

Regular Board Meeting Minutes

Tues, May 21, 2019

The Board of Trustees of the Polk County Library met in session on Tuesday, May 21st, 2019 at 6:15 pm at the Polk County Library, Bolivar, MO. Those present were Kaye Eversoll, Julian Pace, Suzanne Donnell, and Duncan Meadows. Also present was Colleen Knight, PCL Director, Tiffany Taylor, PCL Assistant Director and Jessica Stokes from KPM CPA's. Absent was Board President LeeAnn Clark.

Vice President Meadows called the meeting to order at 6:15 pm. Ms. Eversoll made a motion to approve the agenda. Ms. Donnell seconded. All members voted in favor. **Motion Carried.**

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

Jessica Stokes from KPM presented the 2018 Audit report. The library was given a clean audit. She did recommend as a check against Segregation of Duties that Board Treasurer review the bank statements and reconciliations each month and that Cash Registers be entered into Quickbooks.

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

Ms. Knight gave the Directors report. Ms. Knight shared that circulation and computer use is rising; however foot traffic has decreased slightly.

Ms. Knight gave an update of the remodel projects. Lance is working on the coffee bar and should be complete with the transformation of one of the display cases in the coming month. The Teen Furniture will be arriving in the coming week.

In other news, SRP begins next week and library staff is hopeful that foot traffic will increase because of summer.

The library administration have also complete staff evaluations on all current staff members. The results illustrated the need for specialized training for some staff members. Quincy Young begins a Cataloging Class in June. Kendra Hammer begins a reference class in July, and Laura Jenkins will be taking some Interlibrary Loan webinars soon. Ms. Knight gave the Board a couple of options for Director Evaluations. The Board will review the information she gave them and decide on a format later.

Ms. Knight also brought to the attention of the Board the sliding numbers for Morrisville. She discussed a couple of ideas for optimizing usage for the Fall. A change of hours and days of operation was discussed; no decision was made.

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

The next regular board meeting will be Tuesday June 18, 2019 at Bolivar Library at 6:15 pm.