Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday, July 7, 2014

1. Meeting was called to order at 4:06pm by Andrew Murphy (President). Other trustees present included Susie Landrum (Secretary), Kathern Harris, Kathy Sanders (Vice President), Christy Turner, and Matt Funke. Trustees Sherry McDonald and Jennifer Gadow were present by phone. Sue Crites Szostak, Library Director, Shannon Mangrum, Assistant Library Director, and Angela Pearson, liaison with Poplar Bluff City Council, were also present. Sue Crites Szostak requested that one item concerning changes to interlibrary loan services be added to the meeting's agenda. President Murphy agreed to that request.

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 June meeting, and Matt Funke seconded. The Board approved the minutes.

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

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

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: Audit Update: Sue Crites Szostak reported that the audit has been completed and received by the state. A news release to the public will be ready soon.

Personnel Committee Update: Sue Crites Szostak reminded the Board that her evaluation needs to be completed in August. The Personnel Committee will move forward with the director's job description and evaluation forms. President Murphy asked that the finalized forms be ready at the August meeting. Christy Turner (Personnel Committee Chair) said that the forms would be ready for the August meeting.

City of Poplar Bluff-5 year lease: Sue Crites Szostak reported that the Memorandum of Understanding has been signed. Also signed was the 5- year Lease Agreement between the library and the city of Poplar Bluff.

10.New Business: Surplus Sale: Sue Crites Szostak asked that the Board authorize the approval for the library to sell surplus items. Kathy Sanders made a motion for the authorization to sell surplus items. Matt Funke seconded. The Board approved the sale.

Long-Range Financial Planning and Programming: Sue Crites Szostak reported that she had had a recent meeting with Madawn Traxel, President of Friends of the Library. Discussed at the meeting were the future role of the Friends of the Library and the possibility that the Friends of the Library help establish a Foundation. Sue had 2 requests of the Board: (1) that the Board grant approval for her to ask for proposals from local attorneys in order to help establish a Foundation and for any other legal needs and (2) that the Board grant approval for her to ask the architectural firm of Dille & Traxel for their cost of creating a master plan for work on the exterior of the library building. Each Board member gave their approval for Sue to move forward.

Reserves: Sue Crites Szostak gave each Board member a form concerning library revenues year-to-date, library revenues at the end of 2014, and a 6-month operating baseline. She discussed the form, the amount the library currently has in reserve, and the amount to be added to the reserve fund in 2014.

Change in interlibrary loan service: Sue Crites Szostak asked that the Board approve the change of transport of interlibrary loan materials from MALA to LVIS. Kathy Sanders made a motion to agree to this change in transport, and Matt Funke seconded. This change necessitates the waiver of the $10.00 fee for interlibrary loan requests charged to our patrons. The Board approved the change in transport and the $10.00 fee waiver.

Board Meeting Dates for August, 2014, and September, 2014: Because of conflicts, Sue Crites Szostak asked that the Board approve changing the meeting dates for the months of August and September. The August meeting will be moved to Monday, August 11th, and the September meeting to Monday, September 8th. Susie Landrum made a motion to approve the changes in the meeting dates. Matt Funke seconded. The Board approved the motion.

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

12. At 5:32 pm Matt Funke made a motion that the Board adjourn into a closed session to discuss personnel issues. Kathy Sanders seconded the motion. By a roll call vote, the Board agreed to adjourn into a closed session. At 5:40 Christy Turner made a motion to come out of the closed session, and Susie Landrum seconded.

13. Christy Turner made a motion to adjourn the Board meeting, and Kathy Sanders seconded. The meeting was adjourned at 5:42 pm.

Respectfully Submitted,

Susie Landrum, Secretary

Board of Trustees, Poplar Bluff Municipal Library District