

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday, December 7, 2015

1. Meeting was called to order at 4:02pm by President Andrew Murphy. Other trustees present were Susie Landrum (secretary), Karen Crook, Margaret Fletcher, Jennifer Gadow (vice president), and Christy Turner. Sue Crites Szostak, Library Director, and Shannon Mangrum, Assistant Library Director, were also present.

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: No members of the public were present.

4. Minutes: Margaret Fletcher made a motion to approve the minutes from the November meeting, and Jennifer Gadow seconded. The Board approved the minutes.

5. Financial/payment of bills: Sue Crites Szostak presented financial information and bills to be paid. Christy Turner made a motion to pay the bills. Susie Landrum seconded. The Board unanimously approved payment of the library bills by roll call vote.

6. Circulation Report: Sue Crites Szostak presented the Circulation Report.

7. Technical Services Report: Sue Crites Szostak presented the Technical Services Report.

8. President's Report: President Andrew Murphy had no report.

9. Old Business: Centennial Committee Update: Sue Crites Szostak stated that the plans for the centennial events are moving along. She mentioned the dates of several centennial events that will be occurring in 2016.

Historical Operations: Sue Crites Szostak recommended that the Board approve the payment of \$97,957.37 to the City of Poplar Bluff for the 2nd scheduled payment for historical operations. Susie Landrum made a motion to approve the payment, and Margaret Fletcher seconded. The Board approved the motion by roll call vote with Christy Turner voting no.

TIF payment: Sue Crites Szostak recommended that the Board approve the TIF payment to the City of Poplar Bluff in the amount of \$81,593.26. This payment covers the period of January 1, 2013-November 30, 2015. Christy Turner made a motion to approve the TIF payment, and Susie Landrum seconded. The Board approved the motion by roll call vote. The 2015 Budget will need to be amended in order to reflect the change in the TIF payment from the budgeted amount of \$60,000.00 to the actual amount paid (\$81, 593.27). Christy Turner made a motion

to amend the 2015 budget, and Jennifer Gadow seconded. The Board approved the motion by roll call vote.

10. New Business: FY2015 Audit: Steve Austin, CPA, of Kraft, Miles, & Tatum is ready to begin working on the library's 2015 audit.

MOPERM Renewal: Sue Crites Szostak recommended that the Board approve the library's property liability insurance with MOPERM in the amount of \$33, 201.00. Christy Turner made a motion to approve the payment to MOPERM, and Susie Landrum seconded. The Board approved the motion by roll call vote.

Health Insurance Renewal: Sue Crites Szostak discussed with the Board the renewal of full-time library staff's health insurance. The staff had had the opportunity to voice their opinions in the matter. Because of a 12% increase by the insurance carrier, United Healthcare, Sue recommended that the Board approve a change in the level of coverage. Christy Turner made a motion to approve the change in coverage. Jennifer Gadow seconded. The Board approved the motion.

Lease Renewal: Sue Crites Szostak recommended that the Board approve the lease renewal with the city of Poplar Bluff in the amount of \$1.00. Christy Turner made a motion to renew the lease. Karen Crook seconded. The Board approved the motion.

2016 Holiday Closings: Sue Crites Szostak recommended that the Board approve the library's 2016 Pay Day calendar with holiday closings as noted. Christy Turner made a motion to approve the calendar, and Margaret Fletcher seconded. The Board approved the motion.

Vacant Board Position: Board member Jennifer Gadow will be moving out-of-state soon. Sue Crites Szostak thanked Jennifer for her service to the library through her service on the Board of Trustees. Sue also recommended that the Board wait to fill Jennifer's position until June, 2016. Christy Turner made a motion to wait until June to fill the position, and Susie Landrum seconded. The Board approved the motion.

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

12. At 5:10 Christy Turner made a motion to adjourn into closed session in order to discuss personnel matters. Karen Crook seconded. The Board approved by roll call vote. No action was taken. At 5:28 Christy Turner made a motion to come out of the closed session and to adjourn the Board meeting. Karen Crook seconded, and the Board approved. The meeting was adjourned.

Respectfully Submitted,

Susie Landrum, Secretary

Board of Trustees,
Poplar Bluff Municipal Library District