

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday October 7, 2013

1. Meeting was called to order at 4:05 pm by Matt Funke (President). Other Trustees present included Susie Landrum, Andrew Murphy, Kathern Harris, Cindy White, 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, 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 September 9, 2013 were presented. After a discussion, Kathy Sanders made a motion to approve the September 9, 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 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: None
8. Old Business: Naming Committee: Jeffrey Sifford (C), Kathy Sanders and Susie Landrum made a report to the Board about the progress on the Naming Policy. The committee met on October 7, 2013 and will meet again on October 28, 2013. The committee is still researching for the policy. The committee will make a report monthly to the Board until a Naming Policy is approved.
9. New Business: Memorandum of Agreement with Nathan Rice for the use of his drawing of "Page the Mouse". Sue Crites Szostak presented to the board a Memorandum of Agreement

with Nathan Rice to pay Mr. Rice \$125.00 for the use of his drawing of “Page the Mouse” in the promotion of library reading programs, handouts, web pages, Facebook, newsletters, news releases, advertising, cutouts, posters, puppetry, three-dimensional creations, and story times. After a discussion, Cindy White made a motion to approve the Memorandum of Agreement with Nathan Rice and second by Kathern Harris. The board approved the motion.

10. New Business: Insurance Bids. Sue Crites Szostak presented to the board new bids for the Poplar Bluff Municipal Library District insurances. After a discussion, Jeffrey Sifford made a motion to accept the following for Worker’s Compensation “Baldwin & Lyons” for annual cost of \$1635.00; for Building & Contents “MO Perm” (deductibles \$5000/\$10,000) for annual cost of \$30,900.00; Comprehensive General Liability “MO Perm” (deductible \$1,000) for annual cost of \$1,417.00; and for Bonding “RLI Surety” for annual cost of \$938.00. The name of the agency will be First Community Bank. A second was made by Kathy Sanders. The board approved the motion.
11. New Business: Insurance Bids. Sue Crites Szostak presented to the board bids for employee health, life, vision and dental insurances. Only two companies presented complete bids, Anthem (quotes are not underwritten as of this date) and United Health Care. Coventry did submit a bid that did not include a bid for life and vision. Coventry will not be accepted due to not offering a life and vision bid. After a discussion, the board will take action on the health, life, vision, and dental insurances on the next board meeting scheduled for Monday November 4, 2013.
12. New Business: Budget 2013 Revised. Sue Crites Szostak presented to the board revisions to the 2013 budget. After a discussion, Cindy White made a motion to accept the revisions to the 2013 Budget and second by Kathy Sanders. The board approved the revisions to the 2013 Budget.
13. New Business: Budget 2014 Proposed. (Information Only) Shannon Mangrum presented to the board the 2014 proposed draft budget.
14. Director’s Report: A copy of the Library Director’s report is attached.
15. Motion made by Susie Landrum to adjourn the meeting and was second by Cindy White. The board approved to adjourn the meeting at 6:13 pm. The next Library Board meeting will be Monday November 4, 2013 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford, Secretary

# Poplar Bluff Public Municipal Library District

## Board of Trustees

### Director's Report

October 7, 2013

Sue Crites Szostak

1. Budget
  - Revision of 2013
  - Preparation for 2014
2. Personnel
  - Evaluations completed 3 full time and part time increases in step in grade
  - Recommending 1.5% COLA increase for staff
  - Rotating new staff through Tech Services, Main Desk and Paging
3. Events
  - Children's Programming
    - Story Time 71
    - Theater Thursday 56
    - Three Rivers Patrons of the Arts—Reading incentives and tickets (See attached)
    - Iron Horse Festival October 5
  - Adult Programming
    - Exhibits: --Way We Work Lectures--38 in attendance plus radio coverage; over 300 viewed the exhibit
    - Tech Talk under revision with restart on October 17
    - John F. Kennedy Assassination commemoration--November
4. Library Services
  - Technical Services—Moved Dorothy Titus to Tech Services for training
  - Weeding Adult Fiction, Westerns, Young Adult, and Other Worlds
  - Public Services
    - Caroline Moss fully trained at desk, scheduling, running reports, and working with eresources
    - Answer desk set up
    - Desk south pass through is under construction
  - Business and Marketing—Pat Cozort fully trained in payroll, accounts payable, and benefits payment. Received training in discrimination law at Chamber, and preparing 4<sup>th</sup> quarter “Off the Shelf”
  - Children's—Erin Rigby is developing program and bringing back Page the Mouse (See attached)
  - Information Technology
    - Network servers revamped with cloud storage added
  - Building and Grounds—Lighting and storage
5. Director's Activities
  - Sunday hours averaging 40-50
  - Staff meetings budget planning
    - Lion's Club, October 15
    - Kiwanis, November 7
6. Other
  - Memorial Bench for Sensory Garden, Ceremony October 11
  - Patron Incident
  - Correspondence from City