

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday, March 7, 2016

1. Meeting was called to order at 4:00pm by Andrew Murphy (President). Other trustees present included Susie Landrum (Secretary), Cindy White (Treasurer), Kathern Harris, Christy Turner, and Karen Crook. 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 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: Christy Turner made a motion to approve the minutes from the February meeting. Kathern Harris seconded the motion. The Board approved the minutes from the February meeting.
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, and Karen Crook seconded. The Board approved payment of the bills by a roll call vote.
6. Circulation Report: Sue Crites Szostak presented the Circulation Report. Shannon Mangrum reported on the addition of all Poplar Bluff R1 students into the library's data base. All students now have e-cards with the library. She and Sue hope to add other nearby school districts in the future.
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:
 - Conflict of Interest Policy: Sue Crites Szostak recommended that the Board pass the Conflict of Interest Policy. Christy Turner made a motion that the Board pass the Conflict of Interest Policy, and Susie Landrum seconded. The Board approved the motion.
 - Bylaws of the Board of Trustees: After some discussion, it was decided to table this item until Sue receives information from the library's attorneys.
 - Library Code of Conduct Policy: Sue Crites Szostak recommended that the Board accept the Code of Conduct Policy as presented. Christy Turner made a motion to accept the Code of Conduct Policy, and Cindy White seconded. The Board approved the motion.
 - Centennial Committee Update: The Board had previously delegated Sue Crites Szostak to issue a contract to a speaker after the terms were agreed upon. Said contract was mailed on Friday, March

4, 2016, and the speaker will be in Poplar Bluff in October. The Golden Books exhibit opened on March 1st. Plans are finalized for Leonard Marcus' visit on March 18th & 19th.

Health Insurance: Because of unknown problems with the new health insurance carrier, the Board members voted via e-mail on February 10th to give Sue Crites Szostak the authority to change back to the previous insurance carrier. This move was completed with an added cost of \$8,500.00 to the Library.

10. New Business:

2016 Budget: Sue Crites Szostak explained increases and decreases in the 2016 budget. She recommended that the Board approve the 2016 revised budget. Christy Turner made a motion for the Board to accept the revised 2016 budget. Kathern Harris seconded. The Board approved the revised 2016 budget by a roll call vote.

2015 Annual Report: Sue Crites Szostak presented a copy of the Library's annual report to each Board member. Shannon Mangrum discussed the Library's growth from the years 2011 to 2015.

Election of Vice President due to vacancy: Christy Turner had volunteered to complete the vice president's current term left vacant by the move of Jennifer Gadow. The Board approved Christy's appointment to the vice president position.

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

12. At 4:57pm Christy Turner made a motion that the Board adjourn into a closed session to discuss personnel issues. Cindy White seconded. By a roll call vote, the Board agreed to adjourn into a closed session. No action was taken by the Board during the closed session. At 5:06 Kristy Turner made a motion to come out of the closed session and adjourn the Board meeting. Cindy White seconded the motion. The Board approved the motion by roll call vote, and the meeting was adjourned.

Respectfully Submitted,

Susie Landrum, Secretary

Board of Trustees, Poplar Bluff Municipal Library District