

Regular Board Meeting Minutes

Tuesday, January 16, 2018

The Board of Trustees of the Polk County Library met in regular session on Tuesday January 16, 2018 at 6:22 pm at the Polk County Library at Bolivar, MO. Those present were Suzanne Donnell, Julian Pace, Duncan Meadows and Kaye Eversoll. Also present was Colleen Knight, PCL Director. Absent was President Lee Ann Clark

Vice President Duncan Meadows called the meeting to order. 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 and closed meeting were reviewed. Ms. Donnell moved that the minutes be approved. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills for the month were examined by the Board. Ms. Eversoll moved that monthly bills and financial reports be approved with corrected date of January 1st, 2018. Mr. Pace seconded. All members voted in favor. **Motion carried.**

Ms. Knight gave the Directors Annual report. In the annual report (see attached), Ms Knight went over service numbers for last year. Circulation and computer use did decline, but number of registered patrons increased. In the financial section, the library spent about \$50,000 less than it received. Although some categories were over budget, overall the library was \$7,222 under budget. Mr. Pace made a motion to approve the annual report and print for publication to the public. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

In other news, Ms. Knight reported that the library has written a grant to replace Bolivar's public computers. The total number of public computers at Bolivar will be decreased to 10 due to less usage. The board also looked at the New revamped Page to Page. New adult programs like Keeping up with the Jetsons, bingo, and dominoes have been added to Bolivar. Movies have been moved to Monday Night and will be current DVD releases.

Ms. Knight also reported on the changes to the DVD's in Bolivar. TV series will be re-cataloged so that all of one season will be in one case and counts as 1 checkout instead of each DVD in a separate case. Also, a security case has been added so that staff can leave the DVD's in the cases instead of removing them. This should make checkout much faster for patrons and easier for staff. Also TV series will be moved from the rating system of PG, PG-13 etc... to TV. This will make it easier to find series and feature films alike.

In New Business,

The board reviewed RFP's for the Humansville library. They will be published in Bolivar paper and bids will be reviewed at next board meeting. Ms. Eversoll made a motion to approve the Roof RFP, Mr. Pace seconded. All members voted in favor. **Motion carried.** Mr. Pace made a motion to approve the Building Connector RFP; Ms. Donnell seconded. All members voted in favor. **Motion carried.**

At 7:00 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 Tuesday, February 20, 2018 at 6:15 pm

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

Regular Board Meeting Minutes

Monday, March 15, 2018

The Board of Trustees of the Polk County Library met in session on Monday, March 15, 2018 at 3:00 pm at the Polk County Library at Bolivar, MO. Those present were LeeAnn Clark, Suzanne Donnell, Julian Pace, Kaye Eversoll and Duncan Meadows. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director.

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

The Financial reports and bills for the month were examined by the Board. Ms. Clark moved that monthly bills and financial reports be approved. 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. Morrisville is continuing its downward trajectory. However plans for re-organization will begin this month.

In other news, Ms. Knight reported on the materials checked out by patrons that has not been returned. The library has 2009 such items in the last two years for a total loss of \$43,900. The library has outstanding patron debt of over \$93,000; however, most of that is patrons owing less than \$20. A discussion was held on if the library needed to hire a collection agency; no action was taken at this time.

Board Training via the grant that the library received from the MO State Library was also discussed. It was decided that a 3-hr Session on a Saturday would be best. No date has currently been set for training.

Ms. Knight reported that all matters dealing with the Sunshine Lawsuit and the Complaint with the Attorney General's Office have been closed with no fault found in the library's actions.

The board also discussed the Library's Insurance Coverages. Ms. Knight has requested a quote from insurance agent for Employment Practices and 3rd Party Discrimination Liability rider to add to the Directors and Officers Insurance.

Ms. Knight reported has not heard back from the realtor regarding the vacant lot next door to the Humansville library and that the contract for the construction for Humansville has not been signed yet due to trying to locate matching brick to establish a time schedule for contract.

