

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday, June 2, 2014

1. Meeting was called to order at 4:05pm by Matt Funke (President). Other trustees present included Susie Landrum (Interim Secretary), Cindy White, Andrew Murphy, Kathern Harris, Kathy Sanders (Vice President), and Christy Turner. 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 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: Matt Funke brought up one needed correction to the minutes from the May meeting and asked if there were any other corrections or additions to those minutes. There being none, Cindy White made a motion to approve the corrected minutes from the May meeting, and Andrew Murphy seconded. The Board approved the minutes.
5. Financial/payment of bills: Sue Crites Szostak presented financial information and bills to be paid. She stated that the auditor had recommended a change in the number of library bank accounts from 6 to 4. Kathy Sanders made a motion to pay the library bills and was seconded by Kathern Harris. The seven trustees present approved by roll call vote to pay the library bills.
6. Circulation Report: Sue Crites Szostak presented the Circulation Report. Shannon discussed her ideas for the databases.
7. Technical Services Report: Sue Crites Szostak presented the Technical Services Report. Some revamping in technical services has occurred.
8. President's Report: Matt Funke stated that the three trustees whose terms would be expiring have all been reappointed to the Board for three-year terms. He and Sue Crites Szostak will be attending the City Council meeting this evening.
9. Old Business: Audit Update: Sue Crites Szostak reported that the next meeting with the auditor will be held on Tuesday, June 3, 2014. Sue is optimistic that the June 30<sup>th</sup> deadline for sending the audit to the state will be met. Also discussed were check signature procedures.

Nominating Committee Update: Kathy Sanders (Chair) presented the following slate of officers: President-Andrew Murphy, Vice President- Kathy Sanders, Secretary-Susie Landrum, and Treasurer-Sherry McDonald. Kathy Sanders made a motion that the slate of officers be accepted by the Board. Christy Turner seconded. The Board accepted the officers, and they will take office as of July 1, 2014.

Personnel Committee Update: Christy Turner (Chair) shared an amended job description for the library director and an amended evaluation form for the library director. These were taken under advisement until the July meeting.

10. New Business: City of Poplar Bluff and 5 year lease of library property: There was discussion of an updated Memorandum of Understanding regarding the disposition of library property and the lease of said property. Also discussed was a Memorandum of Understanding concerning monies that the library will repay to the city of Poplar Bluff over the next 5 years. Christy Turner made a motion that the Board agree to accept the Agreement in Principle for purposes of the audit. Andrew Murphy seconded the motion. By roll call vote, the Board agreed to accept the Agreement in Principle with six yes votes and one abstention.
11. Director's Report: Sue Szostak gave the Director's Report.
12. At 5:22 pm Susie Landrum made a motion that the Board adjourn into a closed session to discuss a personnel issue. Christy Turner seconded. By a roll call vote, the Board agreed to adjourn into a closed session. At 5:25 Cindy White made a motion to come out of the closed session, and Andrew Murphy seconded.
13. Christy Turner made a motion to adjourn the Board meeting, and Andrew Murphy seconded. The meeting was adjourned at 5:25 pm.

Respectfully Submitted,

Susie Landrum

Interim Secretary

Board of Trustees, Poplar Bluff Municipal Library District