

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday, December 1, 2014

1. Meeting was called to order at 4:02pm by Kathy Sanders (Vice President). She conducted the meeting until President Andrew Murphy's arrival in a short period of time. Other trustees present were Susie Landrum (Secretary), Kathern Harris, Matt Funke, Sherry McDonald (Treasurer), Christy Turner, Jennifer Gadow, and Cindy White. 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 may disclose any possible conflict of interest dealing with any item on the printed agenda or with any matter discussed at a previous meeting. None.

3. Open for Public Discussion: None.

4. Minutes: Christy Turner made a motion to approve the minutes from the November meeting, and Sherry McDonald seconded. The Board approved the minutes.

5. Financial/payment of bills: Sue Crites Szostak presented financial information and bills to be paid. Susie Landrum made a motion to pay the library bills and was seconded by Kathern Harris. The trustees approved payment of the library bills by roll call vote.

6. Circulation Report: Sue Crites Szostak presented the Circulation Report.

7. Technical Service 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: Kathy Sanders (co-chair of the Centennial Committee) discussed the results of their recent meeting. The committee reviewed ideas from the library's staff for the centennial celebration. The committee also discussed several other ideas. The centennial celebration will kick-off in April, 2015, and will conclude in October, 2016, with the announcement of the creation of a library foundation.

10. New Business:

FY 2014 Audit: Sue Crites Szostak received a letter from Boyer & Associates releasing the library from the agreement with them to conduct the library's 2014 audit. A letter was received from Crouch,

Farley, & Heuring offering the same contract to conduct the library's 2014 audit. Sue Crites Szostak recommended that the board accept Crouch's proposal. ChristyTurner made a motion to accept Crouch's proposal, and Cindy White seconded. The Board approved the motion.

Historical Operations: The Board had previously agreed to a Memorandum of Understanding with the city of Poplar Bluff regarding payment of \$97, 957.37 to the city. Sue Crites Szostak asked that the board approve the December 1, 2014, payment in the aforementioned amount. Christy Turner made a motion to approve payment to the city of Poplar Bluff, and Cindy White seconded. The Board approved the motion.

2015 Holiday Closings: Sue Crites Szostak recommended the following changes for the 2015 holiday closings: to close on Friday, July 3rd, and Saturday, July 4th, to close on November 11th for staff in-service, and to close at 5:00pm on Thanksgiving Eve. The motion to approve these changes was made by Cindy White, and seconded by Kathy Sanders. The Board approved the motion.

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

12. It was on the meeting's agenda to adjourn into closed session at this time. Sue Crites Szostak stated that this was not necessary as there was no personnel issues to discuss.

13. At 5:00pm Christy Turner made a motion that the meeting by adjourned. Jennifer Gadow seconded the motion. The meeting was adjourned.

Respectfully Submitted,

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Susie Landrum, Secretary

Board of Trustees, Poplar Bluff Municipal Library District

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Minutes

Tuesday, December 9, 2014

On Tuesday, December 9, 2014, President Andrew Murphy emailed all Board members concerning the cost of the library's elevator repair. Sue Crites Szostak had informed him that the total cost of the repair was \$841.40 above the maximum amount the Board had previously approved. Through email, Matt Funke made a motion that the Board approve the \$841.40 amount in order to pay the bill for the elevator repair in full. Through email, Cindy White seconded. The Board approved via email the motion to spend the additional \$841.40 for the elevator repair.

Respectfully Submitted,

Susie Landrum, Secretary

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