At 4:25 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, April 17, 2018 at 6:15 pm

Regular Board Meeting Minutes

Tues, April 17, 2018

The Board of Trustees of the Polk County Library met in session on Tuesday, April 17, 2018 at 6:15 pm at the Polk County Library at Bolivar, MO. Those present were LeeAnn Clark, Suzanne Donnell, Julian Pace, Kaye Eversoll and Duncan Meadows. Also present was Colleen Knight, PCL Director and Guest Ellie Blevins

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

The Financial reports and bills for the month were examined by the Board. Mr. Meadows moved that monthly bills and financial reports be approved. 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 the 1st Quarter of 2018. The changes made in Morrisville in March have made a significant improvement in circulation and patron stats.

In other news, Ms. Knight reported on the revamped Summer Reading Program “Libraries Rock” and the program associated with it. The library is planning a staff development day for May 18 and all branches will be closed. DVD project is almost complete; the FOL have graciously agreed to purchase the final 1000 security cases.

Ms. Knight has reported on the results of the quote from insurance agent for Employment Practices and 3rd Party Discrimination Liability rider to add to the Directors and Officers Insurance. Mr. Pace made a motion to add the additional coverage. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Knight also reported on the condition of the handicap door at Bolivar and the recommendation from Facilities Manager Lance Miller that the mechanism be replaced. The board reviewed the 2 quotes that Mr. Miller had received. Mr. Meadows made a motion to accept the quote from Dorma. Ms. Donnell seconded. All members voted in favor. **Motion carried.**

Ms. Knight gave an update on the progress of the Humansville expansion and the Morrisville re-organization.

In New Business, Ms. Knight discussed the need for a new more responsive website. Ms. Eversoll made a motion that Ms. Knight work with MoreNet to build a new website. Mr. Meadows seconded. All members voted in favor. **Motion carried.**

Ms. Knight also discussed the need for more bandwidth at Fair Play. Ms. Donnell made a motion to raise the max bandwidth from 3 mbps to 6 mbps. Mr. Meadows seconded. All members voted in favor. **Motion carried.**

Guest Ellie Blevins addressed the board. She would like more noise control in the Bolivar library for seniors, but was otherwise complementary of the staff and the changes made.

The board then considered the draft copy of the patron policy that Ms. Knight had submitted. Mr. Pace made a motion to approve the policy manual with the corrections that the board had flagged. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

At 7:54 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, May 15, 2018 at 6:15 pm

Regular Board Meeting Minutes

Tues, June 19, 2018

The Board of Trustees of the Polk County Library met in session on Tuesday, June 19, 2018 at 6:15 pm at the Polk County Library-Morrisville at Morrisville, MO. Those present were LeeAnn Clark, Julian Pace, Kaye Eversoll and Duncan Meadows. Also present was Colleen Knight, PCL Director, Tiffany Taylor, PCL Assistant Director and Alan Nippes of Square House, LLC. 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. Meadows moved that the minutes be approved. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

The board opened the floor to Mr. Nippes to present the results of the 2017 Financial Audit. The auditors issued a clean audit; the financial statements are free from material misstatements and there are no material findings on reporting on performance objectives or non-compliance with legislation. Mr. Nippes did recommend looking at the Edward Jones and the CFO-Building accounts for changes in investments.

The Financial reports and bills for the month were examined by the Board. Ms. Eversoll 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 for May.

Ms. Knight also report on the progress of current projects. Humansville is still on track to open Meeting room in late September. Ms. Knight, Ms. Taylor and employee Kendra Hammer have all been attending Human Resource workshops in order to be more versant on current HR law and being work on the Employee Handbook.

The staff has been issued new email addresses with the polkcolibrary.org extension. This was necessary as MORENET will no longer host email services.

Ms. Knight gave a demonstration of the new library website which is slated to go live on August 1st. The website will feature online forms for Interlibrary Loans, Employment, Patron Purchase, Ask-a Librarian, and other forms.

At 8:05 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, July 17, 2018 at 6:15 pm at the Fair Play Library.

Regular Board Meeting Minutes

Tues, July 17, 2018

The Board of Trustees of the Polk County Library met in session on Tuesday, July 17, 2018 at 6:15 pm at the Polk County Library-Fair Play at Fair Play, MO. Those present were LeeAnn Clark, Julian Pace, Kaye Eversoll 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. Ms. Eversoll moved that the minutes be approved. Mr. Meadows seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills for the month 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 June. Ms. Knight also gave a report on future library programs.

