

Regular Board Meeting Minutes

Tues, January 22, 2019

The Board of Trustees of the Polk County Library met in session on Tuesday, January 22, 2019 at 6:15 pm at the Polk County Library, 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 at 6:18 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. Ms. Clark noted a typo in the minutes. Mr. Meadows moved that the minutes be approved as amended. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills for Nov 15 thru the end of Fiscal Year 2018 were examined by the Board. The Board asked Ms. Knight if a different report that gave more detail for bills could be found. Ms. Knight agreed to try to find one. 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 Annual Directors report. Fiscally, in 2018, the library did very well. The library took in more money that was budgeted and also spent less that was budgeted. Library Cards and Library Visitors increased last year, 7% and 3% respectively. 1872 people per week visit one of the county's libraries. Circulation for FY18 was down 4% system wide; however Fair Play increased 9% and Morrisville increased 17%. Library Programs increased dramatically last year; the library held 67 more programs and increased attendance by 2117. The biggest increase was in Fair Play with program attendance rising a whopping 689%. Computer use remained fairly stagnant with only a 1% decrease; however, WiFi usage increased by 21%.

Ms. Knight also reported on an incident of a patron slipping and falling on the ice in parking lot on Sat. Jan. 19, 2019. Patron broke ankle. Incident has been turned over to insurance agency.

In New Business, the Board reviewed the audit proposals from KPM and RMMC for the library's audit of Fiscal Year 2018. After careful consideration of both proposals, Ms. Eversoll made a motion to accept the proposal of KPM based on their presentation, amount of local audits that they do, and price. Mr. Pace seconded. All members voted in favor. **Motion carried.**

At 7:34 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 Feb. 19th, 2019 at Bolivar Library at 6:15 pm.

Regular Board Meeting Minutes

Tues, February 26, 2019

The Board of Trustees of the Polk County Library met in session on Tuesday, February 26, 2019 at 6:15 pm at the Polk County Library, Bolivar, MO; this was a rescheduled meeting from February 19 due to weather. Those present were LeeAnn Clark, Kaye Eversoll, Julian Pace, Suzanne Donnell, and Duncan Meadows. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director.

President LeeAnn Clark 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. 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 last were examined by the Board. Ms. Knight presented the bill payments in a different format. Members of the Board approved of the new format. Mr. Meadows 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. Most statistics are holding steady for first of the year. The exception is Morrisville's computer use has skyrocketed. Ms. Knight will move two of the children's tablets over to Morrisville to help alleviate problem.

The changes in the Fair Play library have begun. Lance is reducing the size of the kitchen and adding space to the children's area. The Friends of the Library have agreed to buy some lounge chairs and educational toys for Fair Play

Ms. Knight also reported that 2 full-time staff had tendered their resignation. Promotions will be made in-house for those positions, and the library currently had openings for 2 part-time Library Assistant I-Circulation.

The Winter Reading Program is winding down. Registration for the program has been brisk with 329 registrants. Some of the individual programs like Movies and Murder Mystery Theater had record attendance.

Ms. Knight also talked about the changes that she would like to make to the Bolivar Lobby: adding furniture, adding a Monitor to display programs, repainting, and adding a coffee/tea area. She proposed that the two display cases be removed and the coffee/tea area be added there. The doors on the display cases could be re-purposed in another area of the library. Mr. Pace made a motion to approve the removal of the display cases and the doors be re-purposed for the alcove doors. Mr. Meadows seconded. All members voted in favor. **Motion carried.**

The Board had also asked Ms. Knight to investigate the cost of ALA and PLA. Ms. Knight reported on her findings for an Individual Membership and an Institutional Membership. Ms. Eversoll made a motion for the memberships costs for an Individual Membership for ALA and PLA be paid for Colleen Knight. Mr. Pace seconded. Ms. Donnell, Mr. Pace, and Ms. Eversoll voted for the motion, and Mr. Meadows voted against. **Motion carried**

At 7:30 pm, Ms. 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 March 19th 2019 at Bolivar Library at 6:15 pm.

Regular Board Meeting Minutes

Tues, March 19th, 2019

The Board of Trustees of the Polk County Library met in session on Tuesday, March 19th, 2019 at 6:15 pm at the Polk County Library, Bolivar, MO. Those present were LeeAnn Clark, Kaye Eversoll, Julian Pace, Suzanne Donnell, and Duncan Meadows. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director.

President LeeAnn Clark called the meeting to order at 6:15 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. Ms. Eversoll 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 last were examined by the Board. A discussion was held on the increase of worker's compensation insurance. Ms. Donnell 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. February statistics were down across the board; the library was closed 4 days for weather.

The changes in the Fair Play library are almost complete. Ms. Knight distributed pictures of the new areas.

Ms. Knight also reported that the library had hired two new part-time staff members, Diona Kozak and Jennifer Evans. Ms. Knight feels that they will be a great addition to our team.

