

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday, February 2, 2015

1. Meeting was called to order at 4:00pm by Kathy Sanders (Vice President) as President Andrew Murphy was unable to attend. Other trustees present were Susie Landrum (Secretary), Kathern Harris, Matt Funke, Sherry McDonald (Treasurer), Christy Turner, Jennifer Gadow, and Cindy White. Sue Crites Szostak, Library Director, Shannon Mangrum, Assistant Library Director, and attorneys Scott Robbins and Samantha Pennington Evans, representing the firm of Kennedy, Kennedy, Robbins, and Yarbrow, 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: None.

4. Minutes: Christy Turner made a motion to approve the minutes from the January meeting, and Jennifer Gadow seconded. The Board approved the minutes.

5. At this point in the meeting, Christy Turner made a motion to change the order of the meeting's agenda. This would allow some items under New Business to be discussed at this time by Scott Robbins and Samantha Pennington Evans. Matt Funke seconded the motion, and the Board approved the change in the meeting's agenda.

6. Samantha Pennington Evans, at the behest of library director, Sue Crites Szostak, had studied the Board's bylaws. She presented suggestions for amending bylaws concerning: (1) Finance and Audit Committee, (2) Conflict of Interest Policy, and (3) Bylaw Amendments. These amendments to the bylaws require a 20-day written notification, so no action can be taken by the Board until the March meeting. Samantha Pennington Evans also presented a revision to the library's Unattended Child Policy. After some discussion, Christy Turner made a motion to adopt the recommended changes to the library's Unattended Child Policy, and Matt Funke seconded the motion. The Board approved the motion to adopt the changes.

7. Financial/payment of bills: Sue Crites Szostak presented financial information and bills to be paid. Christy Turner made a motion to pay the library bills and was seconded by Sherry McDonald. The trustees approved payment of the library bills by roll call vote.

8. At this point in the meeting a member of the public, Dr. Michael Ginsburg, arrived and wished to address the Board. Christy Turner made a motion to suspend the agenda and allow Dr. Ginsburg to speak. Jennifer Gadow seconded, and the Board approved the motion to suspend the agenda.

9. A member of the public, Dr. Michael Ginsburg, addressed the Board. He asked if it would be possible for the library to purchase a scanner and a fax machine for the public's use. VP Kathy Sanders assured him that his request would be passed on to the library staff for consideration. Christy made a motion to return to the meeting's agenda, and Susie Landrum seconded.

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

11. Technical Service Report: Sue Crites Szostak presented the Technical Services Report

12. President's Report: There was no President's Report as President Andrew Murphy was absent.

13. Old Business:

Centennial Committee Update: Kathy Sanders and Jennifer Gadow shared information from the Centennial Committee meeting which was held a couple of weeks ago. The committee worked on a list of possible activities and events and discussed the Chamber of Commerce event that will be held on April 17<sup>th</sup>. They decided on a logo/theme, "Celebrating the Past and Embracing the Future". Their next meeting will be held on February 19<sup>th</sup>.

14. New Business:

2015 Bylaws Revision: Already discussed.

Unattended Child Policy: Already discussed.

2015 Board Meeting Update: Sue Crites Szostak and Shannon Mangrum have been working on an organized calendar for the year and noting what needs to be done and when. Board members will receive a copy when it is completed.

Finance and Audit Committee: Already discussed.

FY2014 Audit-Progress to Date: There is nothing to report as the library's auditor had to report for jury duty. The meeting with the auditor will be rescheduled as soon as possible.

Reserves: A recommendation was made by Sue Crites Szostak to move \$50,000.00 into the reserve account. A motion was made by Christy Turner to move \$50,000.00 into the reserve account. Kathern Harris seconded, and the Board approved the motion.

15. Director's Report: Sue Crites Szostak presented the director's report.

16. At 5:22 Christy Turner made a motion to adjourn into a closed session in order to discuss personnel issues. Kathern Harris seconded, and the Board approved the motion.

17. At 5:37 Christy Turner made a motion to come out of the closed session and to adjourn the Board meeting. Jennifer Gadow seconded the motion. The Board approved the motion, and the meeting was adjourned.

Respectfully Submitted,

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Susie Landrum, Secretary

Board of Trustees, Poplar Bluff Municipal Library District