

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday, July 13, 2015

1. Meeting was called to order at 4:05pm by President Andrew Murphy. Other trustees present were Cindy White (treasurer), Susie Landrum (secretary), Christy Turner, Kathern Harris, and Karen Crook. Sue Crites Szostak, Library Director, Shannon Mangrum, Assistant Library Director, and Ben Traxel, representing the architectural firm of Dille & Traxel, were also present. Sue Crites Szostak requested that Ben Traxel's presentation to the Board be moved from the Old Business portion of the agenda to immediately following the approval of the June minutes. Christy Turner made a motion to move Ben Traxel's presentation as requested by Sue Crites Szostak, and Susie Landrum seconded. The Board approved the motion. New Board member, Karen Crook, was introduced and welcomed.
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: Cindy White made a motion to approve the minutes from the June meeting. Christy Turner seconded, but pointed out that her name had been left off of the list of members in attendance at the June meeting. Cindy White then made a motion to approve the June minutes amended to include Christy's name, and Christy Turner seconded the motion. The Board approved the amended minutes.
5. Ben Traxel, representing the architectural firm of Dille & Traxel, presented each Board member with a copy of his firm's proposal for architectural services on the 1936 flat portion of the library's roof. After his presentation, discussion and questions ensued. Sue Crites Szostak recommended that the Board accept the contract from Dille & Traxel. Christy Turner made a motion to accept the contract from Dille & Traxel. Susie Landrum seconded. The Board approved acceptance of the contract, and President Murphy signed said contract.
6. 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 Cindy White. The Board unanimously approved payment of the library bills by roll call vote.
7. Circulation Report: Sue Crites Szostak presented the Circulation Report.

8. Technical Services Report: Sue Crites Szostak presented the Technical Services Report.
9. President's Report: President Andrew Murphy had no report.
10. Old Business:

Banking and Investment Services Bid: Each Board member was presented with a copy of a summary from the Board's Finance Committee. There were three proposals submitted: Bank of Missouri, Commerce Bank, and Southern Bank. The Board can vote to accept or reject bids for consideration. Cindy White made a motion to approval the three bids for consideration, and Kathern Harris seconded. The Finance Committee will report their recommendation to the entire Board at a special meeting to be held in a couple of weeks to either accept one of the three submitted bids or to reject all bids.

Centennial Committee Update: Sue Crites Szostak reported that the Centennial Committee continues to meet regularly. The first event, an Ice Cream Social, will be held on July 24th.

11. New Business:

Board Meeting Dates: Sue Crites Szostak recommended three Board meeting dates:

- (1) A special meeting to be held on Monday, July 27th. President Murphy might not be able to attend a meeting on that date, so the date of Tuesday, July 28th, was agreed upon. The items to be discussed at the special meeting on Tuesday, July 28th, will be as follows: banking bids, proposed bid for the roof, RFID bid, and Proforma.
- (2) Cancel the regularly scheduled Board meeting for Monday, August 3rd.
- (3) Move the September Board meeting to Thursday, September 3rd, because of a conflict with the Labor Day holiday.

The Board was amenable to these changes.

Pro Forma: This item will be discussed at the special meeting on July 28th.

Painting of the 1936 entrance: The painting of the 1936 entrance has begun.

Network Equipment Bids: 80% of the money for the equipment will be coming from E-Rate program. The Library had received three bids for equipment, and Rusty Van Praag had recommended that the Library accept the bid from Jensen IT. Cindy White made a motion that the Board accept Rusty's recommendation, and Christy Turner seconded. The Board approved the motion.

RFID Conversion & Upgrade Bids: Shannon Mangrum reported that the Library had been awarded a grant for RFID upgrade, and she discussed upgraded software. Two bids were received from vendors. Shannon made no recommendation at this time.

Further discussion will be held at the special Board meeting on July 28th.

Obituary Research/Copy Service Fees: Sue Crites Szostak recommended a change in the fees charged for copies of obituaries that would move the PB Library in line with fees other libraries are charging. Cindy White made a motion to set the fee at \$10.00 per microfilm research request and a \$25.00 fee for rush processing. Christy Turner seconded the motion, and the Board approved it. This was amended to take effect immediately. Cindy White again made the motion, and Christy Turner again seconded. The Board approved the amendment to make the fee changes effective immediately.

12. Director's Report: Sue Crites Szostak presented the Director's Report.
13. At 5:30 Christy Turner made a motion that the Board adjourn into a closed session. To be discussed in closed session were personnel issues, patrons, and an issue in the parking.lot. Cindy White seconded the motion, and the Board approved the closed session.
14. At 5:40pm Susie Landrum made a motion to come out of closed session and to adjourn the Board meeting. Karen Crook seconded. The Board meeting was adjourned.

Respectfully Submitted,

Susie Landrum, Secretary
Board of Trustees, Poplar Bluff Municipal Library District