

Board Meeting Minutes

Tues, January 21st, 2020

The Board of Trustees of the Polk County Library met in regular session on Tuesday, January 21st at 6:15 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, Julian Pace, and Suzanne Donnell. Absent was Duncan Meadows. Also present was Colleen Knight, PCL Director, Tiffany Taylor, PCL Assistant Director, and former employee Rebecca Galloway. President Clark called the meeting to order at 6:17 pm. Ms. Donnell made a motion to approve the agenda. Ms. Eversoll seconded. All members voted in favor. **Motion Carried.**

During the public comments time, Rebecca Galloway addressed the board on reimbursement of medical bill.

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 November and December, 2019 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 monthly Directors report. Ms. Knight informed board of new staff member Braden Jones. He was featured in an article in the Bolivar Herald Free Press. She explained a rule change from the Department of Labor regarding salary exempt employees which effected Kendra Hammer, Circulation Supervisor and the changes made to her job classification as salary exempt to salary non-exempt.

The Friends of the Library have collected over \$5500 for audiobooks donated in honor of Sue Roweton. Ms. Knight has purchased 69 downloadable audio books for the collection so far with about \$1000 left to spend. The Friends will be purchasing a memorial plaque.

Ms. Knight reported on a maintenance issue at Humansville. There was a leak in the water line on our side of the meter on December 13th. Humansville Library was shut down until Lance could make the repairs the following day. However the water bill for Humansville was \$639.85. After negotiation, the bill was reduced to \$351.10.

The library will be adding Hoopla in the coming year. Hoopla will add over 750,000 digital items to collection: movies, music, eBooks, and audiobooks. Patrons will be able to check out 5 items per month to start.

Ms. Knight talked about the Winter Reading Program: Rewind to the 80's. Several articles have been in the paper in recent weeks.

Ms. Knight also reported that the library will be receiving several grants this year. \$6418 for the summer reading program and \$750 for the Evergreen International Conference in April. Tiffany has also written a grant for new staff computers at Bolivar.

The Parental Oversight of Public Libraries Act (HB2044) was discussed. At this time, the bill has not been assigned to a committee.

Ms. Knight has been invited to teach a workshop on Budgets and Purchasing Basics at a New Director Boot camp that the State Library will be hosting in Jefferson City on April 16 & 17. She will also teach a webinar on the topic later in the summer.

In new business, Ms. Knight presented the Annual Report for 2019.

At 7:30 pm, Ms. Donnell made a motion to adjourn the regular meeting and go into closed session to discuss a personnel issue. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The Board came out of closed session at 7:45 pm and announced that a motion was made by Ms. Donnell, seconded by Ms. Eversoll and unanimously passed to issue Rebecca Galloway a medical reimbursement check for \$236.32.

The next regular board meeting will be Tuesday, February 17, 2020 at Bolivar Library at 6:15 pm.

Board Meeting Minutes

Tues, February 18, 2020

The Board of Trustees of the Polk County Library met in regular session on Tuesday, February 18th at 6:15 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, Julian Pace, and Suzanne Donnell. Absent was 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. 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. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills for January 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 monthly Directors report. Ms. Knight went over the January Circulation stats. We did have a large decrease in Humansville; several reasons were explored and discussed. Ms. Knight also gave a status report of the Winter Reading Program; so far registration at 282 is about the same as last year. Program attendance seems to be going very well.

Ms. Knight reported on a break-in at the shed behind the Bolivar Library sometime between Jan 24th-27th. Police were called and a report was made. Several miscellaneous tools belonging to Lance were stolen. Mr. Meadows made a motion to issue Lance Miller a check for \$400 to recover his losses. Ms. Donnell seconded. All members voted in favor. **Motion carried.**

Lance Miller is receiving quotes for the flooring in the lobby and meeting room. Samples of tile and carpet will be brought to board for approval.

The library did receive a Technology Mini Grant in the amount of \$7539 for staff computers at Bolivar and a laptop for Director.

The service Hoopla should be live in March

In other business, the Board discussed the details of strategic planning. Ms. Knight submitted a timeline for the project and the process she is recommending "Rising to the Challenge: Re-Envisioning Public Libraries" by the Aspen Institute.

At 7:29 pm, Mr. Meadows made a motion to adjourn. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The next regular board meeting will be Tuesday, March 18th, 2020 at Bolivar Library at 6:15 pm.

