

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday, April 6, 2015

1. Meeting was called to order at 4:00pm by Secretary Susie Landrum as she was the only officer present. President Andrew Murphy was running late. Other trustees present were Matt Funke, Christy Turner, Kathern Harris, and Jennifer Gadow. Sue Crites Szostak, Library Director, and Shannon Mangrum, Assistant Library Director, were present. Also in attendance were Steve Waite (Building Administrator), Paul Sappington (new library employee), and Barbara Halter, CPA (auditor). Sue Crites Szostak asked that three agenda items be moved forward: introduction of new staff member, report on the status of the library's roof, and the 2014 audit report. Permission was granted to insert these items after the approval of the March minutes.
2. Disclosure of interest: Any member of the Poplar Bluff Municipal Library District Board may disclose any possible conflict of interest dealing with any item on the printed agenda or with any matter discussed at a previous meeting. None.
3. Open for Public Discussion: None.
4. Minutes: Christy Turner made a motion to approve the minutes from the March meeting, and Matt Funke seconded. The Board approved the minutes.
5. Sue Crites Szostak introduced new staff member Paul Sappington to the Board. He was hired as the library's Public Services Manager.
6. Steve Waite, Library's Building Administrator, presented his report on the condition of the sections of the library's roof that have been leaking. His report was based on personal observations and from observations made by professionals from the Dille & Traxel Architectural Firm.
7. Barbara Halter from the CPA firm of Crouch, Farley, & Heuring PC, presented her findings from her 2014 audit of the Poplar Bluff Municipal Library. Each Board member was presented a copy of the audit. President Andrew Murphy arrived during Ms Halter's presentation.
8. Financial/payment of bills: Sue Crites Szostak presented financial information and bills to be paid. Christy Turner made a motion to pay the library bills and was seconded by Matt Funke. The Board unanimously approved payment of the library bills by roll call vote.

9. Circulation Report: Sue Crites Szostak presented the Circulation Report.
10. Technical Services Report: Sue Crites Szostak presented the Technical Services Report.
11. President's Report: President Andrew Murphy congratulated Sue Crites Szostak and Shannon Mangrum on the excellent audit report.
12. Old Business:
  - Centennial Committee Update: Sue Crites Szostak discussed the event to be held on April 17, 2015. The committee continues to plan other centennial events.
  - Audit Update: Since the audit report had already been presented by Barbara Halter, the members of the Finance Committee who were present held a short meeting. They then recommended that the 2014 Audit Report be accepted by the Board. Christy Turner made a motion that the Board accept the 2014 Audit Report. Susie Landrum seconded. The Board approved the motion by a unanimous roll call vote.
13. New Business:
  - RFP for Banking Services: A draft for RFP for Banking Services was included in the meeting's agenda. Sue Crites Szostak asked that the Board members study the draft and send any comments to her by mid-April.
  - Roof repair and/or Replacement on the 1936 wing: This item was moved forward on the agenda in order to discuss it before it was necessary for Matt Funke to leave the meeting because of another commitment. Since the roof is considered to be an emergency situation, the Board authorized Sue Crites Szostak to deal with the architectural firm of Dille & Traxel to discuss roof replacement. Members of the firm have already been on the roof and viewed the situation. Susie Landrum made the motion to grant that authorization to Sue Crites Szostak, and Christy Turner seconded. The Board approved the motion.
  - Board Member Term Expiration: This item was also moved forward on the agenda in order to discuss it before Matt Funke had to leave the meeting. Three members' terms on the Board will be expiring: Sherry McDonald, Matt Funke, and Kathy Sanders. Kathy is the only member not eligible for reappointment.
  - Representative Richardson's Letter of Response: President Andrew Murphy and Vice President Kathy Sanders had sent a letter to Representative Todd Richardson regarding budgeting concerns for 2016. A letter in response was received from Representative Richardson.
  - Memorandum of Agreement with Nathan Rice: Sue Crites Szostak recommended that the Board approve a Memorandum of Agreement with Nathan Rice for the use of his drawing. This memorandum had already been approved by the library's attorneys. Jennifer Gadow made a motion approving the Memorandum of Agreement with Nathan Rice, and Kathern Harris seconded. The Board approved the motion.

Collection Development Policy: Sue Crites Szostak did not recommend approval of the Collection Development Policy as it was still in draft form. This will be addressed at a Future Board meeting.

14. Director's Report: Sue Crites Szostak presented the Director's Report.

15. At 5:55pm Christy Turner made a motion to adjourn into a closed session in order to discuss personnel matters. Jennifer Gadow seconded, and the Board approved the motion.

16. At 6:00pm Christy Turner made a motion to come out of closed session and to adjourn the Board meeting. Kathern Harris seconded, and the Board approved the motion. The meeting was adjourned.

Respectfully Submitted,

Susie Landrum, Secretary

Board of Trustees, Poplar Bluff Municipal Library District