

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday, April 7, 2014

1. Meeting was called to order at 4:03 pm by Matt Funke (President). Other Trustees present included Susie Landrum (Interim Secretary), Andrew Murphy, Sherry McDonald (Treasurer), Christy Turner, Kathern Harris, Cindy White, and Kathy Sanders (Vice President). Other attendees were Angela Pearson, Liaison with the City Council, Sue Crites Szostak, Library Director, and Shannon Mangrum, Assistant Director. Sue Crites Szostak requested two changes in the meeting's agenda: moving introduction of new staff members to the top of the agenda and addition of mentioning names of those trustees whose terms will expire in 2014. President Funke granted these two changes.
2. Because of the change in the order of the meeting's agenda, new library staff members were introduced by Sue Crites Szostak. Nicole Peats is the new Public Services Librarian. Pat Cozort, already a library staff member, has a new position as Business Services Associate.
3. 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.
4. Open for Public Discussion: None.
5. Minutes: Minutes of the scheduled meeting on Thursday, March 6, 2014, were presented. Christy Turner questioned item #14, a second adjournment time. Sue Crites Szostak said that item #14 should be deleted from the minutes. After that correction, Christy Turner made a motion to approve the minutes, and Kathern Harris seconded. Minutes were approved by the board.
6. Financial/payment of bills: Sue Crites Szostak presented to the board financial information and bills to be paid. Susie Landrum made a motion to pay the bills. Sherry McDonald seconded. All trustees present approved paying the bills by roll call vote.
7. Circulation Report: Sue Crites Szostak presented the circulation report to the board.
8. Technical Services Report: Sue Crites Szostak presented the technical services report to the board.
9. President's Report: President Funke had no report.
10. Old Business:

Audit Committee: Sue Crites Szostak reported that she has initiated the auditing process as approved by the board at the March meeting. An agreement with the auditing firm, Boyer & Associates, has been signed.

HVAC Repairs: Sue Crites Szostak reported on the status of the repairs to the HVAC system. The total cost of the repairs should be approximately \$15,000. She asked that she receive board approval to pay individual bills from Buffington Brothers that may run over \$10,000. A motion was made by Christy Turner that the board authorize Sue Crites Szostak to make payments up to \$20,000.00 to Buffington Brothers. Andrew Murphy seconded. The board approved the motion.

Security Camera System: Sue Crites Szostak reported on the status of the installation of the security camera system. She was pleased to report that the system is coming in under budget.

Circulation Policy: Sue Crites Szostak discussed only the items in the circulation policy involving major change. The changes in the circulation policy will go into effect by June 1, 2014, if not before. Kathy Sanders made a motion that the board approve the changes in the circulation policy, and Christy Turner seconded. The board approved the motion.

11. New Business:

Board Appointment: Board Appointment: Sue Crites Szostak introduced Christy Turner as the newly appointed board member. She will complete the term of Jeffrey Sifford.

Expiring Terms: Sue Crites Szostak informed the board that the current terms of the following members will be expiring in 2014: Andrew Murphy, Cindy White, and Christy Turner.

Endorsement of ALA Code of Ethics: Sue Crites Szostak stated that the ALA Code of Ethics is, in principle, the ethical standards that the Poplar Bluff Public Library follow. Christy Turner made a motion that the board endorse the ALA Code of Ethics. Cindy White seconded. The board approved the motion.

12. Director's Report: Sue Szostak gave the Director's Report.

13. Closed Session: Cindy White made the motion to adjourn to closed session to discuss personnel matters. Andrew Murphy seconded. Meeting adjourned to closed session

14. Motion made to adjourn the Board Meeting at 5:30pm by Cindy White. Sherry McDonald seconded. Meeting adjourned.

Respectfully Submitted,

Susie Landrum

Interim Secretary, Poplar Bluff Municipal Library District

Poplar Bluff Public Municipal Library District

Board of Trustees

Director's Report

April 7, 2014

Sue Crites Szostak

1. Budget
 - Letter of Engagement with Boyer and Associates
 - Conference Call with Boyer and Associates
2. Personnel
 - Weekend Staffing
 - Public Services Librarian
3. Events
 - Children's Programming (474)
 - Dr. Seuss Birthday Party (cancelled—weather)
 - Heather Brewer Author Visit- 110
 - Story Time
 - Head Start- 150
 - Story Time- 69
 - Theater Thursday - 99
 - Winter Reading Program- 120
 - WEB programming during Teen Tech Week- 46
 - Adult Programming (57)
 - Tech Talk -- 16
 - Book Club -- 8 (Marketing)
 - Computer Classes -- 8
 - Workforce Investment -- 2
 - Neighborhood Birds (PB Garden Club) -- 23
4. Library Services
 - Technical Services—DVD losses
 - Public Services—Circulation Policy, Training
 - Business and Marketing—News Releases, Parks and Recreation guide, Off the Shelf, Summer Reading
 - Children's—Sponsorships of Summer Reading programs, DVD changes in location
 - Information Technology
 - Phone System
 - Wi-Fi Usage
 - Security Cameras
5. Building and Grounds—Raking, Bag Worms, Security Cameras, Fire Drill, Maintenance Tech hire
6. Director's Activities
 - Preparing for National Library Week, MO Evergreen
 - Gateway to Leadership
7. Other
 - Child Safety—Unattended Children Signs