

# Poplar Bluff Municipal Library District

## Library Board of Trustees

### Minutes

Monday May 6, 2013

1. Meeting was called to order at 4:02 pm by Matt Funke (President). Other Trustees present included Joyanne Cunningham, Susie Landrum, Kathy Sanders (Vice President), Andrew Murphy, and Jeffrey Sifford (Secretary). Six trustees are present. Trustees John Stanard (Treasurer), Cindy White, and Sherry McDonald was unable to attend. Others attendees present: Teresa Kronz the notary from First Community Bank, Andrea Collier the library Business Services Associate: Marketing & Human Resources, Angela Pearson the Library's City Council Liaison serving on the Poplar Bluff City Council from Ward One, Sue Crites Szostak the Library Director and Shannon Mangrum the Assistant Director.
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 April 1, 2013 were presented. After a discussion, Susie Landrum made a motion to approve the April 1, 2013 minutes with corrections and second by Jeffrey Sifford. The board approved the minutes with corrections.
5. Financial/payment of bills: Sue Crites Szostak presented to the board financial information and bills to be paid. After a discussion, Andrew Murphy made a motion to pay the library bills and was second by Kathy Sanders. After discussion, all six trustees present, by a roll call vote, approved paying the library bills.
6. Circulation Report: Sue Crites Szostak presented to the board the circulation reports.
7. President's Report: none.
8. Old Business: Sue Crites Szostak presented to the board updated information on the Annual Report corrections and staff offices changes and improvements. Information only, no action needed by the board.
9. New Business: Sue Crites Szostak presented to the board the issue of nominating new Board of Trustees officers for the next year. The nominating committee will consist of Susie Landrum-Chairperson, Kathy Sanders, and Joyanne Cunningham. The nominating committee

will present nominated names for President, Vice President, Secretary and Treasurer at the next scheduled meeting on Monday June 3, 2013.

10. New Business: Sue Crites Szostak introduced the new full time employee Andrea Collier as the library's Business Services Associate: Marketing & Human Resources. Three new part time employees have been hired.
11. New Business: Sue Crites Szostak introduced Angela Pearson the Library's City Council Liaison serving on the Poplar Bluff City Council from Ward One.
12. New Business: Sue Crites Szostak informed the board that the entire bonding requirements have been met as of today.
13. New Business: State Auditor. Sue Crites Szostak presented to the board a letter dated April 18, 2013 from The Law Office of Kent L. Brown, P.C., regarding the City of Poplar Bluff Municipal Library District. Mr. Brown per in the letter is addressed to Becky Webb, Office of Missouri State Auditor Thomas A. Schweich the following: "It appears, though, that the State Auditor's office does not agree that the City of Poplar Bluff Municipal Library District is a separate taxing entity from the City of Poplar Bluff so that it may legally set its own tax levy. Could you please send detailed reasons, including the statutory bases, for this position? We seek to allay the concerns your office may have about the right, propriety and ability of the Library District to set its own tax levy, but need to know all the reasons supporting your office's position."
14. New Business: Sue Crites Szostak presented to the board several audit questions that were provided by Kraft, Miles and Tatum LLC, Certified Public Accountants in Poplar Bluff. Sue stated that the company reviewed the library's current procedures and they made some suggestions that have been implemented to meet the next audit review.
15. New Business: Search for new trustees. The names of Katherine Harris and Carol Lewis have been submitted to the Poplar Bluff City Council for approval.
16. New Business: Music on the Lawn. Shannon Mangrum presented to the board the schedule for the Music on the Lawn program. It all takes place in the Sensory Garden from 5:00 to 7:00 pm as scheduled. The three dates are May 17, 2013 with Daniel Atwood Group with a variety of music, June 14, 2013 with Jane Hopkins Group with mountain music and ringing strings, and July 12, 2013 with Tori Travers with country music. First Midwest Bank of Poplar Bluff will be providing water.
17. Director's Report: A copy of the Library Director's report is attached.

18. Motion made by Andrew Murphy to adjourn the meeting and was second by Joyanne Cunningham. The board approved to adjourn the meeting at 5:04 pm. The next Library Board meeting will be Monday June 3, 2013 at 4:00 pm.

Respectfully Submitted

Jeffrey Sifford, Secretary

# Poplar Bluff Public Municipal Library District

## Board of Trustees

### Director's Report

May 6, 2013

Sue Crites Szostak

1. Budget
  - Quarterly Requests to Friends
2. Staff
  - Hired Andrea Collier Office Space
  - Hired Purity Williams, Princess Eskridge, Lavender Paoli
  - Developed a new evaluation form
  - Offices/work spaces in place
3. Events
  - Children's Programming
    - Head Start (58—Broseley, On site; 136 Poplar Bluff)
    - Theater Thursday (51)
    - Story Time (126)
    - A. Robertson presented program with Barbara Reading (State Library) at MO Association of School Librarians to 35 school librarians. Topic: Summer Reading.
    - Summer Reading sign-up May 31
  - National Library Week, April 15-19
    - Library Worker's Day, April 17
    - Tumble Book Launch and Director's Reception, April 19
4. Services
  - Missouri State Library—Possibility of new grant activities
  - Cataloging—Increased volume due to gifts and budget
  - Audio Book, Video, Newspaper, and Magazine move complete (Happy Patrons!)
  - All-In-Ones Installed
  - Genealogy moved (Business and Research Center—BARC)
  - Network cleanup--Efficiency
5. Director's Activities
  - Staff meetings
    - Marketing and MASL
    - Wish List
    - Security
    - Goal Setting
  - Training
    - Andrea Collier
    - Part-time Staff
  - City Audit
    - Requests for information regarding sales tax revenue
  - City of Poplar Bluff Staff Meeting
  - Downtown Poplar Bluff—Penny McGath
  - Margaret Harwell Museum—Tina McGill
6. Other
  - Laptops in Poplar Bluff Schools
  - Consumer Health Partnership