Ms. Knight also showed layout for the changes to the Bolivar Lobby and Teen Area. She also recommended that surplus furniture, like the study carrels, lectern, and round table, be sold at silent auction during the FOL book sale.

The board discussed policy changes to photography and filming policy. The board asked that the policy be submitted to Adam Sommers, Attorney for Missouri Public Library Directors, for recommendations. Discussion tabled until Mr. Sommers gives his opinion.

The board also participated in development training by watching the first installment of Short Takes for Trustees.

At 7:41 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 21, 2019 at Bolivar Library at 6:15 pm.

Regular Board Meeting Minutes

Tues, April 16, 2019

The Board of Trustees of the Polk County Library met in session on Tuesday, April 16th, 2019 at 6:15 pm at the Polk County Library, Bolivar, MO. Those present were LeeAnn Clark, Kaye Eversoll, Julian Pace, Suzanne Donnell, and Duncan Meadows. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director.

President LeeAnn Clark called the meeting to order at 6:17 pm. Ms Knight informed Board that due to technical difficulties, Short Takes on the Agenda will not be possible. Ms. Donnell made a motion to approve the revised agenda. Mr. Meadow 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 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. Circulation was up in March, so much so that it erased the losses of February. However, Patron visits and computer usage remained a little depressed. Wi-Fi usage has increased 30% for 1st Quarter of 2019.

Ms. Knight gave an update of the remodel projects. Fair Play is complete. Bolivar Lobby furniture has been ordered and some has arrived. The Lobby TV is up and operational. Lance will begin the destruction of display units after Book Sale.

The library staff have been working on the Edge Assessment of the library's technology. The assessment has been done; now it is time to come up with an action plan to improve the library's score. The library scored on the lower side of middle for libraries our size and budget.

The Board discussed policy changes to photography and filming policy. Mr. Adam Sommers, Attorney for Missouri Public Library Directors, submitted his recommendations by email. Mr. Meadows made a motion to approve the policy with the changes that Mr. Sommers recommended. Ms. Eversoll seconded. **Motion carried.**

At 6:53 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 June 18, 2019 at Bolivar Library at 6:15 pm.

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.

Board Meeting Minutes

Tues, June 18, 2019

The Board of Trustees of the Polk County Library met in session on Tuesday, June 18th, 2019 at 6:15 pm at the Polk County Library, Bolivar, MO. Those present were LeeAnn Clark, Kaye Eversoll, Julian Pace, and Duncan Meadows. Also present was Colleen Knight, PCL Director, Tiffany Taylor, PCL Assistant Director. Absent was Suzanne Donnell.

President Clark called the meeting to order at 6:16 pm. Mr. Meadows made a motion to approve the amended agenda. Ms. Eversoll seconded. All members voted in favor. **Motion Carried.**

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

Attorney Jay Kirksey arrived. Mr. Meadows moved that the board go into a closed session at 6:20 pm for discussion of legal matters. Ms. Eversoll seconded. All members voted in favor. **Motion Carried.** No action taken by board. Ms. Eversoll motioned at 6:50 pm to adjourn closed session and resume regular session. Mr. Meadows seconded. All members voted in favor. **Motion Carried.**

The Financial reports and bills for the last 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 shared that circulation and computer use is rising; however foot traffic has decreased slightly.

Attendance and registration for the Summer Reading program has increased over last year. Bolivar is seeing a 110% increase in its programming for school age children.

Ms. Knight gave an update of the remodel projects. Lance is working on the lobby remodel; it is hampered by having to work odd hours so as not to interfere with patrons. He did break a front window that we had to replace. The Teen Furniture has arrived and is installed.

Ms. Knight reported that Herbert Wilson of Humansville donated a \$1,000 to the library for use at Humansville.

Ms. Knight reported on her MPLD conference in Joplin. She will be serving as Missouri Evergreen chair again this year.

Ms. Knight gave the Board a couple of options for Director Evaluations last month. The Board decided on the full review including staff. They tasked Ms. Taylor with distributing and collecting the Director review from staff.

The need to protect the Donor Wall in the lobby was discussed. Polk County Glass has given an estimate of \$900 to add a Plexiglas sheet in front of wall. Mr. Paced motioned that library add a Plexiglas front to Donor wall. Mr. Meadows seconded. All members voted in favor. **Motion Carried.**

At 7:30 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 16th 2019 at Bolivar Library at 6:15 pm.

Board Meeting Minutes

Tues, July 16th, 2019

The Board of Trustees of the Polk County Library met in session on Tuesday, June 18st, 2019 at 6:15 pm at the Polk County Library, Bolivar, MO. Those present were LeeAnn Clark, Kaye Eversoll, Julian Pace, Suzanne Donnell, and Duncan Meadows. Also present was Colleen Knight, PCL Director.

