

**Goddard Public Library Board Meeting Agenda**  
**February 14, 2022 @ 7:05 pm**  
**Join Zoom Meeting**

<https://us02web.zoom.us/j/81912297582?pwd=TjVvVDJnd25LeU1pTXN3N0ZnbU1wdz09>

**Meeting ID 819 1229 7582**

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes of Regular Meeting January 10, 2022
4. Citizen Comments
5. Correspondence and communications – T-Mobile, Jeff Piper, SCKLS, Library Futures.
6. Director's Report
  - a. Circulation Report
7. Financial Report
8. Old Business
  - a. Friends/Foundation update – are meeting the 3<sup>rd</sup> Wednesday of each month @ 6 pm. – Met January 19, worked on Gala. Next meeting February 16.
  - b. City updates – Community Center (Spaces) update March 21
  - c. Bookmobile update
  - e. Digitization project update
9. New Business
  - a. Holiday closures/vacation
  - b. Bonus issues
  - c. First Amendment Audits
  - d. Advocacy Calendar
  - e. Executive Session Information
10. As may be presented

\*Next meeting is March 14, 2022.

PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND OR E-MAIL:  
director@goddardlibrary.com

## **Goddard Public Library Board Meeting Minutes**

**January 10, 2022 @7:02**

1. Roll call: April Hernandez, Vickie Luthi, Sherry Laurer, Margo Rakes, Lisa Fouts, Lisa Coyne, Stephanie Mount, Frank Petsche and Tamera Judd were present at the library. Kate Morgan was absent.
2. Approval of Agenda: Tamera made the motion to approve the agenda and Margo seconded the motion. The agenda was approved 8-0.
3. Approval of the Minutes of Regular Meeting December 13, 2021: There were no changes made to the minutes.
4. Citizen Comments: None.
5. Correspondence and Communications:
  - a. Target sent a \$250.00 gift card; this will go towards the summer reading program.
  - b. The library has hotspot devices but we are still waiting on tech support from T-Mobile to get the devices activated.
  - c. The prices for Tanganyika's institutional passes will go up to \$250 and the feed passes are now \$100 each. The library will be looking for sponsors to help provide them for next summer.
6. Director's Report:
  - a. April has finished all year end reports.
  - b. The library will be working with Eisenhower High School and its TIES program that helps to teach life skills to graduated students with disabilities. The library will also be working with Eisenhower's Vocational Rehabilitation program for students still in high school. There will be one student working for one hour per week.
  - c. Both Santa Story Times and Noon Year's Eve were successful.
  - d. The library now has 12oz stainless steel tumblers in stock they are \$25.00 which is cost plus 6.00 the proceeds will go towards programing.
7. Financial Report: Approved 8-0.
8. Old Business:
  - a. Friends/Foundation meeting will be Wednesday the 19<sup>th</sup>. Cynthia Berner was elected as VP at their last meeting.

- i. Gala update: The play will be Who Poisoned His Meatball. The menu will be Italian themed with the cost per plate being less than \$20.00. Ticket prices will be \$55 per person and \$100 per couple. The Gala is scheduled for March 25<sup>th</sup>. April is working on a flyer and the board was asked to assist in finding donations for the auction.
  - b. City Updates – The Community Spaces update will be on February 21. Quarterly reports will be made the 18<sup>th</sup>.
  - c. Progress is being made on the updating of the book mobile. Sherry shared pictures.
  - d. Progress is continuing on the Digitization project.
  - e. Community Survey: 99% of those surveyed would support a new intergenerational community center / library in Goddard. The survey comments strongly suggested that there is not enough space in our current facility to meet the community needs.
- 9. New Business:
  - a. Annual Report is complete.
  - b. The board decided to move discussion of the policies related to fundraising related bonuses to the next meeting.
  - c. Board member Lisa Stoller resigned and her position as VP was accepted by Frank and approved by the board 8-0. A replacement for Lisa's position on the board is required. This person will need to live within the Goddard school district but not within the Goddard city limits.
  - d. Committees are as follows:
    - i. Financial – Lisa C., Sherry, Frank, Stephanie.
    - ii. Marketing and Advocacy – Margo, Lisa F., Tamera.
    - iii. Strategic planning – Vicki and Kate.

Lisa F. motioned to adjourn the meeting at 8:18 pm, Margo seconded the motion. Motion passed 8-0.

**Next meeting is February 14, 2022. PLEASE CALL THE LIBRARY 794-8771 IF YOU CANNOT ATTEND OR E-MAIL: [director@goddardlibrary.com](mailto:director@goddardlibrary.com)**

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**Invoice**

1 message

**Jeff Piper** <jpiper67@gmail.com>

Sat, Jan 1, 2022 at 7:01 AM

To: April Hernandez &lt;director@goddardlibrary.com&gt;

Hi April,

Please find attached the invoice for your annual email hosting.

Also, I have upgraded your role within Wix to Admin (Co-Owner). This will allow you to manage the billing of the site which is due on May 20, 2022 and will be \$324.00. The amount is not due yet, but you will or should receive an email when the invoice is ready to be paid. If you have a business credit card for the library, you will be able to pay it. If you do not have a credit card and would prefer I pay it and invoice you, that's fine too. Just let me know.

Hope all is well with you.

Happy New Year!

Jeff Piper

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 **Invoice 12312021.pdf**  
341K

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**Pro Tech Toolkit Update**

1 message

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**Library Futures** <info@libraryfutures.net>  
To: Laura Crossett <lecrossett@gmail.com>  
Bcc: director@goddardlibrary.com

Mon, Feb 7, 2022 at 4:13 PM

Dear Library Colleagues,

Very soon now—if not already!--you'll be getting a [Pro Tech Toolkit](#) courtesy of iFixit. The repair company has graciously donated the kits as part of its joint mission with [Library Futures](#)—the right to own, repair, and lend the things we buy.

We are excited about this collaboration and are looking forward to helping you get started. iFixit already offers [a number of repair guides](#), some of which may be relevant. As we gear up to send them, we'd also like to hear from you about what projects you need help with, as we would like to do our best both to help you out and to create guides to give back to the greater iFixit community.

Please feel free to write to [info@libraryfutures.net](mailto:info@libraryfutures.net) with your questions and feedback. We look forward to working with you all to make libraries more sustainable, to exercising our right to repair, and to empowering library workers.

Here's to a good-as-new 2022!

Jennie Rose Halperin + Laura Crossett  
Library Futures

## Director's Report February 2022

Carrie was chosen by KLA to attend the Kansas Leadership Center trainings that I just completed. She will go through the first one in September.

We had to cancel Bonding through Board Games because of COVID. Sedgwick County Extension has gone back to not having in person events.

Carrie has been busy getting donations for Summer Reading. We had over 600 people sign up last year so she is working on getting around that number of coupons from each ask. She has also procured a little over \$1000 in monetary donations and has gotten two full Tanganyika passes sponsored.

Still working on getting our hotspots through t-mobile going. Their contract is more than their quote though the quote was from over 6 months ago. We were approved for ECF in the second round instead of the first.

We moved Take Your Child to the Library from the first weekend in February, because of the weather, to the second weekend.

We are postponing Soup & Salad in a Jar until Spring because we didn't have enough sign up for it.

The sign out front is out for a bid to Xpress. The plan is to have it updated with the new logo by Spring. We got approval from the City to move forward with the sign rehab.

I have ordered the new business cards for myself, Carrie and Peggy. We paid approximately \$35 at the Chamber Mixer for the ones we are getting. I have also ordered a new welcome poster.

