

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Thursday March 6, 2014

1. Meeting was called to order at 4:04 pm by Kathy Sanders (Vice-President). Other Trustees present included Cindy White, Kathern Harris, Jennifer Gadow, and Sherry McDonald (Treasurer). Five trustees are present. Due to a vacancy on the Board, five members constitute a quorum. Sue Crites Szostak, Library Director and Shannon Mangrum, Assistant Director are present. In Susie Landrum's absence, Sue Szostak volunteered to take minutes.
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: Kathy Sanders asked if there were any corrections or additions to the minutes. The order of business needs to be reordered. There being none, she asked for Trustees' approval. K. Harris made the motion to approve and J. Gadow seconded. The Board approved the minutes.
5. Financial/payment of bills: Sue Crites Szostak presented to the board financial information and bills to be paid. C. White made a motion to pay the library bills and was seconded by K. Harris. Five trustees by roll call vote approved paying the library bills.
6. Circulation Report: Sue Crites Szostak presented to the board the circulation Report.
7. Technical Services Report: Sue Crites Szostak presented to the board the Technical Services Report.
8. President's Report: Kathy Sanders stated she had no information to report from Matt Funke.
9. Old Business:

Audit Committee: Sherry McDonald presented the report from the Audit Committee and the report is the recommendation to accept the proposal from Boyer and Associates as the auditing firm for the library for 2013 and 2014. This recommendation is a motion from the Committee. K. Harris seconded. With no further discussion, the Board approved Boyer and Associates proposal. Sue Szostak was directed to initiate and start the auditing process.

HVAC: A request for additional budget of \$20,000.00 is included in the March revised budget for HVAC maintenance.

10. New Business:

USB Drives: Sue Szostak recommended to the Board that library staff sell USB Drives to the patrons at current market price. C. White made the motion to allow this. S. McDonald seconded. Board approved.

Budget 2014 March Revised: S. McDonald made the motion to approve. K. Harris seconded. Board approved by roll call vote with all members present voting yes.

2013 Annual Report was presented in fulfillment of state statute.

Circulation Policy --Informational Only: S. Szostak gave a report to the Board regarding upcoming changes to the library's circulation policy. This will be presented to the Board for approval at the April meeting,

11. Director's Report: Sue Szostak gave the Director's Report as attached to these minutes.

12. Closed Session: C. White made the motion to adjourn to closed session to discuss personnel matters. K. Harris seconded. Meeting adjourned to closed session

13. Motion made to adjourn the Board Meeting at 5:22 p.m. C. White made the motion with J. Gadow seconding, Meeting adjourned.

Respectfully Submitted,

Sue Crites Szostak

Director, Poplar Bluff Municipal Library District