

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Tuesday September 4, 2012

1. Meeting was called to order at 4:11 pm by Board President Matt Funke. Other Trustees present included Susie Landrum, Joyanne Cunningham, Andrew Murphy, Cindy White, John Stanard, Kathy Sanders, Sherry McDonald and Jeffrey Sifford. Jackie Thomas, Library Director was present.
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. Matt Funke, member of the Budget & Banking Subcommittee, abstained from voting on the financial institution that was selected for the Poplar Bluff Municipal Library District for banking services. The financial institution that Matt Funke is employed was not selected.
3. Open for Public Discussion: None.
4. Minutes from the August 6, 2012 Poplar Bluff Municipal Library District Board of Trustees meeting were presented and discussed. A motion was made by Cindy White to approve the minutes and second by John Stanard. The minutes were approved with corrections.
5. The monthly circulation reports was presented and discussed. Large increases in library cards are issued and will continue for many months. 13 smaller libraries in the area have made requests for inter-library loans from the Poplar Bluff Municipal Library District.
6. The monthly operating expense report of the Poplar Bluff Municipal Library District was presented and discussed. A motion was made by Susie Landrum and second by Andrew Murphy to pay the monthly Poplar Bluff Municipal Library District Library operating expenses. The trustees were asked by roll call vote to approve paying the operating expenses. All nine trustees approved paying the monthly operating expenses.
7. Old Business: Poplar Bluff Municipal Library District committee reports:  
Staff Salary Schedules Subcommittee (C) Jeffrey Sifford, Joyanne Cunningham and Sherry McDonald. Jeffrey Sifford presented the board a proposed salary pay schedules of the current six

full time employees and of the hourly rate. The new Library Director, the current director and a full time maintenance person were not included in the pay schedules. After discussion of the board, the Staff Salary Schedules Subcommittee will meet again to make revisions based on the board of trustees' recommendations. This subcommittee will meet again for employee benefits packages when the information is available. The expected date for the subcommittee to view the benefits packages available will be late September or early October 2012.

Budget & Banking Subcommittee (C) John Stanard, Matt Funke and Andrew Murphy. John Stanard presented the subcommittee's actions regarding selecting a financial institution for the Poplar Bluff Municipal Library District. After discussion, the 1<sup>st</sup> Community Bank's proposal was selected by the board of trustees'. A motion was made by John Stanard and second by Andrew Murphy to select the 1<sup>st</sup> Community Bank proposal for banking services for the Poplar Bluff Municipal Library District. All board trustees approved by roll call vote the 1<sup>st</sup> Community Bank proposal as outlined in the 1<sup>st</sup> Community Bank bid document.

Library Director Search Committee (C) Kathy Sanders, John Stanard and Susie Landrum. Kathy Sanders gave the board a recommendation for searching for the new library director. After discussion, a motion was made by Kathy Sanders to start the search and was second by Andrew Murphy, all trustees approved to start the search as recommended by the Library Director Search Committee. Susie Landrum met with the library staff on Friday August 31, 2012 and presented the board with the discussion and issues from the library staff. Susie made recommendations to the board that were approved by the board. A copy of the Public Library Director Job listing details was presented to the board. After discussion, all board trustees approved the job listing.

Master Plan Subcommittee (C) Andrew Murphy, Kathy Sanders and Cindy White. This committee will continue to meet and make reports to the board monthly.

8. New Business: A motion was made by John Stanard and second by Andrew Murphy to select the 1<sup>st</sup> Community Bank proposal for banking services for the Poplar Bluff Municipal Library District. All nine board trustees approved the 1<sup>st</sup> Community Bank proposal as outlined in the 1<sup>st</sup> Community Bank bid document by a roll call vote. A motion was made by Andrew Murphy and second by Cindy White to make the following positions and names on the bank account: Poplar Bluff Municipal Library District Board President Matt Funke, Poplar Bluff Municipal Library District Board Treasurer John Stanard, Poplar Bluff Municipal Library District Library Director Jackie Thomas, and Poplar Bluff Municipal Library District staff Systems Administrator Shannon Mangrum. Checks will require two signatures. By roll call vote, all nine board trustees approved the motion.
9. President's Report:

10. Director's Report: The Director thanked the board for all their efforts in improving the Poplar Bluff Public Library. Jackie Thomas presented the "Where Everyone Belongs" the Poplar Bluff Public Library special events.
  
11. Motion made by Cindy White to adjourn the meeting and second by Andrew Murphy. The board approved to adjourn the meeting at 5:47 pm. The next Library Board meeting will be Monday October 1, 2012 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford