

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday March 4, 2013

1. Meeting was called to order at 4:03 pm by Matt Funke (President). Other Trustees present included Joyanne Cunningham, Susie Landrum, Kathy Sanders (Vice President), Jeffrey Sifford (Secretary), John Stanard (Treasurer), Sherry McDonald, and Cindy White. Eight trustees are present. Trustee Andrew Murphy was unable to attend. Sue Crites Szostak the Library Director and Shannon Mangrum the Library Systems Administrator are 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 of the scheduled meeting on Monday February 4, 2013 were presented. After a discussion, Joyanne Cunningham made a motion to approve the February 4, 2013 minutes and second by Kathy Sanders. The board approved the minutes.
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, John Stanard made a motion to pay the library bills and was second by Susie Landrum. After discussion, all eight trustees present, by a roll call vote, approved paying the library bills.
7. Old Business: Banking changes. Credit cards approved for two users: Sue Crites Szostak and Shannon Mangrum for a total credit limit of \$10,000.

8. Old Business: Library Board of Trustees By-Laws. Need some editing before being presented and discussed at the next board meeting.
  
9. Old 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 April 1, 2013 meeting.
  
10. New Business: Revised 2013 Budget. Sue Crites Szostak presented to the board a proposed revised budget for 2013. After a discussion, Susie Landrum made a motion to approve the revised budget for 2013 and was second by Jeffrey Sifford. After a discussion, the board approved by a roll call vote for the revised 2013 budget. All eight trustees present voted for the revised budget for 2013.
  
11. New Business: 35 hour work week and 40 hour work week. Sue Crites Szostak presented to the board comparisons of the current 35 hour work week and the proposed 40 hour work week. After a discussion Kathy Sanders made a motion to change the work week from 35 hours per week to 40 hours per week and was second by Sherry McDonald. By roll call vote, all eight trustees approved the 40 hour per week work schedule.
  
12. New Business: Library Policy-Library Code of Conduct. After a discussion, John Stanard made a motion to approve the policy with corrections and was second by Cindy White. By a roll call vote, all eight trustees voted to approve the policy.
  
13. New Business: Library Policy-Purchasing Policy. After a discussion, Sherry McDonald made a motion to approve the policy with corrections and was second by Susie Landrum. By a roll call vote, all eight trustees voted to approve the policy.
  
14. New Business: Library Policy-Sale of Surplus Property. After a discussion, John Stanard made a motion to approve the policy with corrections and was second by Cindy White. By a roll call vote, all eight trustees voted to approve the policy.

15. New Business: Library Policy-Travel Policy. After a discussion, Cindy White made a motion to approve the policy and was second by Kathy Sanders. By a roll call vote, all eight trustees voted to approve the policy.
  
16. New Business: Electronic Delivery of Board Packet as an option. The board discussed the issues and decided to bring this issue to the next board meeting.
  
17. President's Report: Talked to Jackie Thomas and she were very thankful for all that was done for her retirement.
  
18. Director's Report: (1) BUDGET: HVAC for Board Room and Director's office. Discussed the Leave, Travel, and Purchasing forms and procedures. (2) STAFF: Advertising for new position in library associations, newspapers and universities. There was a library incident that the City Police were called to be involved. A person acted inappropriately in the library and was asked to leave the library by the City Police and the police stated that the person will no longer be using the library. The City Police will be called should this person use the library again. All library staff is aware of this incident and the person involved. (3) EVENTS: Children's Programming: Head Start with 146 children in attendance with 60 from the Brosley Head Start. Boy Scouts one presentation with 18 children present; and the ongoing programming of 12 presentations with 212 children present. Summer Reading Program Magic Show four presentations with two at the library, one at Qulin and one at Fisk with a \$700 sponsorship by Southern Bank plus. The Southern Bank staff will be present to assist with the show. Sensory Garden. (4) SERVICES: ILL featured by Missouri State Library. Changes in cataloging and Tech Services. Pre-processing of materials. Additions to children's and young adult book, audio, and DVD collections. (5) DIRECTOR'S ACTIVITIES: Meetings with staff. Discussed facilities, process of change-magazines, newspapers, reference, DVD, audio and genealogy. Offices, budget, technology planning document. Security-Steve is working on our security issues. Lighting changes for future consideration.
  
19. Motion made by Cindy White to adjourn the meeting and was second by Matt Funke. The board approved to adjourn the meeting at 5:40 pm. The next Library Board meeting will be Monday April 1, 2013 at 4:00 pm.

Respectfully Submitted  
Jeffrey Sifford, Secretary