

Poplar Bluff Municipal Library District
Library Board of Trustees

Minutes

March 6, 2017

1. Meeting was called to order at 4:05pm by Christy Turner (President). Other trustees present included Susie Landrum (Secretary), Cindy White (Treasurer), Karen Crook (Vice President), Dr. Mary Lou Brown, Margaret Fletcher, John Stanard, and Andrew Murphy. Sue Crites Szostak, Library Director, Shannon Mangrum, Assistant Library Director, and Barbara Horton, liaison with Poplar Bluff City Council, were also 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. None.
3. Open for Public Discussion: None.
4. Minutes: Dr. Mary Lou Brown made a motion to approve the minutes from the February meeting. Cindy White seconded the motion. The Board approved the minutes from the February meeting.
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, and Christy Turner seconded. The Board approved payment of the bills by a roll call vote.
6. Circulation Report: Shannon Mangrum presented the Circulation Report.

7. Technical Services Report: Shannon Mangrum presented the Technical Services Report.

8. President's Report: President Christy Turner had no report.

9. Old Business:

Code of Conduct: Sue Crites Szostak recommended that the Board approve the Code of Conduct that was presented to the Board two months ago. John Stanard made a motion to approve the Code of Conduct, and Margaret Fletcher seconded. The Board approved the motion.

FY2016 Audit: Steve Austin, CPA with Kraft, Miles, & Tatum will begin the on-site audit of the library on March 7th. It is possible that the audit will be ready for the finance committee to view before the April Board meeting.

10. New Business:

Revised 2017 Budget: Two increases to the 2017 budget were presented by Sue Crites Szostak. The areas of the increase were material processing and employment rate/raises. Sue recommended, with reservations, that the Board approve the increases. After discussion, Dr. Mary Lou Brown made a motion that the Board approve the two increases to the 2017 budget effective April 1, 2017. Karen Crook seconded. The Board approved the motion by a roll call vote.

2016 Annual Report: Sue Crites Szostak recommended that the Board approve the 2016 Annual Report after suggested corrections were made to the report. Cindy White made a motion to approve the report, and John Stanard seconded. The Board approved the motion.

Circulation Policy: Sue Crites Szostak asked for approval of a revision in the circulation policy to allow the library to begin using a collection agency, Unique Management, in order to recover lost items or money owed to the library for fines and/or lost items. A motion was made by

Margaret Fletcher for the revision in the circulation policy, and John Stanard seconded. The Board approved the motion.

Purchasing Policy: Sue Crites Szostak asked that an addition be made to the purchasing policy concerning contractors and their liability coverage. A motion was made by John Stanard to approve this addition to the purchasing policy. Cindy White seconded, and the Board approved the motion.

Use Tax: After much discussion, the Board instructed Sue Crites Szostak to keep in communication with the Poplar Bluff City Manager, Mark Massingham. Sue will keep the Board informed as he provides more information to her regarding the use tax.

11. Director's Report: Sue Crites Szostak presented her director's report.

12. Closed Session: At 5:17 John Stanard made a motion to adjourn into closed session in order to discuss personnel issues (610.021(13)RSMo), and Dr. Mary Lou Brown seconded. The Board approved the motion by roll call vote. In the closed session, the Board approved by roll call vote a 6 month unpaid medical leave of absence for Library employee, Victoria McNail. All Board members in attendance voted yes to approve the leave of absence: Karen Crook, Susie Landrum, Christy Turner, John Stanard, Dr. Mary Lou Brown, Cindy White, Margaret Fletcher, and Andrew Murphy. At 5:37 Susie Landrum made a motion to come out of closed session and adjourn the Board meeting. Andrew Murphy seconded. The Board approved by roll call vote, and the meeting was adjourned.

Respectfully Submitted,

Susie Landrum
Secretary, Board of Trustees, Poplar Bluff Municipal Library District