We received our first payment from the City as well as our allocated funds.

We wound up being closed two days because of the weather. Public Works came and got our sidewalks and drives cleared and salted for us.

Finn has passed his Puppy Level 2 class and also the STAR puppy test through AKC. He will be getting a little medal and certificate in the mail.

The event insurance for the Gala has been paid.

GODDARD PUBLIC LIBRARY  
December 2019

**GODDARD PUBLIC LIBRARY**  
January 2022

CHECK OUT SUMMARY	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	2022	2021	2020	2019
Non-fiction	130												130	1589	921	2225
Fiction	559												559	5731	4757	7671
Periodicals	18												18	249	467	1086
Audio Books	20												20	208	280	583
Videos/ DVD	204												204	2890	2209	2609
<b>JUVENILE</b>																
Non-fiction	506												506	6136	1883	4695
Fiction	1539												1539	19169	10212	18618
Periodicals	14												14	48	22	237
Videos/ DVD	65												65	579	541	1329
Audio	14												14	144	56	68
Other													0			
<b>TOTAL</b>	<b>3069</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3069</b>	<b>36743</b>	<b>21348</b>	<b>39121</b>

Computer	111												111	1015	1543	5045
Wireless	113												113	1204	1123	1724
														2219	2666	6769

Reference Question	238												238	2669	2954	2653
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<b>INTERLIBRARY LOAN</b>																
Books Loaned	338												338	4075	3708	548
Unfilled	0												0	17	29	9
Books Borrowed	195												195	2841	2236	828
Unfilled	0												0	10	0	8

NEW LIBRARY CARDS	36												36	503	218	360
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<b>MATERIALS ADDED</b>																
Adult	81												81	876	620	747
Juvenile	67													755	786	789
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>							<b>1406</b>	<b>1536</b>

LIBRARY ATTENDANCE	1143												1143		7860	24302
Children	1130												1130		8597	3778
Other	931												931		7143	228
<b>TOTAL</b>	<b>3204</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3204</b>	<b>0</b>	<b>23600</b>	<b>28308</b>

April Hernandez  
DIRECTOR 29 programs

<b>ATTENDANCE</b>	J	F	M	A	M	J	J	A	S	O	N	D					
Vickie Luthi	+																2
Stephanie Mount	+																1
Lisa Fouts	+																2
Kate Morgan	EX																1
Frank Petsche	+																2
Lisa Coyne	+																finish
Tamera Judd	+																1
Margo Rakes	+																1
Sherry Lauer	+																1
April Hernandez	+																