President Clark called the meeting to order at 6:20 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. 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 last month were examined by the Board. A mid-year report was also given. Mr. Meadows 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 Directors report. Ms. Knight shared some mid-year statistics. Overall, circulation is increasing slightly (1.6%) over last year; however, Morrisville circulation is down 14.8%. Visitors to the library has decreased 3%; however Fair Play has increased 34%. Computer use is remaining steady except for Morrisville where it has increased 189%. Wi-fi use is skyrocketing with a 25% increase with all the branches doubling wi-fi usage so far this year.

Library programs have increased by over 50% in both number of programs and attendance.

Ms. Knight also reported that the library will be losing 2 staff members to college at the end of July and efforts are underway to hire 2 part-time employees.

Ms. Knight updated the Board on new Fall programs. She also talked about the changes to Missouri Evergreen structure.

The Board was given the staff evaluations of the director and decided to hold a closed meeting on August 13th, 2019 at 6:15pm to discuss evaluations.

At 7:20 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 20th at Bolivar Library at 6:15 pm.

Board Meeting Minutes

Tues, August 20th, 2019

The Board of Trustees of the Polk County Library met in session on Tuesday, August 20th, 2019 at 6:15 pm at the Polk County Library, Bolivar, MO. Those present were LeeAnn Clark, Kaye Eversoll, Julian Pace, Suzanne Donnell, and Duncan Meadows. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director

President Clark called the meeting to order at 6:13 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. Meadows moved that the minutes be approved. Ms. Donnell seconded the motion. All members voted in favor. **Motion carried.**

The library held a tax levy public hearing to set the library property tax rate for 2020. Mr. Meadows made a motion to set the tax levy at .2297 per mil. Ms. Eversoll seconded. All members voted in favor. **Motion Carried.**

The Financial reports and bills for the last month were examined by the Board. Mr. Eversoll moved that the 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 that circulation and patron visits are rising overall from last year; computer use is down at Bolivar, but up significantly at Morrisville and Humansville. Ms. Knight also gave a summary of the Summer Reading Program. While registration did decrease by 23% from last year, program attendance increased by 37%. The library experienced more active engagement for those who did participate.

Early August has been a time of outreach to the schools, Ms. Knight reported. Most teachers in the county were given a presentation on library resources and PCL's educator's card. Over 100 new educator cards were issued. We also had a booth at SBU's Welcome week where incoming freshman had the opportunity to get a library card. 40 new student cards were issued.

The library also received a \$2400 grant from the Missouri State Library for books and materials centering on workforce development (resumes, leadership, computer skills, etc.) We should receive the grant in November. The library will hopefully offer several classes that support the new material.

Ms. Knight also reported that work on the parking lot should begin next month. There is a possibility that the library may have to close during the sealing.

Missouri Evergreen will be making the switch to a new vendor on August 30th. Circulation services may be down for a day, but the library will remain open.

In other business, the Library Board of Trustees submitted the following slate of officers for next year. LeeAnn Clark, President; Duncan Meadows, Vice President; Julian Pace, Treasurer, and Kaye Eversoll, Secretary. Motion was made by Mr. Meadows to approve the slate as presented. Ms. Donnell seconded. All members voted in favor. **Motion carried.**

Motion was made at 6:58 pm by Mr. Meadows to go into closed session to discuss personnel issues. Ms. Donnell seconded. All members voted in favor. **Motion carried.**

Closed session was adjourned at 7:14 pm.

At 7:15 pm, Ms. Eversoll made a motion to adjourn the regular meeting. Mr. Meadows seconded. All members voted in favor. **Motion carried.**

The next regular board meeting will be Tuesday September 17 at Bolivar Library at 6:15 pm.

Board Meeting Minutes

Tues, October 15, 2019

The Board of Trustees of the Polk County Library met in regular session on Tuesday, Oct. 15th , 2019 at 6:15 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann 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 Clark called the meeting to order at 6:10 pm. Mr. Meadow 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. Mr. Pace seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills for the last month were examined by the Board. Mr. Eversoll moved that the 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 that as regards to circulation, computer use and patron visits through the 3rd Quarter. Circulation and Patron visits have remained steady; however, computer use is down 5% for the year but wifi usage is growing by 5%. Ms. Knight also gave a summary of the outreach successes to the county schools during school fairs and teacher work days.

Ms. Knight reported on the results of the age evaluation of the Non-Fiction collection. While the results were virtually the same as last year, Ms. Knight reported that materials selectors are using the data to do strategic purchasing through the end of the year. Currently the collection has 74622 items in print.

Ms. Knight also reported on some of the sessions at the Missouri Library Association Conference in Kansas City and the Staff Development day on Oct. 14th.

