

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday October 29, 2012

1. Meeting was called to order at 4:03 pm by Board President Matt Funke. Other Trustees present included Susie Landrum, Joyanne Cunningham, John Stanard, Kathy Sanders, Sherry McDonald, Andrew Murphy and Jeffrey Sifford. Jackie Thomas, Library Director was present. Trustee Cindy White was absent.
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 from the October 1, 2012 Poplar Bluff Municipal Library District Board of Trustees meeting were presented and discussed. A motion was made by Andrew Murphy to approve the minutes and second by Kath Sanders. The minutes were approved with corrections.
5. The monthly circulation reports were presented by Jackie Thomas and were discussed by the board. An increase in children's use, increase in E-Book usage, and more people are using the library.
6. The monthly operating expense report of the Poplar Bluff Municipal Library District was presented and discussed. A motion was made by John Stanard and second by Susie Landrum to pay the monthly Poplar Bluff Municipal Library District library operating expenses. The trustees were asked by roll call vote to approve paying the operating expenses. All eight trustees present approved paying the monthly operating expenses.
7. Old Business: Poplar Bluff Municipal Library District committee reports:  
Staff Salary Schedules Subcommittee (C) Jeffrey Sifford, Joyanne Cunningham and Sherry McDonald. This subcommittee will meet again for employee benefits and salary schedules and make a recommendation to the board at the December 3, 2012 meeting. (A) Jackie Thomas presented to the board a recommendation to change the library holiday schedule. After a discussion, a motion was made by Andrew Murphy to approve the recommended library holiday schedule and was

second by Susie Landrum. The board approved the recommendation (attached) from the Library Director to the changes in the library holiday schedule. (B) Jackie Thomas presented to the board a recommendation to change the employee personal leave policy. After the board discussed the issue, a motion was made by Andrew Murphy and second by John Stanard to approve the personal leave policy as follows: employees with 0 to 5 years of service will receive one (1) day per month; employees with over 5 years but less than 10 will receive one and a quarter (1.25) days per month; and employees with over ten (10) years of service will receive one and a half (1.5) days per month. No employee may accumulate over 60 days of personal leave. Employees resigning or whose employment is terminated will not be paid for accrued personal leave. All currently full time employees will carry over all their service time, but will not exceed the maximum of 60 days. (C) Jackie Thomas presented to the board health care, dental, life and vision plan options. After a discussion, a motion was made by John Stanard and second by Kathy Sanders to approve the following plans for full-time employees: United Healthcare \$1500/\$4500 single/family deductible, 80/50 co-insurance; \$35 office co-pay; \$5000/\$10,000 out of pocket single/family; \$15/\$40/\$75 pharmacy co-pay, all board paid. The board will pay the first \$250 of the dependent premium when requested by the employee. No disability benefits. The board will pay for a \$25,000 life insurance on each full time employee. Dental and vision are offered and are at the expense of the employees. Motions A, B and C were approved by roll call vote.

Budget & Banking Subcommittee (C) John Stanard, Matt Funke and Andrew Murphy. Will meet again during November 2012 and make a recommendation to the board on the December 3, 2012 meeting.

Library Director Search Committee (C) Kathy Sanders, John Stanard and Susie Landrum Kathy Sanders stated that the Search Committee had received eleven (11) applications as of this date and that the deadline for accepting applications is today October 29, 2012. Kathy stated that at least eight (8) of the applicants seemed to be qualified. This committee will meet to screen and set up interviews and will report to the board on the December 3, 2012 meeting.

Master Plan Subcommittee (C) Andrew Murphy, Kathy Sanders and Cindy White. No new updates to report.

8. Old Business: Mr. Wilson has offered to donate to the Poplar Bluff Municipal Library District a city lot in Poplar Bluff, MO. John Stanard researched this issue and has made a recommendation to the board not to accept the donated property from Mr. Wilson. After the board discussed this issue, the board agreed not to accept the property. John Standard agreed that he would inform Mr. Wilson of the board's decision and to thank him for considering the Poplar Bluff Municipal Library with this offer.
9. New Business: Adoption of Resolution for MoLAGERS. Jeffrey Sifford presented the board seven

(7) issues on the Resolution with the options on each issue. Jeffrey Sifford made a motion and was second by Kathy Sanders to approve the recommendations to the MoLAGERS Resolution. The board agreed to the following seven (7) issues with the agreed options: 1. Elect group(s) of employees to be covered-General Employees; 2. Elect the benefit program for all covered employees-L-7 (1.50% life allowance); 3. Elect the amount of prior service to be covered for all employees-100%; 4. Elect the amount of annual hours an employee must work to be covered-1500; 5. Elect the number of months for the final average salary calculation-60; 6. Elect if the employees will be required contribute to LAGERS-4% of gross salary and wages; 7. Elect the retirement eligibility for covered employees-regular retirement age.

10. New Business: Bylaws Committee: Documents have been sent to Mr. Brown for review and have not been returned and no response as of this date from Mr. Brown. This will be reviewed on the December 3, 2012 meeting.

11. President's Report: None.

12. Director's Report: 1. Director Jackie Thomas presented to the board a letter from Doug Bagby, City Manager dated September 4, 2012 regarding the Library Budget. The letter stated that as of the 2013 Poplar Bluff Municipal Library District budget, that the City of Poplar Bluff would not be subsidizing the Public Library since the passing of the sales tax for its operation. Mr. Bagby stated that he would assist in the Poplar Bluff Municipal Library eliminated dependence from the City of Poplar Bluff funding. 2. Jackie presented a letter from Andrea Wulfers regarding a building assessment report. Ms. Wulfers assessed the building and made recommendation that will be addressed by the Library Director.

13. Motion made by Kathy Sanders to adjourn the meeting and was second by John Stanard. The board approved to adjourn the meeting at 5:57 pm. The next Library Board meeting will be Monday December 3, 2012 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford

