

Regular Board Meeting Minutes

Tuesday, February 27, 2018

The Board of Trustees of the Polk County Library met in session on Tuesday February 27, 2018 at 6:15 pm at the Polk County Library at Bolivar, MO. The meeting scheduled for Feb. 20th was postponed due to inclement weather. Those present were Suzanne Donnell, Julian Pace, and Duncan Meadows. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director. Absent were President Lee Ann Clark and Kaye Eversoll

Vice President Duncan Meadows called the meeting to order. Ms. Donnell made a motion to approve the agenda. Mr. Pace seconded. All members voted in favor. **Motion Carried.** The minutes from the previous meeting and closed meeting were reviewed. Ms. Donnell moved that the minutes be approved. Mr. Pace seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills for the month were examined by the Board. Ms. Donnell moved that monthly bills and financial reports be approved. Mr. Pace seconded. All members voted in favor. **Motion carried.**

Ms. Knight gave the Directors report. Ms. Knight reported on circulation, patron visitation and computer use. Morrisville is continuing its downward trajectory.

In other news, Ms. Knight reported that the library has received 3 grants this year. \$10590 for Summer Reading, \$8309 to replace Bolivar's public computers and \$695 to allow Ms. Knight to attend the Evergreen International Conference in St. Charles on May 1-3. She also reported that due to restructuring, Morenet has increased the bandwidth at Bolivar from 15 mbps to 20 mbps for no additional fees.

In staff news, Rebekah Galloway will be attending a 12 week online cataloging class offered by ALA for \$500. This will help the library continue to improve the library catalog. She is also continuing our DVD series consolidation. Kendra Hammer will return from Maternity leave on Mar. 1st.

Ms. Knight had further information on the IRS, FUTA, and the 940 forms. The IRS send a clarification on the 940. The library is FUTA exempt and the IRS will be refunding all money from the last seven years where FUTA has been paid.

SquareHouse has sent information regarding the 2017 Audit. After discussion, it was decided not to bid out the audit this year, and let SquareHouse do the audit.

Ms. Knight also brought the board's attention that the vacant lot next door to the Humansville library is up for sale. Mr. Pace made a motion to authorize Ms. Knight to offer up to \$2300 for lot. Ms. Donnell seconded. All members voted in favor. **Motion carried.**

In New Business,

The board reviewed bids for construction on the Humansville library. After discussion, Mr. Pace made a motion to approve Ernst Angst's bid for roof, masonry and building connector, provided that he can submit a certificate of Insurance coverage. Ms. Donnell seconded the motion. All members voted in favor. **Motion carried.**

The board then moved to a work session on library patron policy

At 9:15 pm, Ms. Donnell made a motion to adjourn the regular meeting. Mr. Pace seconded. All members voted in favor. **Motion carried.**

The next regular board meeting will be Monday, March 12th at 3:00 pm