

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday February 4, 2013

1. Meeting was called to order at 4:03 pm by Matt Funke (President). Other Trustees present included Joyanne Cunningham, Susie Landrum, Andrew Murphy, Kathy Sanders (Vice President), Jeffrey Sifford (Secretary), John Stanard (Treasurer), Sherry McDonald, and Cindy White. Nine trustees are present. Sue Crites Szostak the Library Director and Shannon Mangrum the Library Systems Administrator are present. New library staff presents for introductions to the board is Steve Waite, Building Administrator and Rusty Van Praag, Emerging Technologies Administrator. Teresa Krone, Notary, from The 1<sup>st</sup> Community Bank was present to notarize papers for the board.
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 of the scheduled meeting on Monday January 7, 2013 and the minutes of the Special email discussion and email vote on Sunday January 20, 2013 meetings were presented. After a discussion, John Stanard made a motion to approve the January 7, 2013 and the January 20, 2013 minutes with spelling corrections and second by Kathy Sanders. The board approved the minutes with corrections.
5. Circulation Report: Sue Crites Szostak presented to the board the circulation reports.
6. Financial/payment of bills: Sue Crites Szostak presented to the board financial information and bills to be paid. After a discussion, Susie Landrum made a motion to pay the library bills and was second by Cindy White. After further discussion, all nine trustees present, by a roll call vote, approved paying the library bills. The sales tax revenue, the bank statements, and a “budget vs. actual” including payroll will become part of the monthly financial presentation.

7. Old Business: Banking changes. All signatures approved except on credit cards.
8. Old Business: The library is fully insured as of this date. Employee health insurance started February 1, 2013.
9. Old Business: Jackie Thomas retirement gala. The gala committee consists of John Stanard, Kathy Sanders, and Joyanne Cunningham from the board of trustees and Heather Nagy and Madawn Traxel from the Friends of the Library. The retirement gala will be at 4:00 pm Friday February 8, 2013.
10. New Business: Wi-Fi policy. Sue Crites Szostak presented to the board the new Wi-Fi policy. After a discussion a motion was made by Susie Landrum and second by Cindy White to approve the new Wi-Fi policy. The board approved to the new Wi-Fi policy. The major change was that there is no longer a charge for Wi-Fi services.
11. New Business: Library Board of Trustees By-Laws. Kent Brown the board attorney has not replied to the By-Laws submitted for his review. This will be discussed at the next board meeting.
12. New Business: Personnel Policies: Kent Brown the board attorney has not replied to the Personnel Policies submitted for his review. This will be discussed at the next board meeting.
13. New Business: New Director Reception: Will be held in the library from 4-6 PM on Friday April 19, 2013. Details will be discussed during the March 4, 2013 meeting.
14. President's Report: Thanks to all the library staff for their work on the insurance issues and the work on the bylaws.

15. Director's Report:

Budget: The HVAC is having some problems and is being checked out. There may be some major costs for the repairs of the HVAC. With the new staffs hired and with the replacement of the recent vacancy there will be no changes to the budget.

Discussion of the leave, travel and purchasing forms and procedures.

Introductions of new staff: Steve Waite, Building Administrator and Rusty Van Praag, Emerging Technologies Administrator.

The library will have a staff vacancy as of Friday February 8, 2013 with Laura Isaacs leaving her position on this date. A new position will be announced that will include in the job description marketing/human resources and business services associate experience and skills. Applications are due no later than March 15, 2013. Copy of the job announcement was presented to the trustees.

Events: Children's Programming: Head Start with 146 children present; Boy Scouts one presentation with 18 children present; and the ongoing programming of 12 presentations with 212 children present. The author Jennifer Brown had to cancel her visit on February 1, 2013.

Discussion of the reception for Jackie Thomas on Friday February 8, 2013.

Services: Texting hold notices and the six new computers in new/popular material as was stated in the Daily American Republic newspaper article.

Meetings with the staff have gone well.

The "New Prop 1" catch line is "Building Communities-Working for you". The National Library Week will be April 14-20, 2013. Many events are in the planning for this week.

16. Motion made by Joyanne Cunningham to adjourn the meeting and was second by John Stanard. The board approved to adjourn the meeting at 4:45 pm. The next Library Board meeting will be Monday March 4, 2013 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford, Secretary