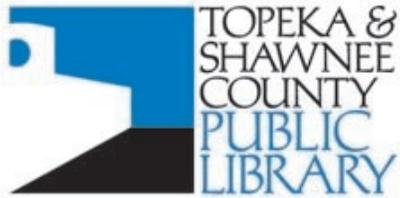


Agenda
Board of Trustees Executive Committee Meeting
January 9, 2023 – 4:00 pm
Zoom Meeting
<https://tscpl.zoom.us/j/84540244825>
Meeting ID: 845 4024 4825
Passcode: 291185

Agenda

- Review and approve Minutes from the December 5, 2022, Board of Trustees Executive Committee Meeting
- Review Minutes from the December 15, 2022, Board of Trustees Meeting
- Review Agenda for the January 19, 2023, Board of Trustees Meeting
- Trustee Education topics
 - Safety and Security
 - ELLP
- Other
- Executive Session (If Needed)



Board Members Present

Jim Edwards - Chair, Shawn Leisinger – Vice Chair, Peg Dunlap – Treasurer, Joan Hicks – Secretary, Liz Post, Beth Dobler, Jim Ramos, Hannah Uhlig

Board Members Absent

Jennifer Miller

Call to Order

The meeting of the Board of Trustees of the Topeka and Shawnee County Public Library held on Thursday, December 15, 2022, in the Menninger Room 206 of the Topeka and Shawnee County Public Library, 1515 SW 10th Ave, was called to order at 4:00 pm by Chair Jim Edwards.

Public Comment

There was no one signed in for public comment. The public comment session was closed.

Trustee Advocacy Stories

There were no Trustee Advocacy Stories.

Approval of Minutes

On a motion by Shawn Leisinger, seconded by Peg Dunlap, the November 17, 2022, Meeting Minutes of the Board of Trustees were approved.

Motion passed unanimously.

Chief Financial Officer's Report

Chief Financial Officer Kim Strube reported that the library was randomly selected for a KPERS audit and passed with flying colors. Strube wished a special thanks to Accounting Supervisor Efrain Ruvalcaba who calculates the KPERS withholdings every two weeks.

Financial Reports

Board Treasurer Peg Dunlap reported that she reviewed the financial reports and reviewed and approved the bank reconciliations for November 2022.

On a motion by Peg Dunlap and seconded by Liz Post, the Treasurer's Financial Report for November 2022 was accepted.

Motion passed unanimously.

The Library Foundation

Foundation Board President Kim Patton gave the Foundation Report. Patton was newly appointed as Chair yesterday at the Foundation board meeting. The new slate of officers are Haley DaVee as Vice Chair, and Clint DeVoe as Secretary/Treasurer. Three new board members were added to the Foundation board.

Final interviews for the new Foundation Executive Director were held this week. Patton shared that the interviewing committee is impressed with the quality of the candidates they interviewed. Development Professional Janel DeLeye has been keeping everything going in the meantime.

Patton shared that the Foundation has managed the Fall appeal to donors and are now finishing up the yearend appeal for donors who donated in 2021 and had not yet donated this year.

Friends of Topeka and Shawnee County Public Library

Friends Board President Christy Molzen shared that Friends Executive Mary Campbell's last day is tomorrow, and the Friends are looking forward to interviewing candidates for the Friends Executive position in the near future.

Molzen shared that Ruth Nelson volunteered to be the Friends board representative for the Strategic Plan 2023.

The Booktique has had lots of holiday shoppers, but there are still plenty of great gift items left if you still have some shopping you need to do.

At the Friends last Board meeting, the Board approved the library's request for funds of \$100,000. Molzen presented the check to Jim Edwards.

Board Chair Reports

Chair Jim Edwards reported the Executive Committee met via Zoom on December 5, 2022.

Chief Executive Officer Report

Chief Executive Officer Marie Pyko shared about the Booklocker launch at Fairlawn Plaza. Randy Austin has been wonderful and great to collaborate with. Austin is very excited to have the library represented at Fairlawn Plaza again. Pyko shared that there was even a customer there getting their books while the ribbon cutting was occurring. Pyko wished to thank Diana Friend and her team for the Booklocker wrap, thanks to Paul Brennan and his team with the MOU and thanks to David King and his team for working with the technology. Pyko stated that this locker stirred up more conversation about Booklockers so we may start to see more out in the community.

Pyko then presented the timeline for the Strategic Planning Process 2023. The library will be working with Ivy Group out of Charlottesville, VA. The timeline of this plan will be from January 2023 – July 2023. The Strategic Planning Committee will consist of all of the Board of Trustee Members, a Friends board representative, a Foundation board representative, members of the

senior director team, a few of the direct customer service staff, community members in selected demographics. Pyko invited those in attendance to email her or Aubrey Conner if they had any ideas of who to ask to join the committee.

