

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Thursday, September 3, 2015

1. Meeting was called to order at 4:01pm by Vice President Jennifer Gadow. President Andrew Murphy was unable to attend. Other trustees present were Cindy White (treasurer), Susie Landrum (secretary), Christy Turner, Kathern Harris, and Margaret Fletcher. Sue Crites Szostak, 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 minutes. She also requested that an item regarding TIF be added to the Old Business section of the agenda. Christy Turner made a motion to move Ben Traxel's presentation and add TIF to the agenda as requested by Sue Crites Szostak, and Cindy White seconded. The Board approved the motion by roll call vote.
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 July meeting. Kathern Harris seconded. Christy Turner then made a motion to approve the minutes from the Special Session held in August, and Kathern Harris seconded. The Board approved the minutes from the July meeting and the Special Session in August.
5. Ben Traxel, representing the architectural firm of Dille & Traxel, stated that the proposal for the replacement of the 1936 portion of the library's roof is ready to go out for bids. He had a copy of the booklet that had been prepared for possible bidders. The booklet included everything needed to bid on the project and the specifications for the project. Ben also explained the proposed time-frame for the project. Sue Crites Szostak stated she would be out for vacation during the time bids are due to the library. In her absence, Shannon Mangrum, Assistant Director and Steve Waite, Building Administrator, will review the bids for recommendation to the Board of bid award. The Board can meet in special session or vote by email for the acceptance of the recommended bid award.
6. Financial/payment of bills: Sue Crites Szostak presented financial information and bills to be paid for the months of July and August. Susie Landrum made a motion to pay the library bills and was seconded by Margaret Fletcher. 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 was not in attendance.

10. Old Business:

Centennial Committee Update: Sue Crites Szostak reported that the Centennial Committee continues to meet discussing programs and fundraising. She gave a hats-off to the committee for doing a fantastic job!

Banking Update: The transition of accounts to Southern Bank is completed except for one account. The transition will be completed when all checks have cleared.

TIF: Library attorneys, Scott Robbins and Samantha Evans, met with Poplar Bluff city manager, Mark Massingham, to discuss the TIF tax bill that the library received. Sue Crites Szostak has requested documents from the Missouri Department of Revenue. Sue's recommendation was that the Board not pay the TIF bill at this time.

11. New Business:

RFQ for Audit Services: Sue Crites Szostak created an amended draft for audit services. A motion was made to accept the amended draft by Christy Turner. Cindy White seconded, and the Board approved the motion.

COLA: At the October Board meeting Sue Crites Szostak would like to present a budget with two possibilities for a COLA for the library staff. The two will be a 1.5% COLA and a 0.75% COLA. The two possibilities will allow the Board to see the affect on the budget. Cindy White made a motion to approve, and Christy Turner seconded. The Board approved the motion by a roll call vote.

Reciprocal Borrowing Agreement: Sue Crites Szostak reported that this agreement with Missouri Evergreen would hopefully streamline the borrowing process. Sue recommended that the Board accept the agreement. A motion was made by Susie Landrum to accept the agreement, and Cindy White seconded. The Board approved the motion.

Board Retreat for Strategic Planning: Sue Crites Szostak stated that it would be beneficial for the Board to begin doing strategic planning for the library's future. She recommended a joint strategic planning session including the Board of Trustees and the Friends of the Library. She will email three or four October dates as possibilities for a retreat.

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

13. At 4:55 Christy Turner made a motion that the Board adjourn into a closed session. Susie Landrum seconded the motion, and the Board approved the closed session by a roll call vote.

14. At 5:29 Christy Turner made a motion to come out of closed session and to adjourn

the Board meeting. Susie Landrum seconded. The Board approved and the meeting was adjourned.

Respectfully Submitted,

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