

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday, March 2, 2015

1. Meeting was called to order at 4:05pm by Vice President Kathy Sanders. President Andrew Murphy was unable to attend. Other trustees present were Susie Landrum (Secretary), Matt Funke, Sherry McDonald (Treasurer), Christy Turner, and Cindy White. 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 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: Christy Turner made a motion to approve the minutes from the February meeting, and Cindy White seconded. The Board approved the minutes.

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

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: There was no report since President Andrew Murphy was absent.

9. Old Business:

Susie Landrum (Secretary) reported, for the record, that each board member received an email with five attachments from Sue Crites Szostak on February 2, 2015, at 3:09pm. This email served as the 21-day notification for changes in the By-Laws of the Board of Trustees. Copies of the email and attachments will be included with these minutes.

Conflict of Interest Policy: Resolution to establish a conflict of interest policy. Christy Turner made a motion to approve this resolution, and Cindy White seconded. The Board approved the resolution.

By-Law Amendments:

- (1) Article XI: Resolution to amend Article XI of the by-laws of the Board of Trustees of the City of Poplar Bluff Municipal Library District. Cindy White made a motion to approve this resolution, and Christy Turner seconded. The Board approved the resolution.

- (2) Conflict of Interest (Article IX): Resolution to amend Article IX of the by-laws of the Board of Trustees of the City of Poplar Bluff Municipal Library District. Cindy White made a motion to approve this resolution. Christy Turner seconded. The Board approved the resolution.
- (3) Finance and Audit Standing Committee: Resolution to establish a finance and audit standing committee. Cindy White made a motion to approve this resolution, and Sherry McDonald seconded. The Board approved the resolution.
- (4) Standing Committees: Resolution to amend Article VII of the by-laws of the Board of Trustees of the City of Poplar Bluff Municipal Library District. Article VII deals with committees that the Board may establish. These committees may be standing or special committees by resolution of the Board. Susie Landrum made a motion to approve the resolution with Sherry McDonald seconding. The Board approved the resolution.

Centennial Committee Update: Shannon Mangrum and Kathy Sanders shared information from the committee meeting that was held on February 19, 2015. The committee is beginning to confirm events that will be held during the centennial celebration. The next meeting will be held on March 19, 2015.

#### 10. New Business:

Revised 2015 Budget: Sue Crites Szostak presented the revisions to the 2015 budget. The revisions were as follows: local match for the Racing to Read Grant, parking lot clearing due to the recent winter weather, 1936 entrance and parking lot resurfacing, funds for Library Centennial Celebration, and 2013 attorney's fees. Christy Turner made a motion to approve the 2015 revised budget. Susie Landrum seconded. The Board unanimously approved by roll call vote the revised budget.

2014 Annual Report: The library's 2014 annual report was prepared by Shannon Mangrum. A copy was given to each Board member. The report has also been posted on the library's website.

Restoration of State Funding & Draft of Request for Restoration to State Representative Todd Richardson: President Andrew Murphy drafted a letter to State Representative Todd Richardson asking that monies be restored to the REAL Allocation and State Aid to Libraries. Copies will also be sent to State Senator Doug Libla and State Representative Steve Cookson. Matt Funke made a motion to approve sending the letter (with corrections), and Christy Turner seconded. The Board approved the motion.

Resolution of Service Agreement-Kent L. Brown, PC: Sue Crites Szostak received a letter from Kent L. Brown ending his service agreement with the Poplar Bluff Municipal Library District. Included with the letter were invoices.

Legal Services Agreement: Sue Crites Szostak presented a legal services agreement between the Poplar Bluff Municipal Library District and the legal firm of Kennedy, Kennedy, Robbins, and Yarbrow, LC. Cindy White made a motion to accept the legal services agreement with the revision of the starting date to January 1, 2015, if necessary. Christy Turner seconded the motion. The Board approved the motion.

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

12. At 5:37 Cindy White made a motion to adjourn into a closed session in order to discuss personnel matters. Christy Turner seconded, and the Board approved the motion.

13. At 5:44 Christy Turner made a motion to come out of the closed session and to adjourn the Board meeting. Cindy White seconded the motion. The meeting was adjourned.

Respectfully Submitted,

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Susie Landrum, Secretary

Board of Trustees, Poplar Bluff Municipal Library District