

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday December 2, 2013

1. 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) and Jeffrey Sifford (Secretary). Seven trustees are present. Trustees Jennifer Gadow and Sherry McDonald (Treasurer) 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.
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 November 4, 2013 were presented. After a discussion, Cindy White made a motion to approve the November 4, 2013 minutes and second by Kathern Harris. 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, Susie Landrum made a motion to pay the library bills and was second by Cindy White. 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 presented to the board details of a visit to be held with the City of Poplar Bluff City Manager. The meeting is to be determined.
8. Old Business: Insurance Bids. Sue Crites Szostak presented to the board the only complete bid on employee health, life, vision and dental insurances. First Community Bank provided the only complete bid. After a discussion, Kathy Sanders made a motion to accept the recommendation of the Library Director to accept First Community Bank's bid for employee health, life, vision and dental insurances, and was second by Susie Landrum. The board approved the motion.

9. New Business: Cleaning Bids. Sue Crites Szostak presented to the board the bids for cleaning the library. There were three bids on the cleaning contract: B & R Cleaning, Barbara Owen; R.C.S. Janitorial, Rousan's Custodial Service; and iClean by Deb, Deb Mangrum. After a discussion on the bids, Susie Landrum made a motion to accept the bid of iClean by Deb, Deb Mangrum and was second by Kathern Harris. The board approved the motion.
10. Director's Report: A copy of the Library Director's report is attached.
11. Motion made by Andrew Murphy to adjourn the meeting and was second by Cindy White. The board approved to adjourn the meeting at 5:03 pm. The next Library Board meeting will be Monday January 6, 2014 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford, Secretary

Poplar Bluff Public Municipal Library District

Board of Trustees

Director's Report

December 2, 2013

Sue Crites Szostak

1. Budget
 - Closing down 2013 purchases on December 15, 2013
2. Personnel
 - Weekend staffing
 - December work schedules
3. Events
 - Children's Programming
 - Story Time
 - Head Start 128
 - Story Time 74
 - Theater Thursday 64
 - National Gaming Day 21
 - Adult Programming
 - Tech Talk 2.0 -- 3
 - John F. Kennedy Assassination commemoration
 - Book Club 5 participants
4. Library Services
 - Technical Services—Children's (in process). Children's Video consolidated. Sightsaving will change to Large Print designation. Parenting books moved from children's to non-fiction. Items processed approximately 500-600.
 - Weeding Adult Fiction, Westerns, Young Adult, Other Worlds , and children's VHS continuing
 - Public Services
 - Desk moved from genealogy and put at south end of Main desk—seems to be popular with patrons and works well with staff.
 - Check out stations (Delayed until January)
 - Faxing services discontinued
 - Business and Marketing—Bookmarks for reader's advisory, computer repair, free community holiday events and faxing/notary service
 - Children's—Winners of Fall Reading announced
 - Information Technology
 - Network servers rework still in process.
 - Rusty Van Praag attended Virtualization Training
 - Front-Screen projection unit in theater (3-D capable)
 - Purchase of 11 computers from Technology Grant
5. Building and Grounds—Lighting and Building upkeep with Community Service Workers
6. Director's Activities
 - Kiwanis, December 12
 - MO Public Library Directors, December 4-6
 - Out of Office December 10-11
 - Chamber Gateway to Leadership program
 - Public Library Survey Overview Webinar—Survey due Dec. 31 (required for grant eligibility)
7. Other
 - Edmundson letter to the editor
 - Table
 - Staff party December 8, 2013 at 6 p.m. in theater—Board members welcome
 - Friends gift to staff
 - Kathy Sanders, Secretary's Council on Library Development