Board Meeting Minutes

March 16, 2020

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

President Clark called the meeting to order at 6:16 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. A correction was noted. Ms. Eversoll 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 February 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.**

A discussion was held on COVID-19 Pandemic Ms. Knight recommended that we close the library; she also reported that Missouri Evergreen has suspended lending between libraries and that the courier will no longer deliver until further notice. A discussion was also held on the emergency closures policy in the Employee Manual which states that staff will be paid at normal scheduled hours during closing. Ms. Knight stated that staff can work an abbreviated schedule as long as there was not more than 10 people in the library at one time, but still be paid full compensation. Mr. Meadows made a motion to close the library at close of business on March 16th until March 31st and that further closures will be evaluated later in month. Ms. Donnell seconded. All members voted in favor. **Motion carried.**

Since the library will be closed for 2 weeks, a discussion was held on moving up the timeline for the Lobby and Meeting Room project at Bolivar Library. 3 bids were discussed for the tiling/carpeting project. Ms. Donnell made a motion to accept the bid from Ross's Floor Covering. Mr. Meadows seconded. All members voted in favor. **Motion carried.**

A motion was made by Ms. Eversoll to cancel the regular board meeting on March 17th and table all remaining agenda items until the next regular meeting on April 21,2020. Mr. Meadows seconded. All members voted in favor. **Motion carried.**

Mr. Meadows made a motion to adjourn at 7:03 pm. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Board Meeting Minutes

March 28, 2020

The Board of Trustees of the Polk County Library met in a special called session on Saturday, March 28th at 2:00 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, Julian Pace, Duncan Meadows, and Suzanne Donnell. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director.

President Clark called the meeting to order at 2:04 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. Donnell moved that the minutes be approved. Mr. Meadows seconded the motion. All members voted in favor. **Motion carried.**

Ms. Knight updated the board on current COVID-19 closure and what the library is currently doing. Ross's Flooring is working on the lobby/meeting room project. They anticipate being finished late next week. Doug Bradshaw is updating all computers and installing the new computers from the TMG grant. While staff worked half-time in building during first week, once Ross's began their project they were sent home as there were too many people in the building for social distancing rules.

Ms. Knight increase the budget on hoopla and Overdrive during this time. She also renewed all material to end of March and automatically renewed all library cards that had expired this year through the end of April. She has also issued dozens of Internet only cards to those patrons who did not have library cards. She increased the library's social media marketing and made patrons aware of databases and wifi availability.

The board considered a change in Board bylaws to allow Zoom meetings.

Electronic / Telephonic Meetings

One or more Board member may participate in a meeting of the Polk County Library Board of Trustees, or of a Committee of the Board, by means of a conference telephone or similar communications equipment. When Board members participate remotely, accommodations must be made to allow the public to observe or participate in the meeting. All members participating by means of conference telephone or similar communications equipment shall be deemed present at the meeting.

Ms. Eversoll made a motion to accept the proposed bylaw change. Ms. Donnell seconded. All members voted in favor. **Motion carried.**

A discussion was held on COVID-19 Pandemic and further closures. Mr. Pace made a motion to remain closed "until further notice." Mr. Meadows seconded. All members voted in favor. **Motion carried.**

A motion was made by Ms. Eversoll to continue to pay staff for scheduled hours through the duration of closure. Mr. Meadows seconded. All members voted in favor. **Motion carried.**

Motion to adjourn was made by Mr. Meadows at 2:41 pm. Ms. Eversoll seconded. All members voted in favor. **Motion carried.** Next regular meeting is on April 21st at 6:15 pm, it may be a remote meeting.

Board Meeting Minutes

Tues, April 21, 2020

The Board of Trustees of the Polk County Library met in regular session on Tuesday, April 21st 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. President Clark called the meeting to order at 6:19 pm. 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. A correction was noted. Ms. Eversoll moved that the minutes be approved as corrected. Ms. Donnell seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports for the 1st Quarter and the bills for the month of March 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 monthly Directors report. Ms. Knight briefed the board on activities since the library was closed to public on March 16th. New tile in lobby and new carpet in meeting have been installed at the Bolivar Library. Lance is continuing to work on getting the bathrooms set back up and functional. All library locations have had their carpets cleaned.

Summer Reading Program is in the process of being revamped. Some of the Administration team have been called upon to work from home for this project. As the library expects not to be able to offer in person programs for the summer, Ms. Knight purchased an app called Beanstack which will house our reading tracking and activities over the summer. The program allows for patrons to register, log their reading, get badges, and earn prizes. Ms. Taylor and Ms. Knight will work on getting this program operational. Ms. Young will work on new publicity. The library will also offer some virtual program, including storytimes. This is still a work in progress.

In other business, Ms. Knight presented the "Re-open the Library" plans to the Board. Ms. Knight has been appointed to the Missouri State Library's task force on how to safely re-open libraries across the state. The plan is a 4 phase plan contingent upon Governor Parson lifting the Stay at Home Order, set to expire May 4th. Mr. Pace made a motion to accept this plan, noting that it could change as circumstances warranted. Mr. Meadows seconded. All members voted in favor. **Motion carried.**

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

The next regular board meeting will be Tuesday, May 19th, 2020 at Bolivar Library and via Zoom at 6:15 pm.

Board Meeting Minutes

Tues, May 19, 2020

The Board of Trustees of the Polk County Library met in regular session on Tuesday, May 19th 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, Tiffany Taylor, PCL Assistant Director and Kendra Hammer, PCL Circulation Supervisor. President Clark called the meeting to order at 6:17 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. 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 Month of April were examined by the Board. Ms. Eversoll 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 experienced an almost 50% increase in its online circulation in April, of course overall circulation is down significantly. We also had a wi-fi technical problem in April so Bolivar effectively did not have wi-fi for about a month. It has been corrected.