Ms. Knight also reported on the progress of current projects. Kendra's office has been moved to better facilitate supervision and customer service. The AC at both Humansville and Morrisville required work; Humansville needed a new compressor and Morrisville needed Freon and coils cleaned. The Humansville meeting room construction is continuing and is still on track for opening mid-Sept.

Maddy Hodges will remain on as a part-time Library Assistant after the end of the Summer Reading Grant.

The staff also requested the Friday after Thanksgiving off. After discussion, Ms. Knight will look at historical usage statistics for that day and report back to board.

In New Business, the slate of Board of Trustees officers was considered: President LeeAnn Clark, Vice President Duncan Meadows, Treasurer Julian Pace, Secretary Kaye Eversoll, Member at Large Suzanne Donnell. Mr. Meadows made motion to approve slate; Mr. Pace seconded. All members voted in favor. **Motion carried.**

At 7:18 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, August 21, 2018 at 6:15 pm at the Bolivar Library.

Regular Board Meeting Minutes

Tues, July 17, 2018

The Board of Trustees of the Polk County Library met in session on Tuesday, July 17, 2018 at 6:15 pm at the Polk County Library-Fair Play at Fair Play, MO. Those present were LeeAnn Clark, Julian Pace, Kaye Eversoll 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. Ms. Eversoll moved that the minutes be approved. Mr. Meadows seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills for the month 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 June. Ms. Knight also gave a report on future library programs.

Ms. Knight also reported on the progress of current projects. Kendra's office has been moved to better facilitate supervision and customer service. The AC at both Humansville and Morrisville required work; Humansville needed a new compressor and Morrisville needed Freon and coils cleaned. The Humansville meeting room construction is continuing and is still on track for opening mid-Sept.

Maddy Hodges will remain on as a part-time Library Assistant after the end of the Summer Reading Grant.

The staff also requested the Friday after Thanksgiving off. After discussion, Ms. Knight will look at historical usage statistics for that day and report back to board.

In New Business, the slate of Board of Trustees officers was considered: President LeeAnn Clark, Vice President Duncan Meadows, Treasurer Julian Pace, Secretary Kaye Eversoll, and Member at Large Suzanne Donnell. Mr. Meadows made motion to approve slate; Mr. Pace seconded. All members voted in favor. **Motion carried.**

At 7:18 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, August 21, 2018 at 6:15 pm at the Bolivar Library.

Regular Board Meeting Minutes

Tues, Aug 21st, 2018

The Board of Trustees of the Polk County Library met in session on Tuesday, August 21, 2018 at 6:20 pm at the Polk County Library at Bolivar, MO. Those present were LeeAnn Clark, Kaye Eversoll and Duncan Meadows. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director. Absent were Suzanne Donnell and Julian Pace.

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.**

Ms. Eversoll made a motion to set the tax levy for FY2019 at the current rate of .02413 per \$100 valuation. Mr. Meadows seconded. All members voted in favor. **Motion Carried.**

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

The Financial reports and bills for the month 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 July. Ms. Knight also gave a report on Summer Reading Program.

Ms. Knight also reported other library happenings. The children's section will be re-cataloged into new shelving locations to facilitate easier locating for patrons. Staff appreciation dinner will be Sept 25 from 5-7 at Dunnegan Park. Staff Development day will be Dec 14th.

Humansville's meeting room is on schedule and an open house has been scheduled for Sept 22. The Bolivar library had alarms installed in the main area of the library and meeting room for fire protection.

The library received a Mini-Technology grant from the State for \$6284 to purchase new copier/printers for Bolivar and Humansville.

In New Business, Ms. Knight distributed the new proposed personnel policy for reading and review. The personnel policy and changes will be discussed at the next meeting

At 7:22 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, September 18, 2018 at 6:15 pm at the Humansville Library.

Post Script: The September 18th meeting was not held because of lack of quorum.

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 complet., 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.

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.