

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday November 4, 2013

1. Meeting was called to order at 4:03 pm by Matt Funke (President). Other Trustees present included Susie Landrum, Jennifer Gadow, Sherry McDonald (Treasurer), Cindy White, and Jeffrey Sifford (Secretary). Six trustees are present. Trustees Andrew Murphy, Kathern Harris, and Kathy Sanders (Vice President) was unable to attend. Others attendees present: 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 October 7, 2013 were presented. After a discussion, Susie Landrum made a motion to approve the October 7, 2013 minutes and second by Sherry McDonald. 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, Sherry McDonald made a motion to pay the library bills and was second by Cindy White. All six 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 presented to the board details of a visit held with the City of Poplar Bluff City Manager and Finance Officer. The meeting was held on Tuesday October 29, 2013 with Matt and Sue Crites Szostak attending for the library.
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 28, 2013. Jeffrey Sifford recommended to the board President to suspend the naming committee work at this time. After a discussion, Cindy White made a motion to suspend the work of the naming committee and second by Jeffrey Sifford. The board approved to suspend the work of the naming committee.

9. Old Business: Budget 2014 Proposed. Shannon Mangrum and Sue Crites Szostak presented to the board the 2014 proposed budget. After a discussion, Susie Landrum made a motion to accept the proposed 2014 budget with 1.5% COLA and was second by Sherry McDonald. All six trustees present, by a roll call vote, approved the 2014 budget with 1.5% COLA.
10. Old Business: Insurance Bids. Sue Crites Szostak presented to the board that due to several factors that no action can be taken on employee health, life, vision and dental insurances as of this date. The board will take action on employee health, life, vision, and dental insurances as soon as quotes and underwriting is complete.
11. New Business: HVAC Systems. Sue Crites Szostak presented to the board an email from Steve Waite, Building Administrator for the library, regarding the status of the library building HVAC systems. The email was dated Thursday October 31, 2013. Information only.
12. Director's Report: A copy of the Library Director's report is attached.
13. Motion made by Susie Landrum to adjourn the meeting and was second by Cindy White. The board approved to adjourn the meeting at 5:07 pm. The next Library Board meeting will be Monday December 2, 2013 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford, Secretary

Poplar Bluff Public Municipal Library District

Board of Trustees

Director's Report

November 4, 2013

Sue Crites Szostak

1. Budget
 - Preparation for 2014
 - End of year purchasing for maintenance and capital projects, including replacement of Main Street doors and Main desk pass through on south side
2. Personnel
 - Recommending 1.5% COLA increase for staff
 - Resignation of Holly Dunlap and Hiring of Shelley Dille
 - Shannon Mangrum and Erin Rigby attended Missouri Library Association
 - Staff Development Day is Nov. 11 Theme: Safety and Emergency Preparedness
3. Events
 - Children's Programming
 - Story Time
 - 4 Head Start Programs with 102 children
 - 5 Tuesday Story time with 99
 - 1 We Belong at the Library 15
 - Theater Thursday 80 (+ October 31 to be in Nov. stats)
 - Fall Reading signups 104
 - Adult Programming
 - Tech Talk 2.0 launched October 17
 - John F. Kennedy Assassination commemoration—November
 - Book Club 5 participants Friends providing seed money for books
 - Music on the Lawn (23)
4. Library Services
 - Technical Services—Respinning and changing catalog for consistency of labeling in adult movies (done), Other Worlds (done), and children's (in process). Sightsaving will change to Large Print designation
 - Weeding Adult Fiction, Westerns, Young Adult, Other Worlds , and children's VHS
 - Public Services
 - Desk moved from genealogy and put at south end of Main desk
 - Desk south pass through completed
 - Check out stations
 - Business and Marketing—Pat Cozort preparing marketing materials, attended worker's compensation training with Chamber and set up hospital and dr.
 - Children's—Page the Mouse Memorandum of Agreement executed. Fall Reading program has 101 participants
 - Information Technology
 - Network servers rework still in process. Anticipated completion is
 - Rusty Van Praag attended MORENet training
5. Building and Grounds—Lighting, RFID stations, Doors, Main Desk, Heating start-up
6. Director's Activities
 - Staff meetings budget planning
 - Kiwanis, November 21
 - Fund raising with 1st Community (Theater Thursday) and Southern Banks (Magician)
 - Software to track fund raising (outside of Memorials)
 - Ethics Commission report from Director due in November
7. Other
 - Memorial Bench for Sensory Garden, Ceremony October 11 (approx.. 45)
 - Patron Banned
 - Meeting with City Manager and Finance Officer
 - Preparation of bids for 2013 Audit