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





# Audience

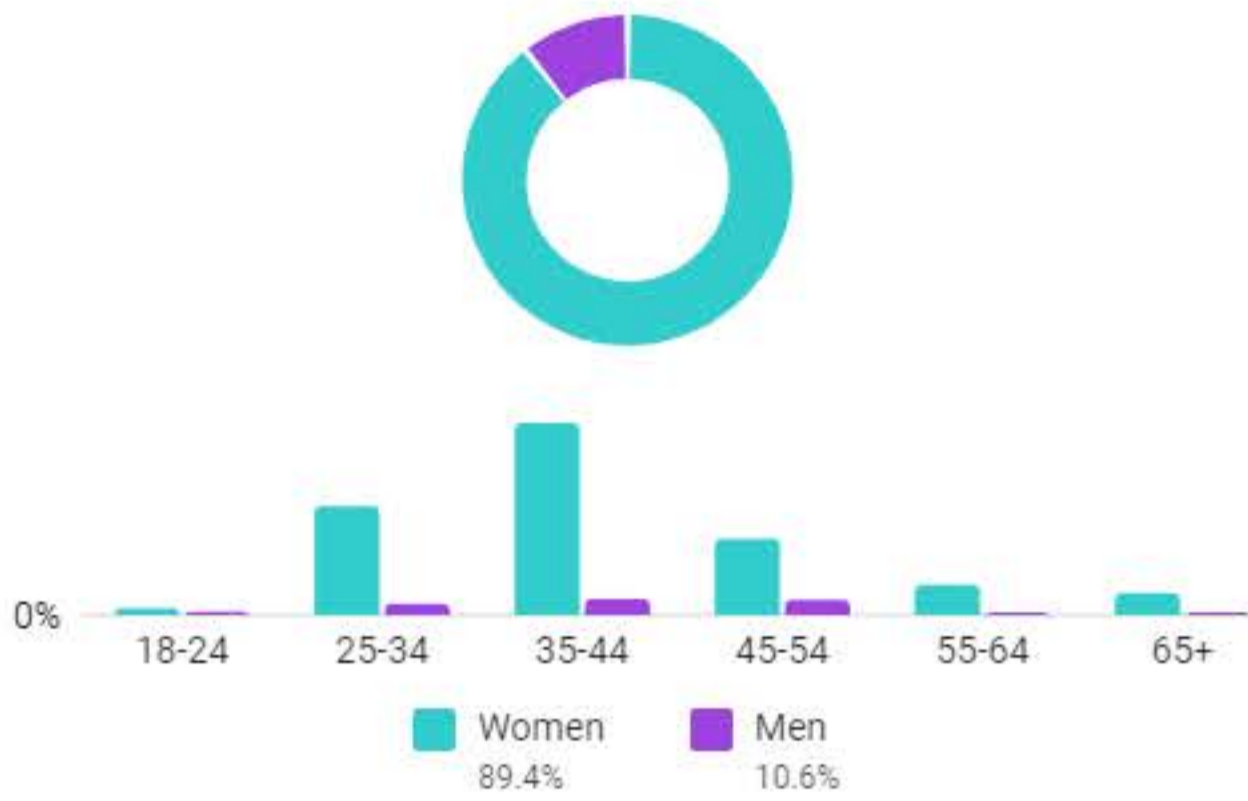
Current audience

Potential audience

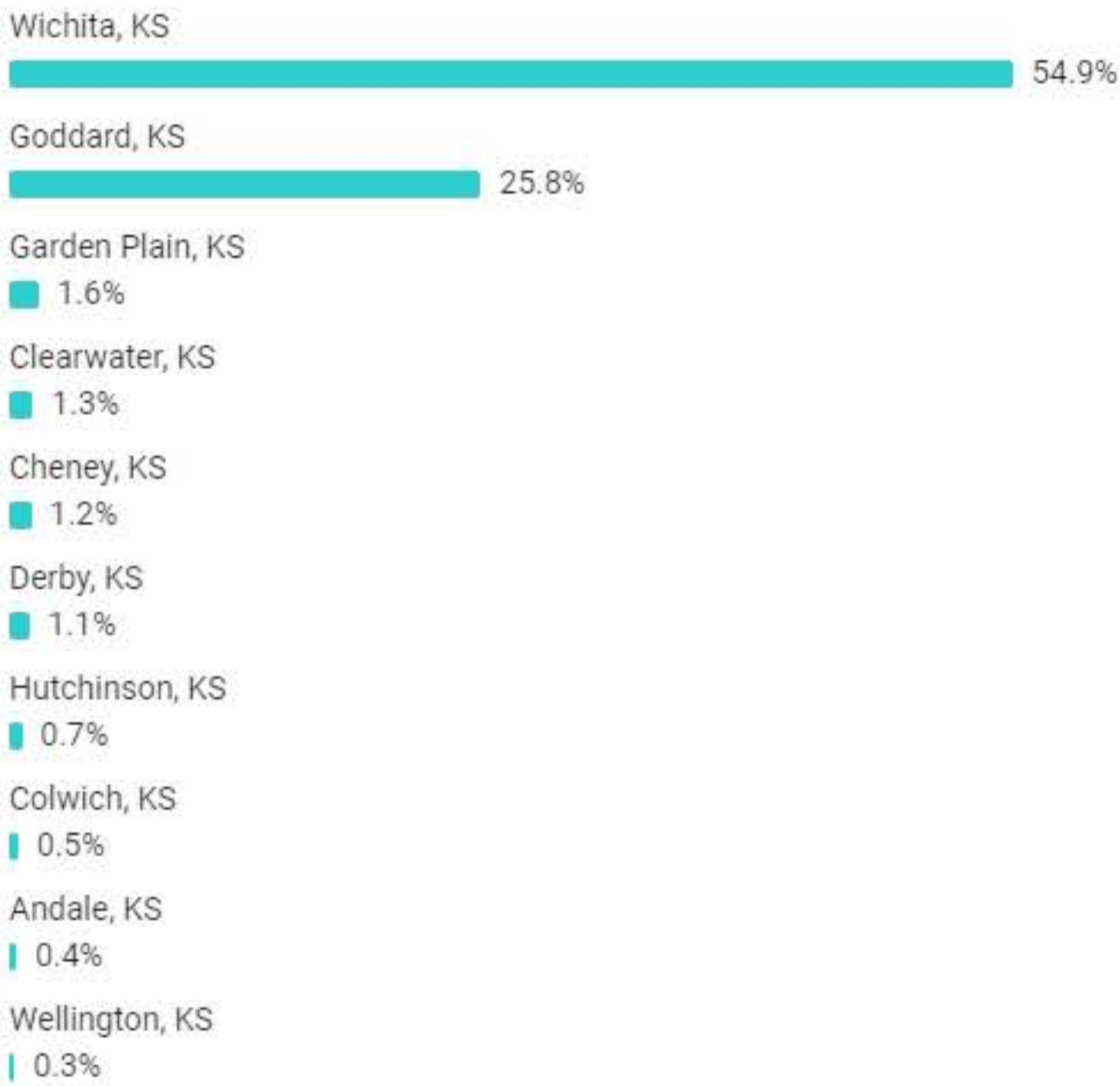
## Facebook Page Likes

# 1.4K

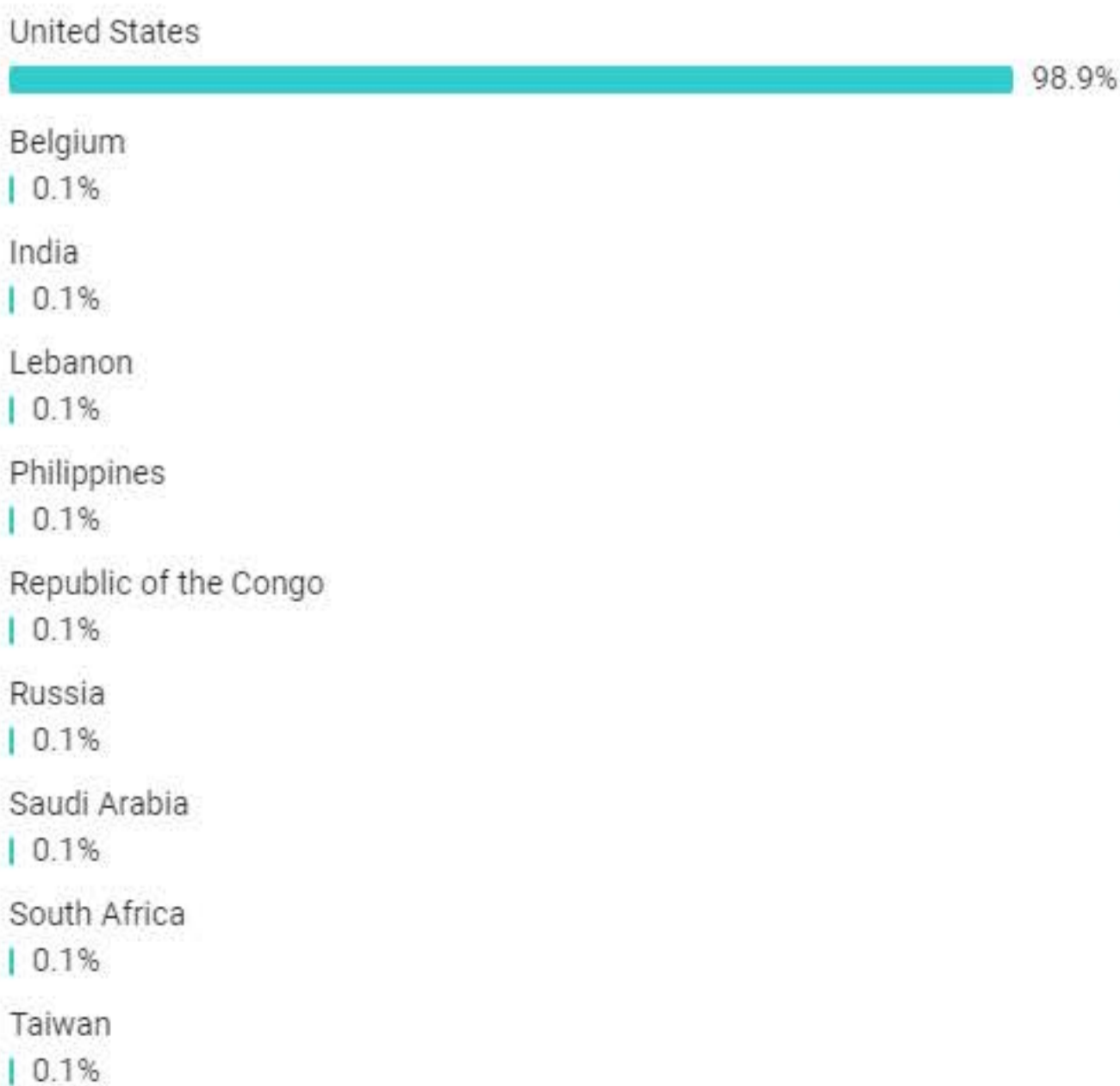
### Age & Gender



### Top Cities



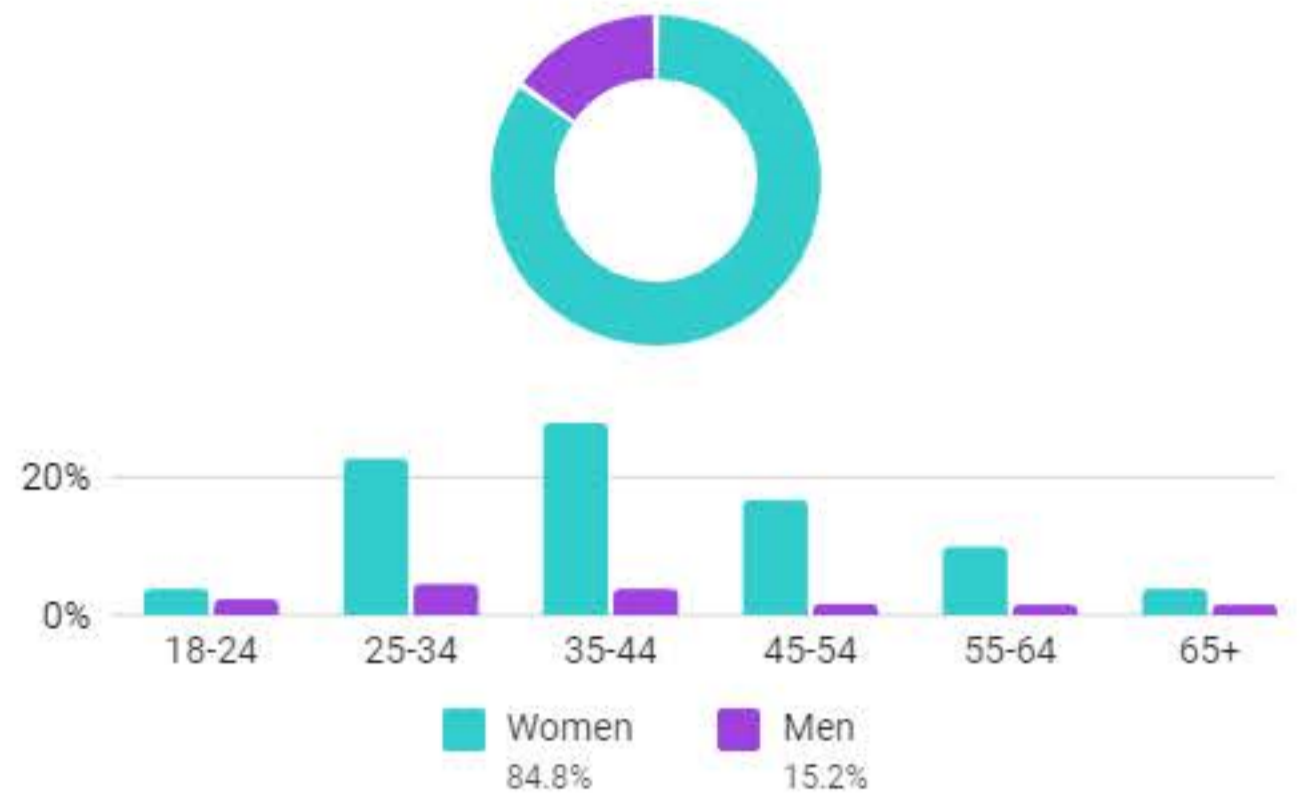
### Top Countries



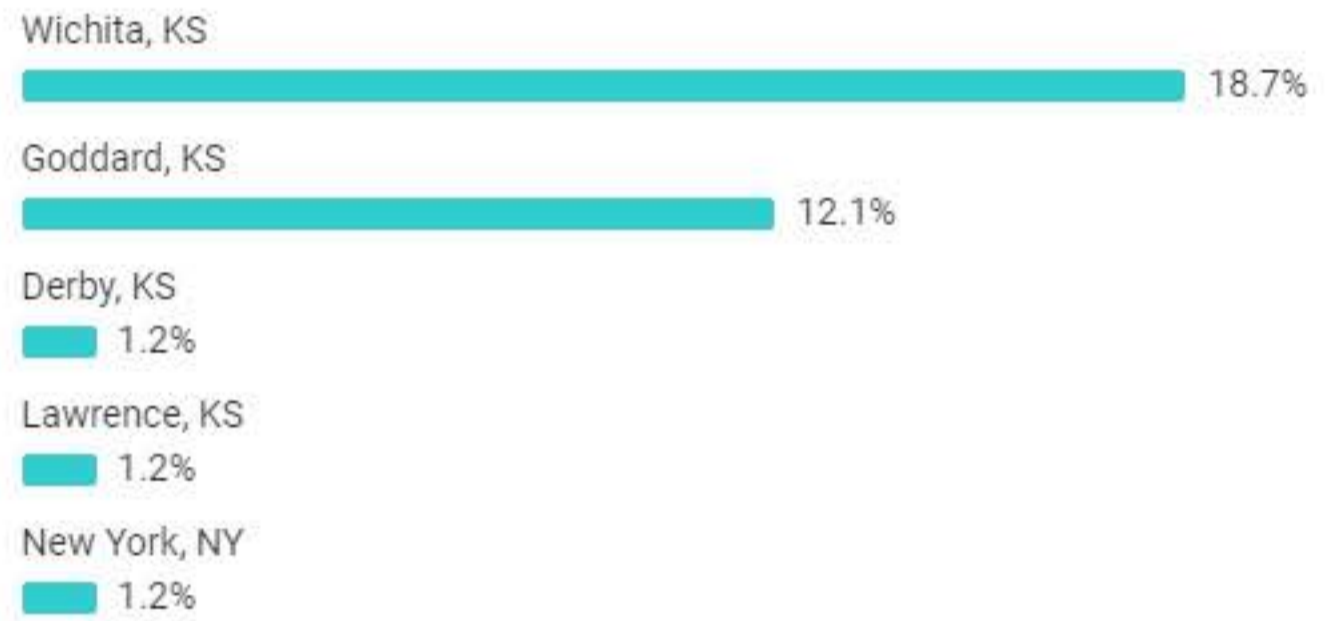
## Instagram Followers

# 257

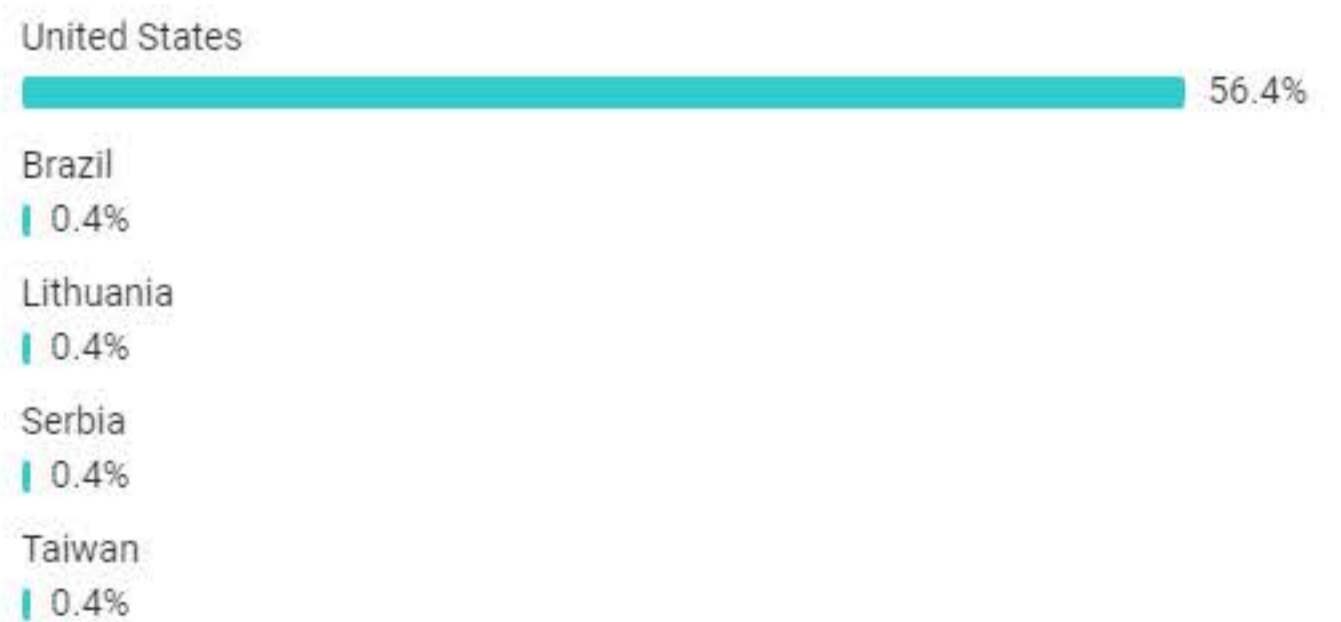
### Age & Gender



### Top Cities



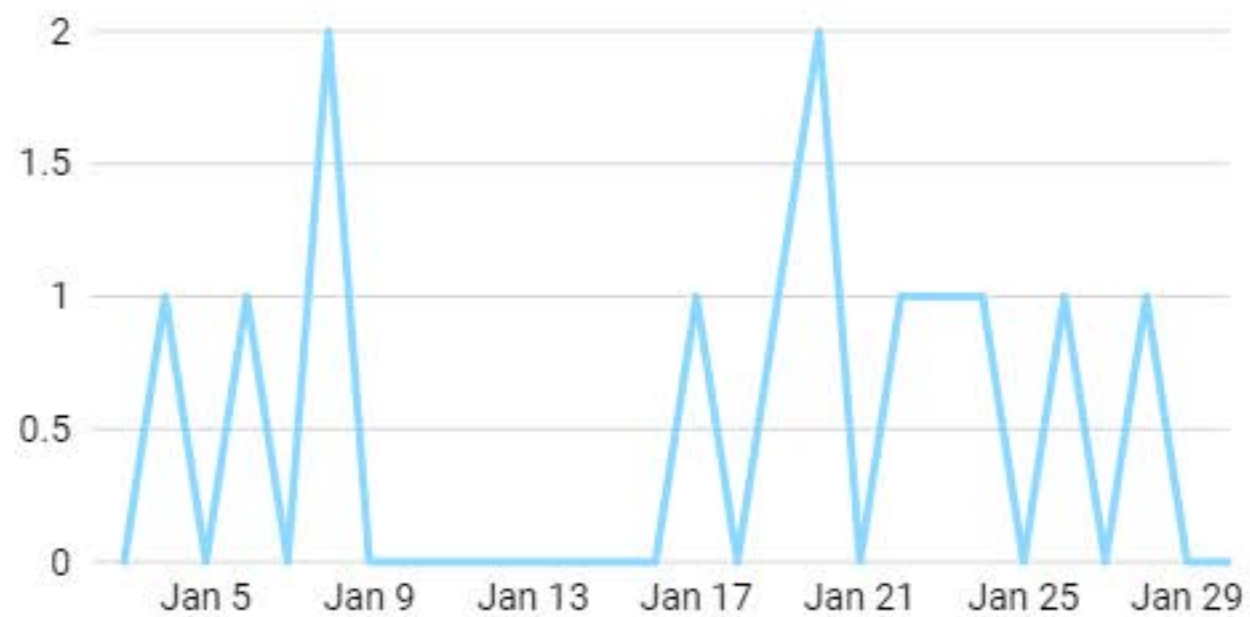
### Top Countries



## New likes and followers

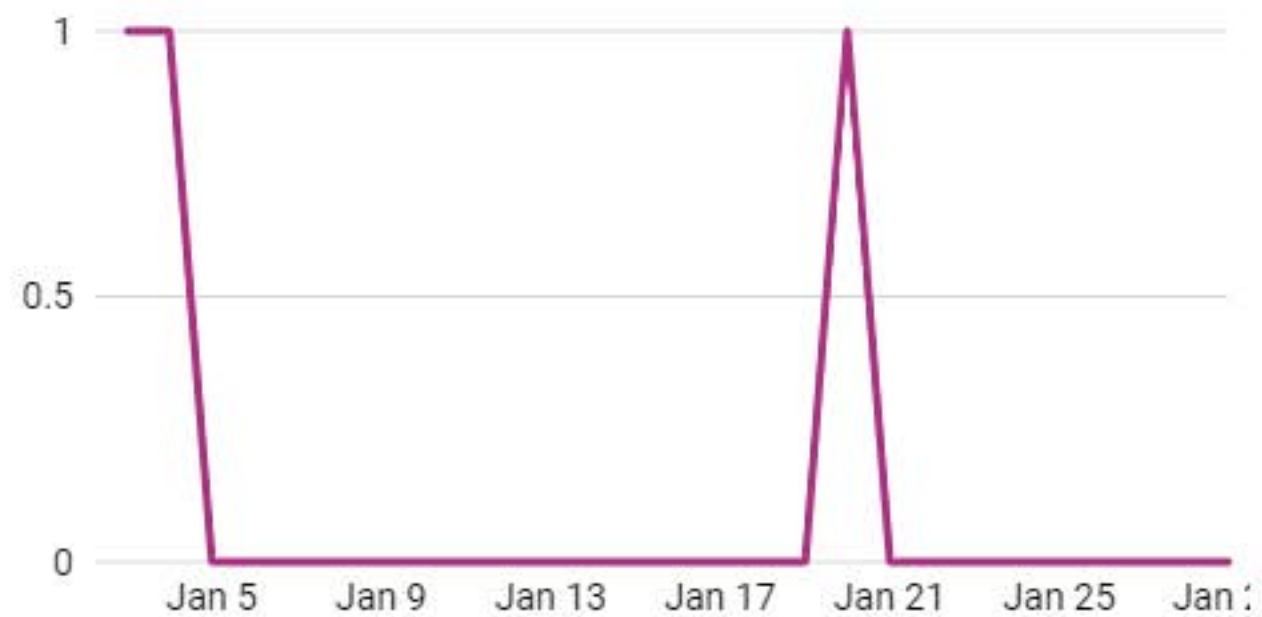
### New Facebook Page Likes ⓘ

13 ↓ 23.5%



### New Instagram Followers ⓘ

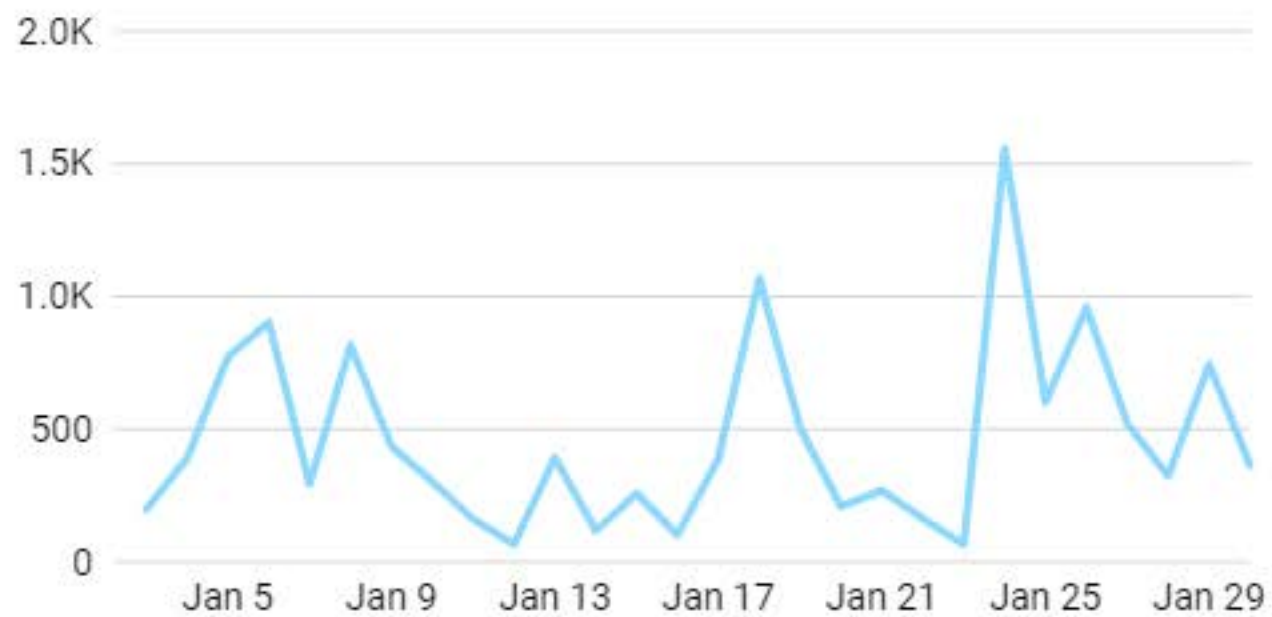
3 ↑ 50%



## Reach

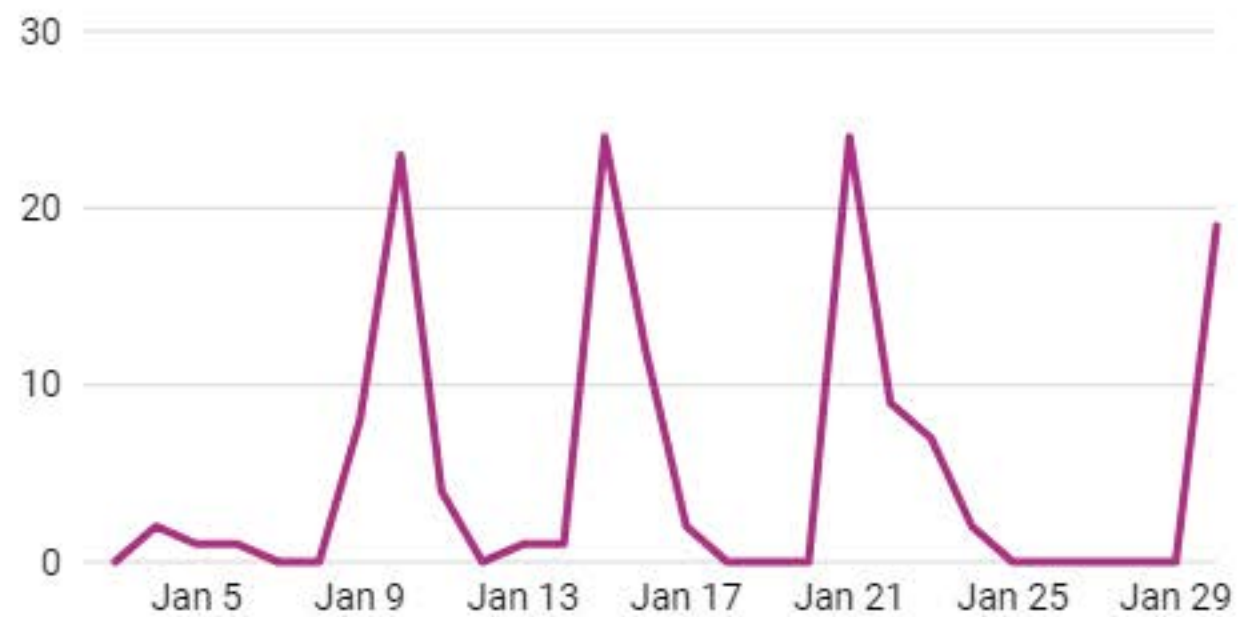
### Facebook Page Reach ⓘ

4,837 ↓ 39.9%



### Instagram Reach ⓘ

55 ↓ 12.7%



	A	B	C	D	E	F	G	H	I	J	K	L
1	GPL											
2	BUDGET REPORT											
3	1/31/2022											
4												
5	MONTH:											
6	1											
7	COLUMN:											
8	B											
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	\$120.00										
17	Automation/Internet											
