

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday, February 1, 2016

1. Meeting was called to order at 4:03pm by Andrew Murphy (President). Other trustees present included Susie Landrum (Secretary), Cindy White (Treasurer), Kathern Harris, Christy Turner, Margaret Fletcher, Karen Crook, 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 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: One name was misspelled in the January minutes. ChristyTurner made a motion to approve the minutes with that correction. Karen Crook seconded the motion. The Board approved the minutes from the January meeting.
5. Financial/payment of bills: Sue Crites Szostak presented financial information and bills to be paid. Christy Turner 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.
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 upcoming events that will occur on the following dates: February 20th, March 18th, and March 19th.
10. New Business: MO Ethics Commission: Annual Filing: The Library's part of this has been completed.

Annual Review: Conflict of Interest: Sue asked that the trustees review the conflict of interest policy. The policy will be adopted with any possible changes at the March meeting.

Library Board of Trustees Bylaws: Sue asked that the trustees review the bylaws. Any necessary

changes can be made at the March meeting.

Library Code of Conduct: Changes in the Code of Conduct were discussed. These will be adopted at the next meeting.

Donation for the Sensory Garden: A request to donate a child's bust for the sensory garden was offered by Jay and Terry Githens. Christy Turner made a motion that the library accept the donation, and Dr. Mary Lou Brown seconded. The Board approved the motion.

Audit Committee: Cindy White and Andrew Murphy are the remaining members of the audit committee after the move out-of-state of Board member Jennifer Gadow (Vice President). Christy Turner volunteered to be vice-president through the remainder of the term (June, 2016). This will need to be on the March meeting's agenda for approval.

FY2015 Audit: The written documents for the audit are about 90% completed. A representative from Kraft, Miles, & Tatum, CPA, will begin the audit field work on March 8th.

Reserves: Sue Crites Szostak recommend that no money be moved into reserves at this time.

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

12. At 5:03pm Christy Turner made a motion that the Board adjourn into a closed session to discuss personnel issues. Susie Landrum seconded. By a roll call vote, the Board agreed to adjourn into a closed session. No action was taken by the Board during the closed session. At 5:14 Cindy White made a motion to come out of the closed session and adjourn the Board meeting. Susie Landrum seconded the motion. The Board approved the motion by roll call vote, and the meeting was adjourned.

Respectfully Submitted,

Susie Landrum, Secretary

Board of Trustees, Poplar Bluff Municipal Library District