

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday, October 5, 2015

1. Meeting was called to order at 4:06pm by President Andrew Murphy. Other trustees present were Jennifer Gadow (Vice President), Cindy White (Treasurer), Susie Landrum (secretary), Karen Crook, Margaret Fletcher, Kathern Harris, and Dr. Mary Lou Brown. Sue Crites Szostak, Library Director, and Shannon Mangrum, Assistant Library Director, were also present.
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: Kenneth Olic, library patron, was present and addressed the Board with his concerns.
4. Minutes: Dr. Mary Lou Brown made a motion to approve the minutes from the September meeting, and Kathern Harris seconded. The Board approved the minutes.
5. Financial/payment of bills: Sue Crites Szostak presented financial information and bills to be paid. Susie Landrum made a motion to pay the bills. Karen Crook seconded. 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.
9. Old Business: Centennial Committee Update: Sue Crites Szostak discussed the progress made by the committee.

Audit Bid Approval: The Board's Banking and Finance Committee reviewed the bids that were submitted. The committee's recommendation was to accept the bid submitted by the CPA firm of Kraft, Miles, & Tatum. Susie Landrum made a motion to accept the committee's recommendation, and Dr. Mary Lou Brown seconded. The Board approved the motion.

Roof Repair Bid Approval: Steve Waite, Building Administrator, joined the meeting in order to discuss the replacement of the 1936 portion of the library's roof. A letter had been received from Dille & Traxel reviewing the two bids which had been received. Their recommendation was to accept the bid in the amount of \$47,380.00 from River Side Roofing of Cape Girardeau, MO. Sue recommended that the Board accept Dille & Traxel's recommendation. Kathern

Harris made a motion to accept the recommendation to accept the bid from River Side Roofing. Margaret Fletcher seconded. The Board approved the motion by roll call vote.

10. New Business: Strategic Planning-October 31st: The Board of Trustees and the Friends of the Library will hold a strategic planning session at the library on Saturday, October 31st. Sue Crites Szostak will send an email with the agenda for the day.

Budget 2015-Revised: Sue Crites Szostak discussed the October 2015 revised budget. She recommended that the Board accept the October revised budget for 2015. Cindy White made a motion to accept the October revised 2015 budget. Susie Landrum seconded the motion. The Board approved the motion by roll call vote.

Budget 2016-Proposed: Sue Crites Szostak discussed the proposed budget for 2016. No action will be taken on the proposed budget until the November meeting.

Reserves: Sue Crites Szostak recommended that no funds be moved into reserves this year.

11. Director's Report: Sue Crites Szostak presented the Director's Report.

12. At 5:13 Cindy White made a motion to adjourn into a closed session in order to discuss personnel matters. Jennifer Gadow seconded. The Board approved. At 5:23 Dr. Mary Lou Brown made a motion to come out of the closed session and to adjourn the Board meeting. Cindy White seconded, and the Board approved. The meeting was adjourned.

Respectfully Submitted,

Susie Landrum, Secretary

Board of Trustees, Poplar Bluff Municipal Library District