

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday January 7, 2013

1. Meeting was called to order at 4:05 pm by Matt Funke (President). Other Trustees present included Joyanne Cunningham, Susie Landrum, Andrew Murphy, Kathy Sanders (Vice President), Jeffrey Sifford (Secretary), John Stanard (Treasurer), and Cindy White. Eight trustees are present. Trustee Sherry McDonald was absent. Sue Crites Szostak the new 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 Monday December 3, 2012 and the minutes of the Special Session Thursday December 20, 2012 meetings were presented. After a discussion, John Stanard made a motion to approve the December 3, 2012 and the December 20, 2012 minutes with spelling corrections and second by Andrew Murphy. The board approved the minutes with corrections.
5. Circulation Report: Shannon Mangrum presented to the board the circulation reports.
6. Financial/payment of bills: Shannon Mangrum presented to the board financial information and bills to be paid. After a discussion, Kathy Sanders made a motion to pay the library bills and was second by Susie Landrum. After further discussion, all eight trustees present, by a roll call vote, approved paying the library bills.
7. Old Business: John Stanard made a motion and second by Kathy Sanders to pay the new library director at a Grade 10 Step 9 with a starting salary of \$63,285 per year. After a

discussion, the board approved starting the new library director at Grade 10 Step 9 at \$63,285 per year.

8. Old Business: Shannon Mangrum and Matt Funke presented to the board insurance and bonds issues information on MOPERM coverage of (1) General Liability Insurance, (2) Employment Practices Liability, and (3) Public Officials Errors & Omissions. After a discussion, John Stanard made a motion to accept the premiums on the (1) General Liability Insurance and (2) Employment Practices Liability and was second by Cindy White. The board approved the motion. The (3) Public Officials Error & Omissions will be researched and be placed for discussion and a vote by email or on the next scheduled meeting. Shannon Mangrum will start the process for this coverage and Library Director Sue Crites Szostak will make a recommendation to the board by email or by the next scheduled meeting on the (3) Public Officials Error & Omissions.
  
9. Old Business: Property coverage on the building. John Stanard discussed purchasing property coverage for the library building. Since the city of Poplar Bluff owns the building, Shannon Mangrum will research this issue and inform the board by email or by the next scheduled board meeting on property coverage. All trustees will be informed by email or by the next scheduled meeting of the premiums on property coverage.
  
10. Old Business: Worker Comp Insurance. Shannon Mangrum presented to the board the workers comp insurance premiums. After a discussion by the board, John Stanard made a motion to accept the worker comp insurance as presented and second by Andrew Murphy. The board approved the motion.
  
11. New Business: John Stanard (Treasurer) discussed removing retiring director Jackie Thomas from the library bank accounts and adding the new director Sue Szostak effective January 21, 2013. After a discussion, John Stanard made a motion and second by Andrew Murphy to making the changes as stated below. The motion was approved. These minutes will be presented to the bank along with a letter to this effect signed by Matt Funke (President) and John Stanard (Treasurer) that reads: Effective January 21, 2013, please remove Jacqueline Thomas as authorized signer from all accounts in the name of Poplar Bluff Municipal Library District, with First Community Bank, including Visa credit card account and Command Business Banking. Please add Sue Crites Szostak as an authorized signer on all accounts, including issuing a Visa credit card on the Poplar Bluff Library corporate account and adding

to Command Business Banking with Administrator authorization. Visa Credit Card: closed card number xxxx xxxx xxxx 0480 issued to Jacqueline Thomas.

12. President's Report: Matt Funke welcomed and introduced the new Library Director to the board. Sue Crites Szostak presented to the board her plans to start working on Monday January 21, 2013. Friends of the Library will hold a Retirement Gala for retiring library director Jackie Thomas on Friday February 8, 2013 from 4:00 to 6:00 pm in the Poplar Bluff Municipal Library.

13. Director's Report: none

14. Motion made by Susie Landrum to adjourn the meeting and was second by Andrew Murphy. The board approved to adjourn the meeting at 4:59 pm. The next Library Board meeting will be Monday February 4, 2013 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford, Secretary

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Sunday January 20, 2013

### Special email discussion and email vote

1. Matt Funke (President), Kathy Sanders (Vice President), Jeffrey Sifford (Secretary), John Stanard (Treasurer), Sherry McDonald, Susie Landrum and Cindy White were involved in an online email discussion and vote on an unfinished topic from the Monday January 7, 2013 meeting. Trustees Andrew Murphy, and Joyanne Cunningham were informed, but were not able to participate in the online vote. Library Director Sue Crites Szostak, Library Systems Administrator Shannon Mangrum, and Library Consultant Jackie Thomas were involved in the presentation of the information and made recommendations to the board of trustees.
  
2. Old Business: Property Coverage and Liability Insurance quotes. An online presentation and discussion of the the quotes of the Property coverage and the three parts of the liability coverage discussed in the January 7, 2013 meeting that are (1) General Liability Insurance, (2) Employment Practices Liability, and (3) Public Officials Errors & Omissions. On Thursday January 17, 2013 information was sent by email to all trustees, Library Director Sue Crites Szostak, and Library Consultant Jackie Thomas from the library Systems Administrator Shannon Mangrum. From January 17. 2013 to a motion made on Sunday January 20, 2013 the board discussed this issue. A motion was made online on Sunday January 20, 2013 by John Stanard to accept the property/liability insurance proposal from First Community Bank Insurance Services, represented by Rozetta Little, for MOPERM Option 2 with a total annual premium for January 1, 2013, through December 31, 2013, in the amount of \$27,395 and was second by Cindy White. Time for discussion was allowed before seven trustees voted to approve the motion. The seven trustees voting by email for the motion were John Stanard, Cindy White, Sherry McDonald, Kathy Sanders, Matt Funke, Susie Landrum and Jeffrey Sifford. No trustee voted opposing the motion. The motion was approved by Matt Funke, President. Library Director Sue Crites Szostak will continue the process for this coverage.

Respectfully Submitted  
Jeffrey Sifford, Secretary