In other business, the board looked at the proposed FY20 Payroll Schedule and updated pay scale for FY20-23 that had been tabled from last month. Mr. Meadows made a motion to approve the proposal. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Knight also gave the Board some reading material on strategic planning for the February meeting.

At 7:27 pm, Ms. Eversoll 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 November 19th at Bolivar Library at 6:15 pm.

Board Meeting Minutes

Tues, September 17, 2019

The Board of Trustees of the Polk County Library met in session on Tuesday, Sept 17th , 2019 at 6:15 pm at the Polk County Library, Bolivar, MO. Those present were Kaye Eversoll, Julian Pace, and Duncan Meadows. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director. Absent was President LeeAnn Clark and Suzanne Donnell

Vice-President Meadows called the meeting to order at 6:15 pm. Ms. Eversoll 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. Mr. Pace 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 last month were examined by the Board. Mr. Eversoll moved that the bills and financial reports be approved as presented. Mr. Pace seconded. All members voted in favor. **Motion carried.**

Ms. Knight gave the Directors report. Ms. Knight reported that as regards to circulation and patron visits, Bolivar and Fair Play are up but Humansville and Morrisville are down; computer use is down at Bolivar, but up significantly at branches. Ms. Knight also gave a summary of the outreach successes, including Country Days where library staff face painted 195 children.

In other news, the library has experienced some staff turnover in the last month. We lost one employee and hire 3 new employees. Staff Development day will be October 14th.

Ms. Knight also reported that the parking lot has been resealed, striped and the islands removed to improve flow. Ms. Knight reported that Missouri Evergreen switch to new vendor and the upgrade went smoother than expected. Circulations services were never effected.

Ms. Knight received the medical insurance rates for employees next year and they had decreased significantly, saving the library almost \$9000 in employee benefits next year.

Ms. Knight will be at the Missouri Library Association Conference in Kansas City on Oct 3 &4. Mr. Pace made a motion that the library offer an MLA membership for all trustees. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

In other business, Ms. Knight submitted proposed FY20 Payroll Schedule and updated pay scale for FY20-23. Because there were two absences, Ms. Eversoll made a motion to table discussion until October meeting. Mr. Pace seconded. All members voted in favor. **Motion carried.**

Ms. Knight presented the Board with an accounting of outstanding Evergreen bills due to lost material or overdue fines. She also explained that there were 5286 patron accounts that were expired for over 3 years, 1561 of those had balances. Ms. Eversoll made a motion to purge all expired accounts over 3 years. Mr. Pace seconded. All members voted in favor. **Motion carried.**

At 7:18 pm, Ms. Eversoll 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 October 15th at Bolivar Library at 6:15 pm.

Board Meeting Minutes

Tues, November 19, 2019

The Board of Trustees of the Polk County Library met in regular session on Tuesday, November 19th, 2019 at 6:15 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, Julian Pace, Suzanne Donnell, and Duncan Meadows. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director. President Clark called the meeting to order at 6:17 pm. Mr. Meadow 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. A grammatical error was noted. Mr. Pace moved that the minutes be approved as corrected. Ms. Donnell seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills for the last month were examined by the Board. Mr. Meadows 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 Directors report. Ms. Knight reported that circulation, computer use and patron visits are trending the same as all year. Ms. Knight reported on several staffing issues leaving the library short staffed in the month of November. Morrisville library has been closed on Saturdays for November due to these issues.

In November, the Bolivar Library held a celebration of life for Sue Roweton, a longtime Friends of the Library member. An estimated 750 people showed up. The family had requested that in lieu of flowers for people to make a donation to the Friends of the Library. Close to \$5000 was donated. Ms. Knight, after speaking to the family, will purchase downloadable audio books for the collection along with a memorial plaque.

The library received an art donation from the Springfield Art Museum. The gift was several concrete art suitable for outside display created by the Bolivar 6th Grade Gifted Class taught by Beth Grabowski. A PSA was sent to the Bolivar Herald Free Press to announce this gift.

Ms. Knight also reported on the status of several maintenance issues. One of the study rooms is complete, and Lance will be working on the second. The second light pole fixture was replaced to match the other light pole and installed with LED lights.

Ms. Knight talked about several upcoming programs, Drop N Shop, Pictures with Santa, Winter Reading Program, and Novel Ideas Book Club for 2020.

In new business, the board looked at the proposed FY20 Budget. After discussion, Mr. Meadows made a motion to approve FY2020 Budget as presented. Ms. Donnell seconded. All members voted in favor. **Motion carried.**

At 7:11 pm, Mr. Meadows made a motion to adjourn the regular meeting and go into closed session to discuss the Director's 2020 salary. Ms. Donnell. All members voted in favor. **Motion carried.**

The Board came out of closed session at 7:30 pm and announced that Ms. Knight will receive a 3% raise.

The next regular board meeting will be Tuesday January 21, 2020 at Bolivar Library at 6:15 pm.