Since the library has reopened to the public on May 11th, traffic has been slower than normal. Library staff are still quarantining books for 72 hrs and sanitizing surfaces hourly. Sneeze guards were installed at Bolivar; the sneeze guards ordered for the branches were backordered and when they finally arrived, they were broken. The staff has been told to wear masks at the branches until the situation is rectified.

We had one staff member who could not make it back due to daycare issues. She has been placed on the new Family First Coronavirus Response Act's emergency paid leave. She will receive 2 weeks full time pay beginning May 4th and up to 10 weeks of 2/3 pay after that.

Fair Play City Alderman had security cameras installed on the outside of the Fair Play building. The monitor for the system is in the kitchen. However according to the terms of the lease, they may not enter the building except during business hours. They have no key or alarm code.

In other facilities issues, the Humansville HVAC is experiencing problems and Lance has workmen coming this week. At Bolivar, the toilet seat in the West Bathroom was broken and chain around the outdoor artwork has been stolen.

Ms. Knight and Ms. Taylor also gave a brief explanation and demonstration of our new summer reading program and app, Beanstack.

In new Business, Kendra Hammer, Circulation Supervisor, presented new meeting room policy changes for the board to consider. Mr. Meadows motioned for the revised policy to be accepted as presented. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

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

The next regular board meeting will be Tuesday, Jun 16th, 2020 at Bolivar Library and via Zoom at 6:15 pm.

Board Meeting Minutes

Tues, June 16, 2020

The Board of Trustees of the Polk County Library met in regular session on Tuesday, June 16th 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 and Tiffany Taylor, PCL Assistant Director. Absent was Duncan Meadows.

President Clark called the meeting to order at 6:17 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. A correction was noted in attendance. Ms. Eversoll 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 Month of May 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 experienced an increase in its online circulation in May; overall circulation is down significantly.

Traffic has continued to be slower than normal. Library staff are still quarantining books for 72 hrs and sanitizing surfaces hourly. Summer reading program has begun with most programs online. Registrations is down from previous years also. Ms. Knight reported several upcoming programs.

Ms. Knight also reported that the Audit is in the final review stages by KPM. They should be finished soon and plan to present at August board meeting.

A discussion was also held on safe ways to take donations in light of COVID-19. It was decided that the library trailer will remain at the front of the building with signs directing donations to be placed in there. This way no staff has to touch donations until they have been quarantined.

Ms. Taylor gave an update on several new grant opportunities that the library has applied for. CaresAct funding allowed the state library to issue a new grant opportunity. The library has applied 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.

Ms. Taylor also applied for 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.

In new Business, Ms Knight gave a copy of the current Board By-laws and copy of the 2003 version. The ByLaws need to be updated. Since Ms. Knight will not be at the July meeting, it was decided not to hold a regular meeting in July but a work session to work on possible changes.

At 7:13 pm, Ms. Eversoll made a motion to adjourn. Mr. Pace seconded. All members voted in favor. **Motion carried.**

The next regular board meeting will be Tuesday, Aug 18th, 2020 at Bolivar Library and via Zoom at 6:15 pm.

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.

Board Meeting Minutes

Tues, September 15, 2020

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

Duncan Meadows called the board meeting to order at 6:15 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.**

Mr. Folbre talked about the library's Edward Jones account and his recommendations.

The Financial reports and bills for the previous month 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. Taylor gave the Director's Report. Ms. Knight broke her foot today and will be working from home for a while.

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.

In new Business, Ms. Taylor presented a proposed policy change to the Patron policy regarding e-cards. Mr. Pace made a motion to accept the change; Ms. Donnell seconded. All members voted in favor. **Motion carried.**

At 6:47 pm, 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, October 20th, 2020 at Bolivar Library and via Zoom at 6:15 pm.

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.

Board Meeting Minutes

Tues, November 17, 2020

The Board of Trustees of the Polk County Library met in regular session on Tuesday, November 17th 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 6:16 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. Mr. Meadows moved that the minutes be approved as presented. Ms. Donnell 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. 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.

Ms. Knight updated the board on several staffing changes and issues. A new staff member was added this month, Samantha Monk. This will allow us more flexibility in the schedule and add a 2nd courier day to the branches. We currently have one staff member out while awaiting COVID test.

The HVAC at Humansville was replaced. Bathrooms have been converted to touchless. Computer infrastructure is being updated with grant funds. However, Fair Play will not get the anticipated bandwidth upgrade this year because MoreNet has to put the contract out to bid again.

We will have a couple of holiday programs: Christmas at the Drive in and Photos at the North Pole. These will be socially distant programs.

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

In New Business, Ms. Knight presented the proposed 2021 budget. Mr. Pace made a motion to accept budget as presented. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Knight was excused from the room, and the Board discussed a raise for 2021 for the Director. Mr. Meadows made a motion to increase the annual salary for Ms. Knight by 5%. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

At 7:36 pm, Mr. Meadows made a motion to adjourn. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The next regular board meeting will be Tuesday, January 19th, 2021 at Bolivar Library and via Zoom at 6:15 pm. There will not be a December meeting.