

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday August 5, 2013

1. Meeting was called to order at 4:06 pm by Kathy Sanders (Vice President). Other Trustees present included Susie Landrum, Andrew Murphy, Kathern Harris, Sherry McDonald (Treasurer), Cindy White, and Jeffrey Sifford (Secretary). Seven trustees are present. Trustees Matt Funke (President) and Jennifer Gadow was unable to attend. Others attendees present: Angela Pearson the Library's City Council Liaison serving on the Poplar Bluff City Council from Ward One, and Sue Crites Szostak the Library Director. Shannon Mangrum the Assistant Director was unable to attend.
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 of the scheduled meeting on Monday July 1, 2013 were presented. After a discussion, Kathern Harris made a motion to approve the July 1, 2013 minutes and second by Susie Landrum. The board approved the minutes.
5. Financial/payment of bills: Sue Crites Szostak presented to the board financial information and bills to be paid. After a discussion, Cindy White made a motion to pay the library bills and was second by Sherry McDonald. After discussion, all seven trustees present, by a roll call vote, approved paying the library bills.
6. Circulation Report: Sue Crites Szostak presented to the board the circulation reports.
7. President's Report: Matt Funke (President) was not present.
8. Old Business: Board of Trustees By-Laws - Naming Committee Change. Sue Szostak presented to the board a current reading and proposed reading of Article VII Committees and recommended the proposed reading change. After a discussion, Andrew Murphy made a motion to approve the proposed reading of Article VII Committees and second by Cindy White. The board approved the proposed reading of Article VII Committees.

9. Old Business: August/September combined board meeting. Sue Crites Szostak presented to the board that the next scheduled board meeting would be on Labor Day Holiday. After a discussion, Susie Landrum made a motion to change the September 2, 2013 meeting date to Monday September 9, 2013 at 4:00 PM with a second by Sherry McDonald. The board approved that the next board meeting will be Monday September 9, 2013 at 4:00 PM.
10. Old Business: Naming Committee: Jeffrey Sifford (C), Kathy Sanders and Susie Landrum made a report to the Board that the committee will be meeting on August 7, 2013. The committee will make a report monthly to the Board until a Naming Policy is approved.
11. New Business: First Community Bank banking services. Sue Crites Szostak presented to the board a recommendation to continue with First Community Bank for banking services on an annual basis until such a time that the Library Director recommends a change in banking services. After a discussion, Andrew Murphy made a motion to approve the Library Director's recommendation for banking services and second by Susie Landrum. The board approved the motion.
12. New Business: Money Market Reserve Accounts. Sue Crites Szostak presented to the board a recommendation to set up money market reserve accounts to keep all banking accounts under the \$100,000 to keep all accounts assured by the FDIC insurance. The reserve accounts would be at the First Community Bank. After a discussion, Andrew Murphy made a motion to approve the recommendation for reserve accounts by the Library Director and second by Cindy White. The board approved the motion.
13. New Business: Insurance. Sue Crites Szostak presented to the board that new bids were needed for the Poplar Bluff Municipal Library District insurances and that would the board approve the Library Director to solicit bids for insurances for 2014. After a discussion, Cindy White made a motion to approve the Library Director to solicit bids for insurances for 2014 and second by Andrew Murphy. The board approved the Library Director to solicit bids for insurances for the year 2014.
14. New Business: Staff Development Day on November 11, 2013 Veteran's Day. Sue Crites Szostak presented to the board that she is recommending closing the library for one day on November 11, 2013 for staff development day. All staff would be paid their regular pay and that the library would be closed to the public. After a discussion, Cindy White made a motion to approve the recommendation and was second by Susie Landrum. The board approved closing the library to the public on November 11, 2013 for staff development day.

15. New Business: “set the tax rate of \$0.0000 per hundred assessed valuation for tax year 2014” on January 1, 2014. Sue Crites Szostak presented to the board that board action was needed to “set the tax rate of \$0.0000 per hundred assessed valuation for tax year 2014 on January 1, 2014”. After a discussion, Andrew Murphy made a motion to approve “set the tax rate of \$0.0000 per hundred assessed valuation for tax year 2014 on January 1, 2014” and second by Kathern Harris. The board approved the motion.
16. Director’s Report: A copy of the Library Director’s report is attached.
17. Motion made by Andrew Murphy to adjourn the meeting and was second by Cindy White. The board approved to adjourn the meeting at 5:15 pm. The next Library Board meeting will be Monday September 9, 2013 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford, Secretary

# Poplar Bluff Public Municipal Library District

## Board of Trustees

### Director's Report

August 5, 2013

Sue Crites Szostak

1. Budget
  - Utility Bill
2. Personnel
  - Children's and Youth Librarian, Erin Rigby, Interim
  - Business Services Associate, Patricia Cozort, Interim
  - Part-time Staffing
    - Martha Wood
    - Karen Murphy
3. Events
  - Children's Programming
    - Storytime-- (147)
    - Theater Thursday-- (89)
    - Summer Reading 510 signed up
    - Events for July
      - July 13—Drawing comics with Nathan Rice-- (16)
      - July 30--Animal Underground-- (350)
      - August 2—Mad Science
  - Adult Programming
    - Music on the Lawn
      - July 12—Tori Travers (40)
    - Exhibits: September--The Way We Work
    - Tech Talk Thursday-- (16)
    - Computer Class-- (2)
4. Library Services
  - Technical Services
    - Evergreen (Integrated Library System)
    - Cataloging and Interlibrary Loan
    - Collection Development
  - Public Services
  - Business and Marketing
  - Information Technology
  - Building and Grounds
    - HVAC complete
    - West entrance landscaping Garden Club
    - Community Service Workers
5. Director's Activities
  - MAC Deployment R-1 Schools 7th & 8th Grades Aug. 12-14
  - Staff meetings—Strategic Planning
  - Speaking engagements booked
    - Rotary, August 7
    - Butler County Retired Teachers Association, August 21
    - Community Resource Council, August 23
  - Strategic Planning—Meeting Notes and Progress, Board Members Welcome
6. Other
  - Memorial Bench for Sensory Garden, Ceremony October 11
  - Occupancy Rate of building and rooms
  - Staffmark