

Poplar Bluff Municipal Library District
Library Board of Trustees
Minutes
December 5, 2016

1. Meeting was called to order at 4:04pm by Susie Landrum (Secretary). Since she was the only officer present, Susie Landrum presided over the meeting. Other trustees present included Andrew Murphy, Kathern Harris, Margaret Fletcher, and John Stanard. Sue Crites Szostak, Library Director, and Shannon Mangrum, Assistant Library Director, were also present. Sue Crites Szostak asked that the new business items of property and liability insurance and health insurance be moved up on the agenda. This request was approved. Also in attendance was Barbara Horton, city council liaison with the library.
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: Andrew Murphy made a motion to approve the minutes from the November meeting. Kathern Harris seconded the motion. The Board approved the minutes from the November meeting.
5. Financials/payment of bills: Sue Crites Szostak presented financial information and bills to be paid. John Stanard made a motion to pay the bills, and Andrew Murphy seconded. The Board approved payment of the bills by a roll call vote.

6. Property/Liability Insurance and Health Insurance: Sue Crites Szostak summation was that three bids were received for property/liability and health insurance. All bids were from local companies. Insurance bids were sent to the Board's financial committee. The financial committee's recommendation was that the Board accept Sterling Insurance's bid. Andrew Murphy made a motion that the bid by Sterling Insurance be accepted, and Margaret Fletcher seconded. The Board approved the motion.
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 was not present at the meeting.
10. Old Business:
 - Furnishings: Sue Crites Szostak reported that the chairs for the theater, meeting room, and offices are scheduled to arrive Friday. The lounge chairs should arrive in the next week or so. Since the furnishings ordered came in under budget, new tables (with wheels) were ordered for the meeting room, and the tables being presently used will be moved to the library theater.
11. New Business:
 - FY2016 Audit: Sue Crites Szostak reported that the audit process has begun. She recommended that the Board approve the continuation of the audit process for FY2016. Andrew Murphy made a motion to continue the audit process, and Susie Landrum seconded. The motion was approved by the board.
 - Historical Operations: Sue Crites Szostak recommended that the Board approve the 2017 payment of \$97,957.37 to the city of Poplar Bluff under the memorandum of understanding. Kathern Harris made a motion

to approve the payment. Margaret Fletcher seconded, and the Board approved the motion.

2017 Holiday Closings: Sue Crites Szostak showed the 2017 Library Calendar with holiday closings. She recommended that the Board approve the 2017 calendar and holiday closings. Susie Landrum made a motion to approve the 2017 calendar, and Andrew Murphy seconded. The Board approved the motion.

Donor Wall: Carol Marler representing 4M Signs displayed to those present a mock printout of the proposed donor wall. She discussed the proposed wall and answered questions. Sue Crites Szostak asked the Board for approval to move forward with Carol's recommendation that the lower section be flat and the tree and leaves be made of the plates with the addition of a bluff if possible. Margaret Fletcher made a motion for Sue to move forward with the donor wall, and Kathern Harris seconded. The Board approved the motion.

Payment of Property/Liability Insurance: Sue Crites Szostak recommended payment of property/liability insurance for 2017 in the amount of \$32,912.00. Andrew Murphy made a motion to make the insurance payment for 2017. Kathern Harris seconded, and the Board approved the motion by roll call vote.

12. Director's Report: Sue Crites Szostak presented the director's report.
13. A closed session was not necessary. At 5:02 Margaret Fletcher made a motion to adjourn the Board meeting, and 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