

Board Meeting Minutes

Tues. June 15th 2021

The Board of Trustees of the Polk County Library met in regular session on Tuesday, June 15th at 6:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, Suzanne Donnell, and Julian Pace. Absent was Duncan Meadows. Also present was Colleen Knight, PCL Director, and Madison Moore of KPM, CPA's. President Clark called the meeting to order at 6:32 pm. Ms. Donnell made a motion to approve the agenda. Ms. Eversoll seconded. All members voted in favor.

Motion Carried.

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

Ms. Moore of KPM, CPA's presented the results of the FY2020 Audit of the financials of the Polk County Library. KPM issued a clear opinion. Ms. Moore did recommend looking at cybersecurity measures and insurance.

The Financial reports and monthly expenses 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 went over the circulation, visitors, and computer statistics. Morrisville and Fair Play are back to pre-pandemic levels; however, Bolivar and Humansville are currently lower than 2019. Programming seems to be going strong, with Summer Reading Registrations up 100% from 2020.

In facilities news, Ms. Knight reported on some of the storm damage from recent events. Bolivar's back fence was blown over, Morrisville and Fair Play both lost power resulting in the closure of the branches for a day. However, when the power came back on in Fair Play, Internet service was not working. Doug Bradshaw, MoreNet, and Windstream all worked on the problem. The service was down for 10 days; it was discovered that Windstream did not apply the changes to the router with the bandwidth upgrade last month so the power outage reset the router to factory settings.

In the May meeting, Mr. Pace had asked Ms. Knight to do some research on the feasibility of adding Wednesday evening hours to the Bolivar location. Results of research are as follows:

- Evening Circulation on M, T, Th adds about 400 per day per month (4800 per year)
- Evening Patronage: adds about 330 per month per day (3960 per year)
- Adding an extra evening could potentially add 4% in circ and 5% in patronage—but may just distribute from other evenings.
- Costs adding 156 hrs: 312 labor hrs= about \$4000 in wages + added utilities, probably total \$6000 per year

Mr. Pace made a motion to open the Bolivar library from 9:00 am to 8:00 pm on Wednesdays beginning on September 1st, 2021. Ms. Donnell seconded the motion. All members voted in favor. **Motion carried.**

Ms. Donnell moved that the meeting be adjourned at 7:33 pm. Mr. Pace seconded. All members voted in favor. **Motion carried.** The next regular board meeting will be Tuesday, July 20th, 2021 at Bolivar Library at 6:30 pm.