

Board Meeting Minutes

Tues, October 20, 2020

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

Ms. Clark called the board meeting to order at 6:20 pm. Mr. Meadows 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. Eversoll moved that the minutes be approved as presented. Mr. Meadows seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills since the last meeting were examined by the Board. Mr. Meadows moved that the bills and financial reports be approved as presented. Ms. Donnell 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. Ms. Knight completed the age evaluation for the nonfiction collection; it highlighted several areas that need work but overall trending in right direction.

Ms. Knight updated the board on several staffing changes and issues. Two new staff members were added this month, Shaelyn Jones and April Smith.

The HVAC at Humansville went out again. Mr. Miller received a couple of quotes to replace and Ms. Knight authorized an emergency replacement, ASAP. It will be about \$10,000 but we already had half in the Humansville Maintenance budget.

The change has been made for Fine Free from Equinox. It seems to be well received. Curbside pickup has continued to increase as the COVID cases spike in Polk County; returned items are still being quarantined for 3 days.

We are continuing Make-it/take it kits in place of Pinterest; and we did host an outside pumpkin carving program, but most programming will be discontinued until next year. This will allow us to train Shaelyn Jones as our new Children's Specialist. We have increased our outreach to the community with 754 ecards since March and 44 new educator cards.

Ms. Taylor gave an update on the grant projects for this year.

At 7:25 pm, Mr. Meadows made a motion to adjourn. Ms. Donnell seconded. All members voted in favor. **Motion carried.**

The next regular board meeting will be Tuesday, November 17th, 2020 at Bolivar Library and via Zoom at 6:15 pm.