

Regular Board Meeting Minutes

Tues, November 27, 2018

The Board of Trustees of the Polk County Library met in session on Tuesday, November 27th, 2018 at 6:15 pm at the Polk County Library Humansville, 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 at 6:17 pm. 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 October 16th thru November 15th were examined by the Board. Ms. Eversoll moved that monthly bills and financial reports be approved as presented. Mr. Meadows 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 October 2018. Although overall circulation and computer usage is down, patron visits and wi-fi usage are rising.

Ms. Knight gave a report on upcoming programs including the Winter Reading Program, Novel Ideas Book chat, Drop N Shop and Pictures with Santa.

Ms. Knight also reported on the current status of ongoing projects. Children's catalog conversion is almost completed. Staff Development day plans are complete; staff will be learning about Bystander Intervention and Kendra will give an overview of Evergreen procedures.

Ms Knight also attended a meeting in Jefferson City with Mobius and the State Library in regards to the evolving relationships with Missouri Evergreen. Ms. Knight also attended a meeting with the Secretary's Council of Library Development and gave her experience with the Edge Initiative in Stone County. She will be attending MPLD next week in Columbia.

In Old Business, the personnel policy was reviewed again. The staff had a few comments and concerns about the new PTO and break policy. The break policy was changed to reflect their concerns. PTO was better explained to staff, and they seemed happy with it. Mr. Meadows made a motion to approved the amended personnel policy. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

In New Business, Ms. Knight presented the 2019 budget which included a 2% COLA raise for all staff eligible and the new minimum wage increase. Mr. Meadows made a motion to approve the budget as presented with the 2% raise for staff; Ms Eversoll seconded the motion. All members voted in favor. **Motion carried.**

At 7:30 pm, Ms. Eversoll made a motion to adjourn the regular meeting. Mr. Meadows seconded. All members voted in favor. **Motion carried.**

No meeting will be held in December. The next regular board meeting will be January 22nd, 2019 at Bolivar Library at 6:15 pm.