18	Maintenance											
19	Bookmobile											
20	Supplies	\$346.18										
21	Utilities/Telephone	\$482.45										
22	Materials	\$1,818.48										
23	Community Relations	\$1,922.25										
24	Programming	\$255.05										
25	Technology											
26	Continuing Education	\$22.90										
27	Licensing	\$387.00										
28	Memberships	\$55.00										
29	Mileage/Meals	\$119.46										
30	Postage	\$58.00										
31	Website	\$156.87										
32	Capital Improvement											
33	Board Insurance/Bond											
34	Director Health Benefit	\$550.00										
35	Payroll Taxes	\$2,899.11										
36	Retirement	\$1,617.29										
37	Salaries	\$8,774.57										
38	Workman's Comp											
39	Unemployment	\$25.97										
40	Bank Fee	\$9.95										
41												
42		\$19,620.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ -	\$0.00	\$0.00
43												
44									City	\$ 200,129.00		
45									carryover	\$ 20,000.00		
46									grants	\$ 10,119.40		
47									other income	\$ 5,416.00		





# **MENU**

## **MURDER MYSTERY DINNER THEATER**

### **ANTIPASTO**

**ASSORTED CHARCUTERIE**

### **INSALATA**

**MIXED GREENS**

**WITH CROUTONS, TOMATOES, OLIVES,  
PEPPERONCINI, AND DRESSING OPTIONS**

