

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday, June 1, 2015

1. Meeting was called to order at 4:10pm by President Andrew Murphy. Other trustees present were Matt Funke, Jennifer Gadow, Cindy White, Sherry McDonald (treasurer), and Susie Landrum (secretary). Sue Crites Szostak, Library Director, and Shannon Mangrum, Assistant Library Director, were also present. Sue Crites Szostak requested that an addition be made to the agenda regarding discussion of engineering firms for the needed roof replacement. Susie Landrum made a motion to add this item to the agenda, and Sherry McDonald seconded. The Board approved the addition to the agenda under Old Business.
2. Disclosure of interest: Any member of the Poplar Bluff Municipal Library District Board may disclose any possible conflict of interest dealing with any item on the printed agenda or with any matter discussed at a previous meeting. None.
3. Open for Public Discussion: None.
4. Minutes: Christy Turner made a motion to approve the minutes from the May meeting, and Jennifer Gadow seconded. The Board approved the minutes.
5. Financial/payment of bills: Sue Crites Szostak presented financial information and bills to be paid. Christy Turner made a motion to pay the library bills and was seconded by Matt Funke. The Board unanimously approved payment of the library bills by roll call vote.
6. Circulation Report: Sue Crites Szostak presented the Circulation Report.
7. Technical Services Report: Sue Crites Szostak presented the Technical Services Report.
8. President's Report: President Andrew Murphy had no report except that he will be out of town for the scheduled July meeting. This led to a discussion about the possibility of changing the date of the July meeting as it immediately follows the 4<sup>th</sup> of July weekend. Christy Turner made a motion to change the date of the July meeting to the 13<sup>th</sup>, and Susie Landrum seconded. The Board approved the motion.
9. Old Business:

Nominating Committee Update: Susie Landrum reported for the nominating committee. The slate of officers for the Board (July, 2015-June, 2016) is as follows:

President: Andrew Murphy

Vice President: Jennifer Gadow

Secretary: Susie Landrum

Treasurer: Cindy White

Matt Funke made a motion to approve the nominated officers. Sherry McDonald seconded. The Board approved the slate of officers.

Personnel Committee Update: There was no update from the committee.

Roof Update: Sue Crites Szostak reported, after speaking to Scott Robbins of the law firm of Kennedy, Kennedy, Robbins, & Yarbro, LC, that it is not necessary for the Board to seek bids from engineering/design firms for the needed replacement of the flat roof of the 1936 structure. Sue Crites Szostak did, according to Missouri Revised Statute 8.291 and as adopted by the City of Poplar Bluff Ordinance Section 140.070, present the names of three engineering/design firms that could do the replacement work: Dille & Traxel, Smith & Co., and Schultz Engineering. After some discussion, a motion was made by Christy Turner that the Library contact Dille & Traxel regarding the roof replacement. Cindy White seconded. President Murphy recused himself from the discussion and voting as his employer does business with all three aforementioned firms. Vice President Jennifer Gadow conducted the meeting during the discussion and the voting. The Board approved the motion to contact the firm of Dille & Traxel. At this point, President Andrew Murphy again conducted the meeting.

Eight Points TIF Notice: Sue Crites Szostak recommended that the Board not authorize payment. She asked the Board to authorize the law firm of Kennedy, Kennedy, Robbins, & Yarbro, LC, to ask the City to provide actual calculations used to determine the \$43,000.00 amount it claims the library owes in sales tax within the 8 Points Development District. The letter may also address other business issues that the Library has with the City of Poplar Bluff. Cindy White made a motion authorizing Kennedy, Kennedy, Robbins, & Yarbro, LC, to send the letter to the City of Poplar Bluff. Susie Landrum seconded. The Board approved the motion by a roll call vote. Matt Funke abstained from voting since he serves on the City of Poplar Bluff Finance Committee.

#### 10. New Business:

Policy for Library Meeting Spaces: Sue Crites Szostak discussed this policy and recommended that the Board approve it. Christy Turner made a motion that the Board approve the policy, and Sherry McDonald seconded. The Board approved the policy.

Policy for Lactating Mothers: Sue Crites Szostak discussed the policy and recommended that the Board approve it. Christy Turner made a motion, and Cindy White seconded. The Board approved the policy.

Memorandum of Agreement with Butler County Health Department: Sue Crites Szostak discussed the memorandum and recommended that the Board approve it. Sherry McDonald made a motion to approve the memorandum of agreement, and Christy Turner seconded. The Board approved the motion.

Application for Breastfeeding Workplace Award: Sue Crites Szostak had a copy of the application for the award and will apply on behalf of the library district.

11. Director's Report: Sue Crites Szostak presented the Director's Report. She thanked the three retiring members (Kathy Sanders, Matt Funke, and Sherry McDonald) for their years of service on the Library Board of Trustees. She appreciated their wise counsel and for also always having the best interests of the Library at heart!

12. A closed session was not necessary.

13. At 5:16pm Matt Funke made a motion to adjourn the Board meeting. Sherry McDonald seconded.

Respectfully Submitted,

Susie Landrum, Secretary

Board of Trustees, Poplar Bluff Municipal Library District