

## Board Meeting Minutes

Tues, August 18, 2020

The Board of Trustees of the Polk County Library met in regular session on Tuesday, August 18th at 6:15 pm at the Polk County Library, Bolivar, MO and via Zoom. Those present were Lee Ann Clark, Kaye Eversoll, Julian Pace, and Suzanne Donnell. Also present was Colleen Knight, PCL Director, Tiffany Taylor, PCL Assistant Director, Jessica Stokes and Madison Moore, both with KPM, CPA's. Absent was Duncan Meadows.

President Clark called a special tax levy meeting to order at 6:15 pm. Hearing no comments from the public, Ms. Eversoll made a motion to set next year's tax levy at .2297 per \$100 valuation. Ms. Donnell seconded. All members voted in favor. **Motion Carried.**

Ms. Donnell made motion to close special tax levy meeting. Ms. Eversoll seconded; all members voted in favor. **Motion Carried.**

The regular board meeting was called to order at 6:22 pm. Ms. Donnell 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. Ms. Donnell moved that the minutes be approved as presented. Mr. Pace seconded the motion. All members voted in favor. **Motion carried.**

Jessica Stokes and Madison Moore of KPM presented the 2019 audit of the library's finances. KPM gave the opinion that the financial statements were presented fairly in all material respects (or a clean audit) and stated library was well situated financially.

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

Ms. Knight gave the Director's Report. While the library has continued to experience an increase in its online circulation, overall circulation is down significantly for the year.

Traffic has continued to be slower than normal. Summer Reading Program participation was also down considerably to last year. The library held mostly virtual programming in the summer with only 835 attending. A discussion was held on the fall programming and booksale. The Booksale and S'more Festival were cancelled; smaller programs such as storytimes are "wait and see" for the rest of the year.

Ms. Knight also mentioned the dead trees at the Bolivar entrance and asked permission for Mr. Miller to remove; permission was granted. Humansville Library was the victim of graffiti this week; Mr. Miller cleaned it up.

Ms. Knight reported that she had received the new health insurance rates for FY21. An increase of \$74 per person per month will increase the library budget next year by about \$8000. Also the rates for LAGERS will increase in FY21 from 5.9% to 6.8% for an approximate \$3700 increase.

Ms. Taylor gave an update on several new grant opportunities that the library has received. CaresAct funding allowed the state library to issue a new grant opportunity. The library received for a grant in the amount of \$14532 that will allow for 20 hotspots to be checked out to patrons. The grant will cover the full cost of the hotspots and service for 2 years.

The library also received a CaresAct grant through Polk County in the amount of \$3116.60. This is a reimbursement grant to cover the cost of funds already spent, but not budgeted, because of COVID-19. We included the cost of carpet cleaning at all branches and the Beanstack App for summer reading.

Ms. Taylor also reported that the library also applied for a grant from the State of Missouri for an increase in bandwidth and Internet infrastructure. There is also another grant opportunity from Polk County CareAct; plans for this grant include making the restrooms in Humansville and Bolivar as touchless as possible.

Ms. Knight also presented a letter to the Board from a patron and a discussion was held on the issue. Ms. Knight will write to patron to follow up.

In old Business, Ms Knight gave a copy of the proposed revisions to the Board By-laws that was discussed in the July Board work session. An additional changes was noted to Article IV Section 2 to remove "mailed" and replace with "communicated" and to add next meeting "established at current meeting". Ms. Eversoll made a motion to accept the By-Laws as amended; Ms. Donnell seconded. All members voted in favor. **Motion carried.**

In new Business, Ms. Knight presented a proposed policy change to the PTO policy. Mr. Pace made a motion to accept the change; Ms. Donnell seconded. All members voted in favor. **Motion carried.**

Ms. Knight presented a proposal to go "fine free". Items would check out with the same time limits and renewals. If a patron has an item overdue that cannot be renewed, they will have to return the item in order to check out more material. After 42 days overdue, the item will be billed to patron card. It will cost the library between \$1000-1500 for Equinox to make these changes to Evergreen. Mr. Pace made a motion to accept the fine free proposal; Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Knight also presented proposed policy changes to the patron policies. These changes would incorporated the fine free policy, add a hotspot policy, and change the limit on non-High Demand DVD's from 7 to 25. Ms. Donnell made a motion to accept these policy changes. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

At 8:19pm, Ms. Eversoll made a motion to adjourn. Ms. Donnell seconded. All members voted in favor. **Motion carried.**

The next regular board meeting will be Tuesday, Sept. 15th, 2020 at Bolivar Library and via Zoom at 6:15 pm.