### **ENTREE**

**LASAGNA**

**BUILD YOUR OWN PASTA**

**GARLIC BREAD**

### **DESSERT**

**CHOCOLATE CHEESE CAKE**

### **BEVERAGES**

**WATER AND TEA**



## Holiday Closures

Employees of the Goddard Public Library will receive time off work for the following holidays:

New Year's Day	January 1	Martin Luther King Jr Day
Easter		
Memorial Day	Sunday and Monday	
Independence Day	July 4	
Labor Day	Sunday and Monday	
Fall Festival	First Saturday in October	Veteran's Day
Thanksgiving	Thursday and Friday	
Christmas	December 24-26	

Regular part-time and part-time employees who are regularly scheduled to work on days that fall on the above holidays will be paid for the hours they would regularly work. This does not apply to intermediate, seasonal or temporary employees.

\*Regular full-time employees will be paid 3 days at Christmas no matter when the holiday falls.

\*Denotes possible change



<b>Federal Holiday</b>	<b>Dates</b>
New Year's Day	1/1/2022
Martin Luther King Jr.	3rd Monday in January
President's Day	3rd Monday in February
Memorial Day	last Monday in May
Juneteenth	6/19/2022
4th of July	7/4/2022
Labor Day	1st Monday in September
Fall Fest	Saturday of event
Columbus Day	2nd Monday in October
Veteran's Day	11/11/2022
Thanksgiving Day	4th Thursday of the Monday plus the Friday after
Christmas Day	December 24, 25, 26

or the day before or after depending when a holiday falls



## A. Credit Cards and Established Accounts

- The Director and Assistant Director are the signers on the account.
- As a consequence of job duties which require the need to make pre-authorized purchases the following staff have access to credit/debit cards or established accounts: Director and Assistant Director\*Programming/Outreach Specialist may have access to the debit card with Director permission in order to make purchases for programming.
- All credit/debit card or established account purchases must be pre-approved by the Director.
- All credit/debit card receipts must be submitted in a timely manner each month (day of purchase or next day) to be present with the monthly statement for payment
- The Director will open the credit/debit card statement and match receipts to statement for payment. This will be made available to the Treasurer when she checks the bank statements.

