

Regular Board Meeting Minutes

Tues, October 16, 2018

The Board of Trustees of the Polk County Library met in session on Tuesday, October 16th, 2018 at 6:20 pm at the Polk County Library at Bolivar, MO. Those present were LeeAnn Clark, Kaye Eversoll, Julian Pace, and Duncan Meadows. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director. Absent was Suzanne Donnell.

President LeeAnn Clark called the meeting to order. Mr. Meadows made a motion to approve the agenda. Ms. Eversoll seconded. All members voted in favor. **Motion Carried.**

The minutes from the previous meeting were reviewed. Mr. Pace moved that the minutes be approved. Mr. Meadows seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills for Aug. 15th-October 15th were examined by the Board. Mr. Meadows moved that monthly bills and financial reports be approved as presented. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Knight gave the Directors report. Ms. Knight reported on circulation, patron visitation and computer use for 3rd Quarter of 2018. Although overall circulation and computer usage is down, patron visits and wi-fi usage are rising.

Ms. Knight also reported on the results of the Age Evaluation of the non-fiction collection. While 55% of the adult non-fiction collection fall outside the age recommendations, the collection is trending in the right direction from last year's 63%. This year Ms. Knight included Children non-fiction, only 38% of children's are outside the age recommendations.

In other news, The Humansville meeting room is complete and in use; the new copiers at Bolivar and Humansville have been installed; the Bolivar staff completed a fire emergency drill.

Ms. Knight also reported that staff have been evaluating current library services. Fair Play is changing the time of its storytime and adding new programs. Ms. Knight and the staff feel that we are not getting a good return on investment for the Page to Page magazine and will be suspending publication to try other marketing avenues. Ms. Knight also feels the return on investment is not what it should be on the database, Lynda.com. It is costing \$42.68 per hour per patron and only 3 patrons used the database for more than 10 hours in the last year. It will not be renewed next year.

In New Business, Ms. Knight discussed doing away with the keys to the bathrooms at Bolivar. After discussion, the board agreed.

Ms. Knight recommended that the Board put out an RFP for audit services for this fiscal year's audit. Ms. Eversoll motioned to bid out the audit services for FY2018. Mr. Meadows seconded. All members voted in favor. **Motion carried.**

The Board then entered discussion on the Personnel Policy Manual revisions. After discussion, the Board wanted input from the staff. Ms. Knight will submit the manual to the staff for comments.

At 8:18 pm, Mr. Meadows made a motion to adjourn the regular meeting. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The next regular board meeting will be Tuesday, November 27, 2018 at 6:15 pm at the Humansville Library.