

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday April 1, 2013

1. Meeting was called to order at 4:05 pm by Matt Funke (President). Other Trustees present included Joyanne Cunningham, Susie Landrum, Kathy Sanders (Vice President), Jeffrey Sifford (Secretary), John Stanard (Treasurer), and Cindy White. Seven trustees are present. Trustees Andrew Murphy and Sherry McDonald was unable to attend. Sue Crites Szostak the Library Director and Shannon Mangrum the Library Systems Administrator are 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 of the scheduled meeting on Monday March 4, 2013 were presented. After a discussion, Kathy Sanders made a motion to approve the March 4, 2013 minutes with corrections and second by Kathy Sanders. The board approved the minutes with corrections.
5. Minutes of the scheduled meeting on Monday August 6, 2012 were presented for correction in the minutes. After a discussion, Susie Landrum made a motion to approve the correction to the August 6, 2012 minutes and second by Cindy White. The board approved the minutes with the correction.
6. Financial/payment of bills: Sue Crites Szostak presented to the board financial information and bills to be paid. After a discussion, John Stanard made a motion to pay the library bills and was second by Kathy Sanders. After discussion, all seven trustees present, by a roll call vote, approved paying the library bills.
7. Circulation Report: Sue Crites Szostak presented to the board the circulation reports.
8. President's Report: none.
9. Old Business: Electronic Delivery of Board Packet as an option. After a discussion Jeffrey Sifford made a motion to offer all trustees a choice of Electronic Delivery or mailed copy of the monthly Board Packet and second by Kathy Sanders. The board approved the option.

10. New Business: Sue Crites Szostak presented to the board a draft of the Annual Report for 2012. After a discussion with suggestions and corrections, the final copy will be presented at the May 6, 2013 meeting.
11. New Business: Sue Crites Szostak presented to the board the Bylaws of the Board of Trustees of the City of Poplar Bluff Municipal Library District. After a discussion John Stanard made a motion to approve the Bylaws of the Board of Trustees of the City of Poplar Bluff Municipal Library District with allowing the Library Director discretion in making grammar and spelling corrections and second by Susie Landrum. The board approved the motion.
12. New Business: Sue Crites Szostak presented to the board of the Poplar Bluff Municipal Library District Resolution for Appointment of Custodian of Records. After a discussion John Stanard made a motion to approve the Resolution and second by Cindy White. The board approved with a roll call vote the Resolution.
13. New Business: Sue Crites Szostak presented to the board of the Poplar Bluff Municipal Library District Collection Development Policy. After a discussion Cindy White made a motion to approve the policy with allowing the Library Director discretion in making grammar and spelling corrections and second by John Stanard. The board approved with a roll call vote the policy.
14. New Business: Sue Crites Szostak presented to the board of the Poplar Bluff Municipal Library District Employee Grievance Policy. After a discussion Kathy Sanders made a motion to approve the policy with allowing the Library Director discretion in making grammar and spelling corrections and second by John Stanard. The board approved with a roll call vote the policy.
15. New Business: Sue Crites Szostak presented to the board the Poplar Bluff Municipal Library District Family Medical Leave Act Policy. After a discussion John Stanard made a motion to approve the policy with allowing the Library Director discretion in making grammar and spelling corrections and second by Cindy White. The board approved with a roll call vote the policy.
16. New Business: Sue Crites Szostak presented to the board the Poplar Bluff Municipal Library District Personnel Handbook.
17. New Business: Sue Crites Szostak presented to the board of the Poplar Bluff Municipal Library District Organization Chart for information to the trustees.

18. New Business: Sue Crites Szostak presented to the board of the Poplar Bluff Municipal Library District a suggestion of forming a foundation sometime in the future.
19. Director's Report: A copy of the Board of Trustees Director's report is attached.
20. Motion made by Cindy White to adjourn the meeting and was second by John Stanard. The board approved to adjourn the meeting at 5:40 pm. The next Library Board meeting will be Monday May 6, 2013 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford, Secretary

# Poplar Bluff Public Municipal Library District

## Board of Trustees

### Director's Report

April 1, 2013

Sue Crites Szostak

1. Budget
  - Software Purchases for Administrative Use
2. Staff
  - Applications (7), four candidates met minimal requirements, Interviews in process
  - Applications for part-time positions, interviews in process
3. Events
  - Children's Programming
    - Dr. Seuss Birthday Party (85)
    - Head Start (129)
    - Theater Thursday (69)
    - Story Time (48)
    - State Library Summer Reading Workshop (9)
    - Easter Egg Hunt
    - Author Visit (253)
  - National Library Week, April 15-19
    - Library Worker's Day, April 17
    - Tumble Book Launch and Director's Reception, April 19
4. Services
  - Missouri State Library—Possibility of new grant activities
  - Cataloging—Development of Procedures Manual
5. Director's Activities
  - Southeast Missouri Librarians  
Discussion of Draft of New Missouri Public Library Standards
  - Staff meetings
    - Training on Circulation Policies
    - United Health Care
    - Laegers
  - Training on Evergreen
    - Circulation
  - Rotary Proposal, Computers for Conference Room
  - Publications—Off the Shelf
  - Policies and Procedures
    - Personnel Handbook
    - Greivance
    - FMLA

- Collection Development
- ByLaws
- Attorney
  - Statement (To be distributed)
  - Continuation of setting tax rate
  - Services to residents
  - Overall impressions of Transition Progress
- City of Poplar Bluff Staff Meeting

6. Other