- b. All employee raises will be based on evaluations completed in September and completion of two hours of continuing education if they are a part-time employee, four hours if a regular part-time employee, six hours if a regular full-time employee in a related field or topic and approved by the Director. All new employees will not be eligible for annual raises until after their anniversary date. \*Until after the first of the year after hire. All raises will be at the discretion of the Board \*Library Director with board approved budget and will be applied starting January 1 following a September \*October evaluation.

## Section 4 General Policies and Procedures

### A. Pay Periods & Time Keeping

- a. All personnel are paid on the last day \*25 of the month. If the last day falls on a weekend, payday will be the Friday before. If payday falls on a Monday holiday, payday will be the Friday before. All personnel shall clock in using the Virtual Clock in TimeQPlus on the circ2 computer,

south facing staff computer. Please make sure all punches are accurate by the 23<sup>rd</sup> 20<sup>nd</sup> of the month. The Director will pull all time cards

on the 24<sup>th</sup> \*22<sup>nd</sup> or sooner if the bank pay time frame is earlier. If you realize that you forgot to punch in or out on a day

#### Section 4, E

- a. **Eligibility for Bonus** – The Director shall have the opportunity to earn a yearly bonus dependent on Grants and Donations that they secure, with exclusion of the Levand Grant, SCKLS Grant-in-Aid and Summer Reading Grant, Kansas State Library Annual State Aid, Goddard Lions Club and Woman’s Club donations and municipal funds. This bonus will be a percentage set by the Board and with or without a cap as the Board deems appropriate. Other full-time employees that seek Donations or Sponsorships for programming and services, such as the Summer Reading Program, may also be considered for a yearly bonus with a percentage and cap set by the Board.

## PUBLIC EMPLOYEE GUIDELINES FOR ENCOUNTERS WITH FIRST AMENDMENT AUDITORS

As a public employee, you may encounter individuals conducting "First Amendment Audits." The purpose of these audits is to test governmental respect for individuals' First Amendment rights. A citizen conducting a First Amendment Audit will typically approach a public employee without identifying himself or herself and create a video of the resulting interaction.

This document provides basic information about individuals' First Amendment rights and guidance for making spot decisions involving First Amendment Audits and similar activity.

The location of the activity (public or non-public area) largely determines the scope of the individual's First Amendment rights how the employee should respond.

### **PUBLIC AREAS:**

- **What is a public area?**

A public area is government property on which speech, expression, assembly, or debate has traditionally been permitted. Some examples include public streets, parks, and sidewalks. Public areas also include places the government has designated as accessible for public speech or expression, such as a municipal auditorium, a library meeting room, or the comments section of a public entity's Facebook page.

- **What are an individual's First Amendment Rights in these types of areas?**

Individuals have broad rights in public areas. They are free to peacefully speak or express themselves. The government and its employees generally cannot interfere.

- **Do these First Amendment rights extend to video recording?**

Yes. The First Amendment gives individuals the right to film matters of public interest, including filming government employees performing their duties in a public area. Public entities and

- **Are there limits on these rights?**

Yes. Governmental entities and their employees can impose reasonable restrictions on the time, place, and manner of the conduct. These types of restrictions are concerned not with *what* the individual is communicating, but rather with *when, where,* and how it is being communicated.

- **If an individual attempts a First Amendment Audit in a public area, what should an employee do?**

The employee should not attempt to prevent the individual from peacefully filming or expressing an idea in a public area. Only if the individual becomes threatening, abusive, disruptive to business operations, or creates a safety or security risk should the employee intervene. In that case, the employee should remain calm and, if possible, ask the individual firmly and politely to stop the behavior. If that does not work or is not practical under the circumstances, the employee should contact law enforcement. The employee should not at any point argue with the individual or attempt to confiscate the video recording device. **The employee should never initiate any physical contact unless necessary**

**to prevent imminent physical harm to the employee or another person.**

- **What if the employee asks the individual what s/he is doing or what his/her name is, and the individual refuses to answer?**

The best course is generally to allow the individual to continue peacefully filming and notify a supervisor. The employee should not intervene as described above unless the individual becomes threatening, abusive, disruptive to business operations, or is creating a safety or security risk.

### **NON-PUBLIC AREAS:**

- **What is a non-public area?**

A non-public area is property that is owned by the government but is neither traditionally used as a place for public expression nor designated for such use. Examples include "employees only" areas of governmental offices, government equipment storage facilities, and other areas where the government has a strong interest in limiting or restricting public activity. Parking lots, waiting rooms, and front desk areas often (but not always) will be considered non-public areas as well.

- **What are an individual's rights in a non-public area?**

The individual's rights are more limited in these areas. Governmental restrictions are permissible if they are reasonable and not based on the individual's viewpoint.

- **What should an employee do if an individual attempts a First Amendment Audit in a clearly non-public area, such as an office marked "employees only"?**

The employee should first ask the individual to stop or leave. If that does not work or is not practical under the circumstances, the employee should alert a supervisor and contact law enforcement and wait for law enforcement to respond. **The employee should not attempt to confiscate the video recording device and should never initiate physical contact unless necessary to prevent imminent physical harm.**

- **What if the First Amendment Audit is occurring in an area the employee is not sure is public or nonpublic?**

If the individual is acting peacefully and is not creating a disturbance to business operations, it is best to notify a supervisor and allow the individual to continue and wait until the supervisor or someone from upper management is available to respond. But if the individual becomes a significant disruption or creates a safety concern, the employee may ask the individual to stop or leave and, if necessary, may contact law enforcement.

- **What if an individual is filming a non-public area from a public area?**

If an individual is filming a non-public area (like a school classroom or governmental office) from a nearby public area outside the building, employees should immediately contact a supervisor or, as appropriate, law enforcement. Employees should refrain from approaching or engaging the individual unless necessary to prevent imminent physical harm.

**PUBLIC EMPLOYEE GUIDELINES FOR ENCOUNTERS WITH FIRST AMENDMENT AUDITORS**

	<b>Public Areas</b>	<b>Non-Public Areas</b>	<b>Not Sure</b>
<b>Description</b>	Government property on which speech, expression, assembly, or debate has traditionally been permitted, and government property designated as accessible for such purposes	Government property which is neither traditionally used as a place for public expression nor designated for such use	Government property where it may sometimes be a close call whether the area is "public" or "non-public"
<b>Examples</b>	<ul style="list-style-type: none"> <li>• Public streets</li> <li>• Public parks</li> <li>• Public sidewalk</li> <li>• Municipal auditorium</li> <li>• Library meeting room</li> <li>• Comments section of a public entity's Facebook page</li> </ul>	<ul style="list-style-type: none"> <li>• "Employees only" areas of government offices</li> <li>• Government equipment storage facilities</li> <li>• Hallways in a public school</li> <li>• Patient-care areas of a public hospital</li> </ul>	<ul style="list-style-type: none"> <li>• Parking lots</li> <li>• Waiting rooms</li> <li>• Front desk areas</li> <li>• Walkways on government campuses</li> <li>• Bulletin boards</li> </ul>
<b>Individual's 1<sup>st</sup> Amendment rights</b>	Broad: free to peacefully speak or express themselves no matter how unpopular the content; government generally may only impose reasonable time, place, and manner restrictions	Limited: governmental restrictions on speech and public access are permissible if reasonable and viewpoint-neutral	Depends on whether the area is ultimately determined to be public or non-public
<b>Individual's rights to film</b>	May film matters of public interest, including government employees at work in public areas	Filming may be restricted by the governmental entity that owns or leases the property	Depends on whether the area is ultimately determined to be public or non-public
<b>What employee should do</b>	<ul style="list-style-type: none"> <li>• Allow individual to peacefully film or express and idea</li> <li>• Alert a supervisor or manager</li> </ul>	<ul style="list-style-type: none"> <li>• Ask the individual to stop or leave</li> <li>• Alert a supervisor or manager</li> </ul>	<ul style="list-style-type: none"> <li>• Allow individual to continue if there is no disruption or safety risk</li> <li>• Alert a supervisor or manager</li> </ul>
<b>What employee should do <u>IF</u> individual becomes threatening, abusive, disruptive, or creates a safety or security risk</b>	<ul style="list-style-type: none"> <li>• Remain calm</li> <li>• Be polite and use language that is not confrontational</li> <li>• If practicable, ask individual to stop the behavior</li> <li>• Alert a supervisor or manager</li> <li>• Contact law enforcement and wait for them to respond</li> </ul>		
<b>What employee should <u>NOT</u> do in <u>ANY</u> situation</b>	<ul style="list-style-type: none"> <li>• Argue with the individual</li> <li>• Attempt to confiscate the video recording device</li> <li>• Follow or intimidate the individual</li> <li>• Initiate any physical contact unless necessary to prevent imminent physical harm to the employee or another person</li> </ul>		

