

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday February 10, 2014

2. Meeting was called to order at 4:01 pm by Matt Funke (President). Other Trustees present included Susie Landrum, Cindy White, Andrew Murphy, Kathern Harris, Kathy Sanders (Vice President), Jennifer Gadow, and Sherry McDonald (Treasurer). Eight trustees are present. Jeffrey Sifford (Secretary) not present. Sue Crites Szostak, Library Director and Shannon Mangrum, Assistant Director are present. Sue Szostak volunteered to take minutes.
3. 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.
4. Open for Public Discussion: None.
5. Minutes: Matt Funke asked if there were any corrections or additions to the minutes. There being none, he asked for Trustees approval. Kathy Sanders made the motion to approve and Kathern Harris seconded. The Board approved the minutes.
6. Financial/payment of bills: Sue Crites Szostak presented to the board financial information and bills to be paid. Susie Landrum made a motion to pay the library bills and was seconded by Andrew Murphy. Eight trustees by roll call vote approved paying the library bills.
7. Circulation Report: Sue Crites Szostak presented to the board the circulation Report.
8. Technical Services Report: Sue Crites Szostak presented to the board the Technical Services Report.
9. President's Report: Matt Funke stated he had no information to report.
10. Old Business:

Audit Committee Update: Sue Szostak stated that no audit RFQ's have been received. Matt Funke will help to follow up with local audit firms and requests RFQ's to be considered by firms.

11. New Business:

Board Vacancy: Matt Funke announced the resignation of Jeffrey Sifford from the Board of Trustees. Matt Funke appointed Susie Landrum as Secretary until June 30, 2014 to fulfill Jeffrey Sifford's unexpired term and until new officers are elected in June.

Dental/Vision Employee Coverage: Cindy White made the motion to include Dental/Vision Employee Coverage for fiscal years 2013 and 2014 as approved in the budgets. Andrew Murphy seconded the motion. Motion carried by the Board on a Roll Call vote with all members voting yes.

March Board Meeting: The Board agreed to meet on Thursday, March 6, 2014 at 4 p.m. due to Library Advocacy Day rescheduled on March 4, which would prohibit Sue Szostak from attending the regularly scheduled board meeting.

HVAC Repairs: Sue Szostak stated there will be a request to the Board at the March meeting for additional funds for HVAC repairs.

12. Director's Report: Sue Szostak gave the Director's Report as attached to these minutes.

13. Adjourn: Andrew Murphy made the motion to adjourn and Sherry McDonald made the second. The Board meeting adjourned at 4:48 pm.

Respectfully Submitted,

Sue Crites Szostak

Director, Poplar Bluff Municipal Library District

Poplar Bluff Public Municipal Library District

Board of Trustees

Director's Report

February 10, 2014

Sue Crites Szostak

1. Budget
 - Audit Request for Qualifications
2. Personnel
 - Positions filled:
 - Business Services Associate
 - Public Services Librarian
3. Events
 - Children's Programming
 - Story Time
 - Head Start
 - Story Time
 - Theater Thursday
 - Winter Reading Program
 - School Days Off
 - Adult Programming
 - Tech Talk
 - Book Club 9 (Marketing)
 - Computer Class
 - Workforce Investment
4. Library Services
 - Technical Services—Items processed (adds, deletes, imports) ; Evaluation of damaged items for discard and reorder; items received and sent via courier
 - Weeding Adult Fiction, Westerns, Young Adult, Other Worlds , and children's VHS continuing
 - Public Services
 - Check out stations relocation completed in January
 - Business and Marketing—Channel 19
 - Children's—Sponsorships of Summer Reading programs
 - Information Technology
 - Network servers rework still in process.
 - New Lab computers set up
5. Building and Grounds—Lighting fixtures, aquarium, Conference Room
6. Director's Activities
 - Advocacy Day
 - Daniel Boone Regional Library—Holt's Summit Lockers
7. Other
 - Library Closing
 - Mobius Annual Report
 - Patrons banned--Library Code of Conduct