

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday July 1, 2013

1. Meeting was called to order at 4:02 pm by Matt Funke (President). Other Trustees present included Susie Landrum, Kathy Sanders (Vice President) Andrew Murphy, Kathern Harris, Jennifer Gadow, Sherry McDonald (Treasurer), and Jeffrey Sifford (Secretary). Eight trustees are present. Trustee Cindy White 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, Kim Wells from First Community Bank for notary services, Sue Crites Szostak the Library Director and Shannon Mangrum the Assistant 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 June 3, 2013 were presented. After a discussion, Kathy Sanders made a motion to approve the June 3, 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, Susie Landrum made a motion to pay the library bills and was second by Andrew Murphy. After discussion, all eight 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 welcomed the new trustees Kathern Harris and Jennifer Gadow to the board. Matt thanked the new officers to the board for accepting their positions.
8. Old Business: Margaret Harwell Art Museum Memorandum of Agreement (Limoges Bowl). Sue Crites Szostak presented to the board the "Memorandum of Agreement" with the Margaret Harwell Art Museum and the Poplar Bluff Municipal Library District regarding the loaning of the Library's

Limoges Bowl. After a discussion, Andrew Murphy made a motion to approve the Memorandum of Agreement and second by Sherry McDonald. After discussion the board approved the motion with corrections.

9. New Business: Amnesty Week (August 11-17, 2013). Sue Crites Szostak presented to the board the details of the Amnesty Week that will be from August 11-17, 2013. After a discussion, Andrew Murphy made a motion to approve the Amnesty Week and second by Susie Landrum. The board approved the motion.
10. New Business: Junior High MAC Deployment with waiving of replacement cards and processing fees. Sue Crites Szostak presented to the board the details of the Junior High MAC Deployment to the Poplar Bluff Junior High School. After a discussion, Andrew Murphy made a motion to approve the Junior High MAC Deployment with waiving of replacement cards and processing fees and second by Kathy Sanders. The board approved the motion.
11. New Business: Sunday Hours. Sue Crites Szostak presented to the board new Sunday hours for the Poplar Bluff Municipal Library District. After a discussion, Jeffrey Sifford made a motion to approved the new Sunday hours and second by Sherry McDonald. The board approved the Sunday hours.
12. New Business: Bid Notice for Surplus. Sue Crites Szostak presented to the board a Bid Notice for Surplus. After a discussion, Jeffrey Sifford made a motion to approve the Bid Notice for Surplus and second by Susie Landrum. The board approved the Bid Notice for Surplus.
13. New Business: 2012 Library Revenue (Informational) Sue Crites Szostak and Shannon Mangrum presented to the board an updated accounting of the 2012 Library Revenues. No action needed by the board.
14. New Business: Director's Job Description. Sue Crites Szostak presented to the board a Director's Job Description. After a discussion, Andrew Murphy made a motion to approve the Director's Job Description and second by Sherry McDonald. The board approved the motion.
15. New Business: Naming Committee. Sue Crites Szostak presented to the board regarding a need for a policy for the naming of areas of the library. After a discussion, Kathy Sanders made a motion to form a naming committee that the President of the Board will name for the committee and second by Andrew Murphy. After a discussion, the board approved a naming committee. The Board President Matt Funke named Jeffrey Sifford (Chair), Susie Landrum, and Kathy Sanders to the naming

committee.

16. New Business: August/September combined board meeting. After a discussion, the board will take action at the next board meeting.
17. Director's Report: A copy of the Library Director's report is attached.
18. Motion made by Susie Landrum to adjourn the meeting and was second by Andrew Murphy. The board approved to adjourn the meeting at 5:48 pm. The next Library Board meeting will be Monday August 5, 2013 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford, Secretary

Poplar Bluff Public Municipal Library District

Board of Trustees

Director's Report

July 1, 2013

Sue Crites Szostak

1. Budget
 - 2012
2. Personnel
 - Children's and Youth Librarian
 - Interim Plans
3. Events
 - Children's Programming
 - Storytime-
 - Theater Thursday
 - Summer Reading 432 signed up
 - Events for June
 - June 8—Drawing comics with Nathan Rice (14)
 - Magic Show
 - June 17—Qulin Community Center (55)
 - June 18—Poplar Bluff Municipal Library (625)
 - June 19—Fisk Library (14)
 - Adult Programming
 - Music on the Lawn
 - June 14 (37 attended)
 - July 12—Tori Travers Country Music
 - Exhibits: September--Way We Work
 - Tech Talk Thursday (7)
 - Computer Class (1)
4. Services
 - Grants
 - Grant submitted July 1 for replacement of Computers for Outreach
 - Partnerships with South Central Workforce Development
 - Poplar Bluff City Schools Parenting Skills
 - Cataloging and Interlibrary Loan
 - RDA Training
 - Five day per week courier training
 - Collection Development
 - Music and television series
5. Director's Activities
 - Staff meetings--Job Descriptions, Staff Computer Access protocol,
 - City Audit complete
 - City of Poplar Bluff Staff Meeting
 - Missouri Public Library Directors (June 5-7)
6. Other
 - Laptops in Poplar Bluff Schools
 - HVAC repair approximately \$8,000