# 2022 KLA ADVOCACY CALENDAR – LIBRARIES ARE ESSENTIAL

Everyone in your library sphere – cardholders, staff, board members, friends -- is an advocate who contributes to how decision makers at all levels of government perceive libraries. Even when we are not actively participating in legislative advocacy, a coordinated, year-round advocacy effort is a library's best strategy. If you have questions about the following activities or advocacy in general, feel free to reach out to your regional system for additional information.

## JANUARY

- If you have not done so already, welcome new members of the Kansas Legislature and your local elected officials. Keep them updated with your top-line message and current library offerings. Offer your library as a place to hold public meetings and town halls.
- The Kansas Legislative session is in full swing. Read and share any messages from KLA government affairs committee.
- Involve your library board of directors. Inform them of these calendar opportunities.

## FEBRUARY

- Reach out to your elected officials at the Kansas Statehouse by sending them a copy of the KLA Talking Points document. In the letter or email, highlight one or two of the points that resonate with your library and community.
- Work with your local newspaper on an article about how your library is funded. Note how state funding (state aid grants to libraries) impacts your library. Do you use any state aid or local tax dollars to buy picture books? Storytime always makes a great photo opportunity for the library.

## MARCH

- Call or email your federal Senators and remind them to support funding libraries. The U.S. Capitol switchboard is 202-224-3121

## APRIL

- Celebrate National Library Week – April 3rd to 9th, 2022.
- Share stories and photos on your library's social media pages. Be sure to tag your elected officials.

## MAY

- Once the Kansas Legislature adjourns, invite your legislators or city officials to read during story time or participate in a Summer Reading Program event in June or July.

## JUNE

- Send a thank you note to your legislators thanking them for their service during this legislative session.
- Celebrate the National Week of Making. Share a picture of your makerspace on social media

## JULY

- Have a volunteer leader write a letter to the editor praising your library. It is one of the most effective ways to draw the attention of your elected leaders.

## AUGUST

- Celebrate the end of your Summer Reading Program and promote Back to School season. Highlight library resources for students on social media and tag your legislators.

## SEPTEMBER

- Celebrate National Library Card Sign-Up Month and tag your legislators on social media: #LibraryCardSignUpMonth.
- Ask patrons to become library advocates when they get their new card.
- This is an election year. Reach out to candidates in your local area to start educating them about what makes the library an essential part of your community.

## OCTOBER

- TeenTober is a month-long celebration promoting year-round teen services. Send your elected officials (in Topeka and local) an email highlighting your teen services and their impact. Attach a photo of the teens in your library.

## NOVEMBER

- Election day is Tuesday, November 8, 2022.
- Veteran's Day is November 11th. Highlight the programs and services your library offers to veterans. Share on social media #VeteransDay.

## DECEMBER

- Invite your elected officials to holiday events and programs at your library.
- Welcome new members of the Kansas Legislature and your local elected officials for 2023.



# EXECUTIVE SESSIONS

## Why, Who, What, and How

Does your board meet in executive session on a regular basis? If not, this resource is designed for you. Executive sessions are a special meeting-within-a-meeting that provides an opportunity for the board to meet privately to handle sensitive and confidential issues, foster robust discourse, and strengthen trust and communication. They are usually exclusive to board members, but others, such as the chief executive, may be invited to join for all or part of a session. BoardSource recommends that every board should have regularly scheduled executive sessions before, during, or at the end of regular board meetings. As you review the information below, consider adding executive sessions to your board meeting schedules.

### WHY ARE EXECUTIVE SESSIONS REQUIRED?

Executive sessions serve three core purposes:

1. They assure confidentiality.
2. They create a mechanism for board independence and oversight.
3. They enhance relationships among board members and with the chief executive and professional advisors.

While the specific rationale for an executive session varies depending on the organization's culture and circumstances, certain issues require more candid, confidential conversations, and, consequently, a more limited audience.

Here are some situations that are often handled in executive sessions:

- Discussing financial issues with the auditor.
- Handling of personnel issues, such as the chief executive's compensation and performance review.
- Planning for major endeavors, such as a merger or real estate transaction.
- Handling of any matter where personal or organizational confidentiality is requested or prudent.

There also are crisis situations that should be assessed and addressed in total privacy before being brought in front of staff or outsiders who may attend board meetings. These include investigating and discussing alleged or actual improper conduct by a board member or chief executive.

### WHO PARTICIPATES IN EXECUTIVE SESSIONS?

The purpose of the meeting determines who should be present or excluded. Most often, executive sessions are private meetings for board members only with no staff present. However, there are numerous occasions when the chief executive, senior staff, constituents, or a professional advisor, are included — sometimes for only a portion of the session — and very much a part of the discussion.



#### WHAT IS APPROPRIATE TO DISCUSS?

Here are some situations that are often handled *without* the chief executive:

- Meeting with the auditor to review the organization's financial audit. This allows the board to receive unfiltered feedback about the organization's financial health and practices.
- Discussion of chief executive's performance review and compensation.
- Alleged or actual improper behavior by the chief executive

Here are some situations that are often handled with the chief executive:

- KPAWN – off-the-record discussions about what “keeps the president awake at night”
- Litigation
- Major business transactions or endeavors, such as a merger or real estate transaction
- Alleged or actual improper conduct by a board or staff member
- Crisis management

#### HOW DO WE KEEP EXECUTIVE SESSIONS EFFECTIVE AND APPROPRIATE?

- Establish a board policy that specifies the process for calling and conducting an executive session, guidelines for the routine use of executive sessions, and issues that are acceptable for closed meetings.
- Ensure that all executive sessions are held for their determined purpose only. After that purpose has been met, the session should end.
- If the chief executive is not in attendance, the board chair should inform the chief executive soon after of any specific conclusions or recommendations that surfaced during the meeting.
- Keep a written record of the proceedings. It is advisable to keep a written record of all executive session proceedings. While detailed minutes are often not necessary, the record should include the date, time, and place of the meeting, names of those people present, any actions taken, and any abstentions from voting if voting took place. These minutes are confidential and should be distributed to only those who were present in the session.

**Please note:** Those organizations that must follow sunshine/open meeting laws should verify their state statutes concerning executive sessions.