

Poplar Bluff Municipal Library District

Library Board of Trustees

Minutes

Monday, October 6, 2014

1. Meeting was called to order at 4:07pm by Andrew Murphy (President). Other trustees present were Susie Landrum (Secretary), Kathy Sanders (Vice President), Christy Turner, Cindy White, Kathern Harris, Matt Funke, Jennifer Gadow, and Sherry McDonald (Treasurer). Sue Crites Szostak, Library Director, and Shannon Mangrum, Assistant Library Director, were also present. Sue Crites Szostak requested that one item concerning an email from the library's auditor be added to the meeting's agenda. President Murphy agreed to this request.

2. Disclosure of interest: Any member of the Poplar Bluff Municipal Library District Board 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 September meeting, and Kathy Sanders seconded. The Board approved the minutes.

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

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

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

8. President's Report: President Andrew Murphy had no report.

9. Old Business:

Library Board of Trustees' letter to Governor Nixon regarding withholds: Copies of a draft of a letter to Governor Nixon were circulated to the trustees. After a short discussion, Cindy White made a motion that the letter be approved and sent to Governor Nixon. Christy Turner seconded, and the Board approved the motion.

RFP Legal Services: Sue Crites Szostak recommended that the Board accept the proposal from Kennedy & Kennedy for legal services effective January 1, 2015. Cindy White made a motion that the recommendation be accepted, and Sherry McDonald seconded. The Board approved, and a letter to Kennedy & Kennedy accepting their proposal will be mailed on Tuesday, October 7, 2014.

Centennial Committee: There was no update.

10. New Business: Budget-2014 Revised: Sue Crites Szostak explained the 2014 revised budget. Susie Landrum made a motion to accept the 2014 revised budget, and Matt Funke seconded. By a roll call vote, the Board accepted the revised 2014 budget.

Budget-2015 Proposed: Sue Crites Szostak distributed a draft of the proposed 2015 budget. She asked that the trustees study the draft and be ready to discuss it and approve the budget at the November meeting.

Reserves: Sue Crites Szostak recommended that no funds be transferred into the reserve account at this time. This can be done by December 31, 2014.

Email from library auditor: The trustees received a copy of an email that Sue Crites Szostak received from Barbara Halter, library auditor, concerning her change of companies.

November 11th Staff Training Day: Sue Crites Szostak requested a motion from the Board to approve closing the library for a partial day or a full day (at director's discretion) in order to hold staff training. Christy Turner made a motion. Jennifer Gadow seconded. The Board approved the motion.

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

12. At 5:06pm Christy Turner made a motion that the Board adjourn into a closed session to discuss personnel issues. Cindy White seconded the motion. By a roll call vote, the Board agreed to adjourn into a closed session. At 5:20pm Cindy White made a motion that the board come out of the closed session, and Christy Turner seconded.

13. At 5:20 Christy Turner made a motion to adjourn the board meeting, and Jennifer Gadow seconded the motion.

Respectfully Submitted,

Susie Landrum, Secretary

Board of Trustees, Poplar Bluff Municipal Library District