Chief of Staff Report

Chief of Staff Thad Hartman mentioned Identity Quest and gave a shoutout to everyone who worked on that. Sherri Camp, Jacqueline Belden, Kari Zimmerman, and Facilities/Custodial staff. Everyone put in lots of effort and hard work. The one complaint he heard was that there wasn't enough parking.

Scarlett Fisher-Herreman shared the top titles of this year in her report. Hartman encouraged others to read those if they wished.

The Movies & Music Lounge construction is mostly complete. Now we are waiting for the furniture and shelving to arrive. The shelving is projected to be installed in February. The furniture installation date is tentative as it will probably trickle in. The goal is to have a grand opening of that space in February. Hartman wished a thanks ahead of time to Scarlett and her team for moving everything around during construction and when new shelves are installed.

New Business

Thanks to Foundation

On a motion by Joan Hicks, seconded by Liz Post, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented.

Motion passed unanimously.

Thanks to Friends

On a motion by Joan Hicks, seconded by Shawn Leisinger, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented.

Motion passed unanimously.

(Vacation Leave) Personnel Policy

On a motion by Joan Hicks, seconded by Peg Dunlap, it was resolved that the Board of Trustees, Topeka and Shawnee County Public Library, approves the resolution as presented.

Motion passed unanimously.

Adjournment

On a motion by Joan Hicks, seconded by Shawn Leisinger, the meeting was adjourned at 4:33 pm.

Next Meeting

January 19, 2023

4:00 pm

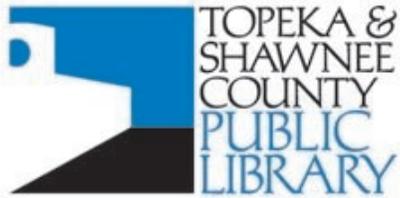
Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/81458998793>

Meeting ID: 814 5899 8793 Passcode: 012486

*Subject to change without notice



Board Members Present

Jim Edwards - Chair, Shawn Leisinger – Vice Chair, Peg Dunlap – Treasurer, Joan Hicks – Secretary, Liz Post, Beth Dobler, Jim Ramos, Hannah Uhlig

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Motion passed unanimously.

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Adjournment

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Next Meeting

January 19, 2023

4:00 pm

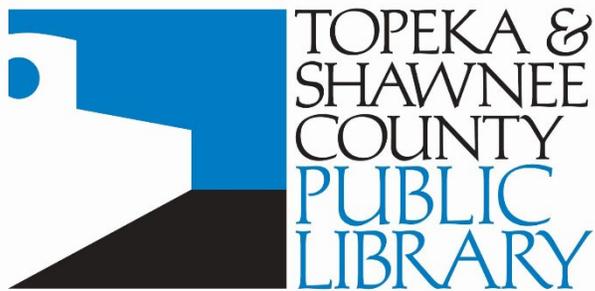
Topeka & Shawnee County Public Library

Menninger Room 206/Zoom Meeting

<https://tscpl.zoom.us/j/81458998793>

Meeting ID: 814 5899 8793 Passcode: 012486

*Subject to change without notice



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Menninger Room and Zoom Meeting

<https://tscpl.zoom.us/j/81458998793>

Meeting ID: 814 5899 8793

Passcode: 012486

Call to Order

Public Comment

Trustee Advocacy Stories

Approval of December 15, 2022, Meeting Minutes of the Board of Trustees
– **Action Item** pg. X

Chief Financial Officer’s Report – Kim Strube **pg. X**

Financial Reports

- Treasurer’s Report – Peg Dunlap
- Financial Report – **Action Item**

The Library Foundation – Kim Patton, Board Chair

Friends of Topeka and Shawnee County Public Library – Christy Molzen,
Board President

Board Chair Report – Jim Edwards

- Meeting Minutes Board of Trustees Executive Committee – **Action Item** **pg. X**

Chief Executive Officer Report – Marie Pyko **pg. X**

Chief of Staff Report – Thad Hartman **pg. X**

New Business

- X **pg. X**

Adjournment

Public Comment

Those wishing to sign up for public comment will need to contact Executive Assistant Aubrey Conner at least 30 minutes before the meeting at 785-580-4484 and/or aconner@tscpl.org to request their name be placed on the public comment listing.

Next Meeting

February 16, 2023

4:00 pm

Menninger Room and Zoom meeting

<https://tscpl.zoom.us/j/81458998793>

Meeting ID: 814 5899 8793

Passcode: 012486

*Subject to change without notice