

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday September 9, 2013

1. Meeting was called to order at 4:04 pm by Matt Funke (President). Other Trustees present included Susie Landrum, Andrew Murphy, Kathern Harris, Cindy White, Jennifer Gadow, and Jeffrey Sifford (Secretary). Seven trustees are present. Trustees Kathy Sanders (Vice President) and Sherry McDonald (Treasurer) were unable to attend. Other attendees present: Mayor Ed DeGaris (2nd Ward) City of Poplar Bluff City Council, Sue Crites Szostak the Library Director and Shannon Mangrum the Assistant Director.
2. Disclosure of interest. Any member of the Poplar Bluff Municipal Library District Board of Trustees may disclose any possible conflict of interest dealing with either any item on the printed agenda or with any matter discussed at a previous meeting. None.
3. Open for Public Discussion: None.
4. Minutes of the scheduled meeting on Monday August 5, 2013 were presented. After a discussion, Cindy White made a motion to approve the August 5, 2013 minutes and second by Susie Landrum. The board approved the minutes.
5. Financial/payment of bills: Sue Crites Szostak presented to the board financial information and bills to be paid. After a discussion, Susie Landrum made a motion to pay the library bills and was second by Andrew Murphy. After discussion, all seven trustees present, by a roll call vote, approved paying the library bills.
6. Circulation Report: Sue Crites Szostak presented to the board the circulation reports.
7. President's Report: Matt Funke welcomed Mayor Ed DeGaris (2nd Ward) City of Poplar Bluff City Council.
8. Old Business: Naming Committee: Jeffrey Sifford (C), Kathy Sanders and Susie Landrum made a report to the Board about the progress on the Naming Policy. The committee met on August 7, 2013, August 26, 2013 and September 9, 2013. After searching through more than 200 naming related policies from various organizations (i.e. colleges and universities, public and private schools, local and state libraries, local and state governments, etc.) the committee will be narrowing the items that are needed for the Poplar Bluff Municipal Library "Naming Policy". The committee will make a report monthly to the Board until a Naming Policy is approved.

9. Old Business: Money Market Reserve Accounts. Sue Crites Szostak presented to the board the fund transfer procedures. When a fund transfer is to be made, one library staff and one board trustee will make the funds transfer. Sue stated that a “Letter of Safekeeping Agreement” will cover all the funds of the Poplar Bluff Municipal Library deposited in the bank.
10. New Business: Insurance. Sue Crites Szostak presented to the board those new bids for the Poplar Bluff Municipal Library District insurances would be opened for view on September 30, 2013.
11. New Business: Fixed Asset Accounting. Sue Crites Szostak recommended to the board for insurance and accounting purposes that fixed assets should be set at \$1500 and above. After a discussion, Jeffrey Sifford made a motion to set fixed assets at \$1500 and above and second by Cindy White. The board approved the motion to set fixed assets at \$1500 and above.
12. New Business: (information only) Poplar Bluff Municipal Library invites you to attend a Celebration of Life and Bench Dedication for Rayni Worley that will be held in the Library’s Sensory Garden on October 11, 2013 at 3:00 PM.
13. New Business: (information only) Iron Horse Festival. Sue Crites Szostak presented to the board the details of the Iron Horse Festival on October 5, 2013. Judges are needed for the Book Character Costume Contest at 1:00 PM.
14. Director’s Report: A copy of the Library Director’s report is attached.
15. Motion made by Andrew Murphy to adjourn the meeting and was second by Jennifer Gadow. The board approved to adjourn the meeting at 5:08 pm. The next Library Board meeting will be Monday October 7, 2013 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford, Secretary

Poplar Bluff Public Municipal Library District

Board of Trustees Director's Report September 9, 2013

Sue Crites Szostak

1. Budget
 - Surplus Property \$721.76
 - Hot water tank replacement, \$1,100.00
 - Preparation for 2014, Draft complete by October 7 for Board review with final budget on November 4
2. Personnel
 - Public Services Librarian, Interim, Caroline Moss
 - Part-time Staffing, Pam Gray, Holly Dunlap, Lakota Myers, Hannah Sanders
 - Evaluations to be completed by September 15
3. Events
 - Children's Programming
 - Summer reading participants 510
 - Story Time 119
 - Theater Thursday 91
 - Events for August
 - August 2—Mad Science 125
 - Ready Set Draw—Nathan Rice, 3
 - Three Rivers Patrons of the Arts—Reading incentives and tickets
 - Adult Programming
 - Exhibits: September--Way We Work
 - Tech Talk Thursday 9
 - Computer Class 2
4. Library Services
 - Technical Services—Training new staff, children's cataloging consolidated with adult, and numbers of items added is growing with ongoing weeding efforts
 - Public Services
 - MAC Deployment, 322 new cards and 195 reactivated cards for a total of 517
 - Amnesty Week \$2,994.85 waived but average weekly income remained the same
 - August library cards 433 updates, 527 new cards (or 4 cards per hour open)
 - Business and Marketing—Training for Pat Cozort
 - Information Technology
 - Received mini-technology grant for 11 laptops, \$13,000
 - Building and Grounds—the building looks fantastic thanks to efforts using Community Service Workers; Junipers have bag worms
5. Director's Activities
 - Sunday hours started September 8
 - Staff meetings—Strategic Planning Completion target date May 31, 2014 Involving Board and Part-time staff and community; budget planning
 - Community Resource Council Job Fair at TRCC (20 applications received—80 dispersed)
 - Office Depot Back to School Bash, Story Time, Library Cards, Meet and Greet
 - Speaking engagements booked
 - Rotary, August 7
 - Butler County Retired Teachers Association, August 21
 - Community Resource Council, August 23
 - Lion's Club, October 1
 - Kiwanis, November 7
6. Other
 - Memorial Bench for Sensory Garden, Ceremony October 11
 - Occupancy Rate of building and rooms Poplar Bluff Fire Department (Conference Room 20; Upper Lobby each side 45; Children's 60; Theater with chairs and tables 70; Theater without chairs 150 ; Theater, standing room 200
 - Staff Mark Vouchers
 - Week of September 23