

Poplar Bluff Municipal Library District
Library Board of Trustees

Minutes

November 7, 2016

1. Meeting was called to order at 4:02pm by Christy Turner (President). Other trustees present included Susie Landrum (Secretary), Cindy White (Treasurer), Karen Crook (Vice President), Andrew Murphy, Kathern Harris, Margaret Fletcher, and Dr. Mary Lou Brown. Sue Crites Szostak, Library Director, and Shannon Mangrum, Assistant Library Director, were also present. Sue Crites Szostak asked that the tour of the children's library be taken after approval of the minutes, and President Turner approved the change.
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: Cindy White made a motion to approve the minutes from the October meeting. Margaret Fletcher seconded the motion. The Board approved the minutes from the October meeting.
5. The tour of the children's library was taken at this time. Children's librarian Erin Rigby conducted the tour and explained the changes that had been made to make the children's library more accessible to the library's young patrons.

6. Financial/payment of bills: Sue Crites Szostak presented financial information and bills to be paid. Susie Landrum made a motion to pay the bills, and Dr. Mary Lou Brown seconded. The Board approved payment of the bills by a roll call vote.
7. Circulation Report: Sue Crites Szostak presented the Circulation Report.
8. Technical Services Report: Sue Crites Szostak presented the Technical Services Report.
9. President's Report: President Christy Turner had no report.
10. Old Business:
 - Centennial Committee Update: Sue Crites Szostak stated that the centennial committee will probably meet in December. The book for the second community read will be announced in March 2017. Sterling Bank has agreed to sponsor the second community read.
 - Director's Evaluation: Sue Crites Szostak and Shannon Mangrum were excused from the meeting at this time so that the Board members could individually complete the library director's evaluation forms. When the forms were completed a discussion was held by the Board members. President Christy Turner recommended that the Board offer Sue Crites Szostak a raise from Grade 10, Step 6, to Grade 10, Step 7, on the director's salary schedule plus a 1% COLA increase. Margaret Fletcher made a motion for the Board to offer Sue the raise and COLA increase, and Kathern Harris seconded. The Board approved the motion by a roll call vote. Sue and Shannon then returned to the meeting.
 - Furnishings: At the October meeting the Board had authorized Sue Crites Szostak to use up to \$40,000.00 from the library's reserves for the purpose of purchasing furnishing for the library. Sue reported that

approved items plus two additions will be made for approximately \$28,000.00. The two additions were (1) replacement of the computer cabinet in the meeting room and (2) furnishings purchased from Hastings.

11. New Business:

FY2016 Revised Budget: Sue Crites Szostak discussed the revised 2016 Budget and recommended that the Board approve the revised budget. Cindy White made a motion to approve the revised FY2016 budget, and Karen Crook seconded. The Board approved the motion by a roll call vote.

FY2017 Draft Budget: Sue Crites Szostak presented the draft budget for FY2017. Sue recommended that the Board approve the draft budget for FY2017. Susie Landrum made a motion to approve the draft budget.

Margaret Fletcher seconded. The motion was approved by a roll call vote.
Holiday Policy: Sue Crites Szostak recommended that the Board approve a new holiday policy after discussing the differences in the existing policy and the proposed new policy. Cindy White made a motion to approve the new policy, and Dr. Mary Lou Brown seconded. The Board approved the motion.

Employee Absenteeism Policy Revision: This constitutes a change in the library's personnel handbook. The revision would amend the "call out" policy before and after paid holidays or approved personal leave. Dr. Mary Lou Brown made a motion to make this revision to the personnel handbook. Susie Landrum seconded. The Board approved the motion.

Historical Operations: President Christy Turner signed a form regarding payment to the city of Poplar Bluff in the amount of \$97,957.37. This payment will be made in the month of December.

12. Director's Report: Sue Szostak presented the Director's Report.
13. At 5:27 Cindy White made a motion to adjourn into closed session to discuss a personnel issue, and Susie Landrum seconded. The Board approved by a roll call vote. No action was taken by the Board during the closed session concerning the personnel issue. Shannon Mangrum was excused for the remainder of the closed session at this time. President Christy Turner informed Sue Crites Szostak that as a result of her satisfactory performance based on the evaluations completed by the Board members, the Board of Trustees made a decision to increase the director's salary from Grade 10, Step 6, to Grade 10, Step 7, with a COLA increase of 1% as of January 1, 2017. Sue Crites Szostak declined the pay increase to step 7 based upon other 2017 budget decisions made by the Board regarding all employee raises for FY2017. She will accept the 1% COLA increase. The Board of Trustees accepted this. However, it was stated by the Board that if there is an upward increase in the library's revenue picture for FY2017, Sue's pay increase along with other staff pay increases can be reconsidered in a budget revision. At 5:49 Cindy White made a motion to come out of closed session and adjourn the meeting. Susie Landrum seconded. The Board approved the motion, and the meeting was adjourned.

Respectfully Submitted,

Susie Landrum

Secretary, Board of Trustees, Poplar Bluff Municipal Library District