

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday January 6, 2014

1. This meeting did not have a quorum, so the four trustees present Jeffery Sifford (Secretary), Kathy Sanders (Vice President), Cindy White and Matt Funke (President), decided the best way to proceed was, rather than rescheduling, to ask trustees to vote via e-mail on a few of the necessary agenda items. Others attendees present: Sue Crites Szostak the Library Director and Shannon Mangrum the Assistant Director. Trustees Susie Landrum, Andrew Murphy, Kathern Harris, Jennifer Gadow and Sherry McDonald (Treasurer) 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. Matt Funke sent an e-mail to all 9 trustees (including him) requesting approval of 5 items. All trustees received a board packet via e-mail or USPS.
5. (e-mail approval item one) Minutes of the scheduled meeting on Monday December 2, 2013 were presented. Kathy Sanders made a motion to approve the December 2, 2013 minutes and second by Cindy White. The board approved the minutes via emails.
6. (e-mail approval item two) Financial/payment of bills: Sue Crites Szostak presented to the board financial information and bills to be paid. Kathy Sanders made a motion to pay the library bills and was second by Cindy White. Seven trustees via e-mail roll call vote approved paying the library bills.
7. Circulation Report: Sue Crites Szostak presented to the board the circulation reports via e-mail.
8. President's Report: none
9. (e-mail approval item three) New Business: Purchase of laptop commuters. Shannon Mangrum presented the staff's recommendation regarding the purchase of eleven laptops using funds available from a grant award. Please see the attachment via e-mail for the bids presented. The library has \$13,000 available, and the recommended bid totals \$12,748.89. The laptops are HP ENVY Touch Smart laptops with 15.6" touchscreens and 750GB hard drives / 8GB RAM / 2.2GHz intel quad-core processors. The laptops will be used for a computer lab to be established in the existing conference room, with a focus on work skills certification in conjunction with the south central workforce development agency, and training to be provided to parents by PB R-1 schools on the new laptop initiative for the school district. These training

sessions will only utilize the laptops for a minimal amount of library hours, and the computers will be available for more general use the balance of the time. Kathy Sanders made a motion to accept the recommendation and Cindy White seconds that we accept the bid as recommended. The board approved the motion.

10. (e-mail approval item four) New Business: Change in library policy on use of computers. Shannon Mangrum presented the staff's recommendation that the library policy on use of computers be amended, in part due to these new resources.

Current policy:

- \* limits library cardholders to 30 minutes per day without charge, and an extra 30 minutes with a \$1 charge, for internet computers
- \* limits guests to one hour per day, at a charge of \$1 per 30 minutes, for internet computers
- \* limits cardholders to 2 hours per day, at no charge, for business & research computers
- \* limits guests to 2 hours per day, at a charge of \$1, for business & research computers.

Change recommendation to policy:

The change recommended eliminates the \$1 fee for the cardholder's second 30 minutes, and eliminates guest charges. Total dollars collected from charges have ranged from \$2,500 to \$2,800 over the last three years. Kathy Sanders made a motion to approve and Cindy White seconds that we adopt the policy change as recommended. The board approved the motion.

11. Director's Report: A copy of the Library Director's report is attached.
12. In conjunction with the upcoming audit, Sue Crites Szostak recommends the formation of an audit committee. For now, we'll treat this as an ad-hoc committee, but we may add to the bylaws and form this as a standing committee. Matt Funke has asked Sherry McDonald and Andrew Murphy to serve on that committee with himself. Sue Crites Szostak intends to place an invitation for bid in the Poplar Bluff and Cape Girardeau papers. No action needed.
13. (e-mail approval item five) Sue Crites Szostak recommended that the date of the next meeting be moved to February 10, at 4:00PM, due to scheduling availability. Seven trustees voted to move the next Library Board meeting. The next Library Board meeting will be Monday February 10, 2014 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford, Secretary

# Poplar Bluff Public Municipal Library District

## Board of Trustees

### Director's Report

January 6, 2014

Sue Crites Szostak

1. Budget
  - 2013
  - 2014
2. Personnel
  - Advertising for Business Services Associate
  - Advertising for Public Services Librarian
3. Events
  - Children's Programming
    - Story Time
      - Head Start 133 (4)
      - Story Time 60 (4)
    - Theater Thursday 56 (3)
  - Adult Programming
    - Tech Talk 2
    - Book Club 5 (Marketing)
    - Computer Class 6
4. Library Services
  - Technical Services—Items processed 1,328 (adds, deletes, imports) ; Evaluation of damaged items (175) for discard and reorder; 939 items received and sent via courier
  - Weeding Adult Fiction, Westerns, Young Adult, Other Worlds , and children's VHS continuing
  - Public Services
    - Check out stations relocation in January
    - Faxing services discontinued—no public feedback
    - Newspaper stand
  - Business and Marketing—January through March Off the Shelf, News Releases
  - Children's—Programming schedule for Jan. –Mar. calendar set
  - Information Technology
    - Network servers rework still in process.
    - Front-Screen projection unit in Board Conference Room
    - Purchase of 11 computers from Technology Grant
5. Building and Grounds—Lighting, Carpet Shampooer, Supplies, Aquarium
6. Director's Activities
  - Kiwanis, December 12 (Shannon)
  - MO Public Library Directors, December 4-6
  - Missouri Evergreen
  - MPL Survey turned in
  - Santaland
7. Other
  - Library Closing, Dec. 5-9