

Board Meeting Minutes

Tues, January 19th, 2021

The Board of Trustees of the Polk County Library met in regular session on Tuesday, January 19th at 6:15 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, Julian Pace, and Duncan Meadows. Absent was Suzanne Donnell. 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. 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 November and December, 2019 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 reported that a tentative start to in-person programming again has begun. CDC guidelines are being followed.

Ms. Knight reported that the library has been approached with an opportunity to publish a book about Bolivar history by Arcadia Publishing. The author will be listed as the Friends but Quincy Young has been assigned as the lead project manager.

Laura Jenkins has been afforded the opportunity to take leadership classes with the Chamber.

In other staffing news, 2 staff members have been quarantined by the health department in the last couple of months, and 1 staff member did test positive for COVID, but had limited interaction with public so the library did not have to close. The FFCRA law which was an expanded FMLA passed under the CARESACT did lapse on December 31st, but employers can extend it to March 31st. It is the opinion of the Director that we continue to pay people under the expanded FFCRA until the 3/31. The board agreed.

In facilities news, the new deck at Morrisville has begun and Ms. Knight presented a new shelving arrangement for Bolivar to accommodate expanding collection. OATS contacted the library and asked that a couple of their buses be allowed to park in the Bolivar lot due to vandalism in their normal parking at the YMCA. Ms. Knight gave them temporary permission to park there on the understanding that during large programs (if they ever happen again) the buses have to move.

Ms. Knight also reported that Governor Parsons has released the full amount of A & E taxes allocated to libraries. The library will be receiving more than we had budgeted.

Ms. Taylor gave an update on grants. The library has been awarded \$8464 in a technology grant; it will be used for a new chromebook lab and for 1 new staff laptop. The library has also been awarded \$5540 Summer Reading Program grant. It will be used for a part time personnel, supplies and presenters.

In new business, A discussion was held to move the start time of board meetings to 6:30. Mr. Meadows made a motion to start new board meetings at 6:30. Mr. Pace seconded. All members voted in favor. **Motion Carried.**

Ms. Knight presented the Annual Report for 2020.

The next regular board meeting will be Tuesday, February 16, 2021 at Bolivar Library at 6:30 pm.

(Board Meeting on 2/16/21 was cancelled due to inclement weather.)

Board Meeting Minutes

Tues. March 16th, 2021

The Board of Trustees of the Polk County Library met in regular session on Tuesday, March 16th at 6:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, and Duncan Meadows. Absent was Suzanne Donnell and Julian Pace. Also present was Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director. President Clark called the meeting to order at 6:33 pm. Mr. Meadows made a motion to approve the agenda. Ms. Eversoll seconded. All members voted in favor. **Motion Carried.**

The Board meeting scheduled for February 16th was cancelled due to inclement weather. The minutes from the January 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 January thru March 15th 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 circulation, visitors, and computer statistics for the first couple of months for 2021. While we have seen some increases, it is still lower than normal.

Ms. Knight reported that the library has terminated its project with Arcadia Publishing. The publisher wanted a bigger commitment of the initial order of books than the Friends could afford. After several conversations, we felt that we could no longer continue with the project.

Shae has continued to offer 2 in-person programs per week at each branch. The Bolivar programs are going well, but it is hit or miss at the branches. About 50% of programs do not have any attendance. Passive programs continue to do well: Teen/Tween craft kits, Pinterest kits, Seed library, Find Pete the Cat's buttons, and others

In staffing news, 2 staff members have left employment with the library. We advertised the job openings on the website and Facebook, but were not satisfied with any of the applicants. Two of our college students that have worked summers in the past will be coming back this summer, so we have decided to not to re-hire for those 2 positions until the end of the summer. Admin Staff is currently doing the employee evaluations for this year.

In facilities news, the shelving shift and re-organization of the Bolivar library has been completed. The library now feels more open and has better flow between the different sections. During this re-organization, the Bolivar collection was weeded; 2567 items were discarded due to age or condition but 710 items were also added to Bolivar during this time frame. During the abnormally cold weather in February, the sewer pipes at Morrisville froze necessitating an additional 2 days closure while the pipes were fixed.

Based on the science of how COVID-19 is spread, the library has stopped quarantining materials and will go back to checking in material as they arrive. The library continues to require masks and social distancing between family groups. Staff became eligible for vaccinations on March 15th.

In upcoming events, auditors from KPM will be starting their audit of FY20 next week. Missouri Evergreen has an upgrade in software on April 28th; no disruption in service is expected. Staff Development will be Friday May 7th, since the 8th (Truman Day) is on a Saturday; the library will be closed to the public on May 7th. Summer Reading begins on June 1st and Tiffany, Shae, and Quincy are hard at work planning program.

Ms. Taylor gave an update on the status of grants. No new grants have been awarded. We are still awaiting the Chromebooks from the Technology grants; problems with shipping have delayed the project. Books have been ordered for Summer Reading Grant, but no other expenses have been encumbered.

There was no new business. Mr. Meadows motioned that the meeting be adjourned at 7:10 pm. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The next regular board meeting will be Tuesday, April 20th, 2021 at Bolivar Library at 6:30 pm.

Board Meeting Minutes

Tues. April 20th, 2021

The Board of Trustees of the Polk County Library met in regular session on Tuesday, April 20th at 6:30 pm at the Polk County Library, Bolivar, MO. Those present were Kaye Eversoll, Suzanne Donnell, Julian Pace and Duncan Meadows. Absent was Lee Ann Clark. Also present was Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director. Vice-President Meadows called the meeting to order at 6:31 pm. Ms. Donnell made a motion to approve the agenda. Mr Pace seconded. All members voted in favor. **Motion Carried.**

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

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 for the first quarter of 2021. While some increases are being seen, it is still lower than pre-pandemic.

Ms. Knight updated the board on the outreach efforts that have been made in the past month. Some of the organizations that staff have met with to discuss ways to partner are House of Hope, Burrell Behavioral Health, Bolivar Aquatics and Recreational Center, and Bolivar School Media Specialists. Shae and Laura have been heavily promoting our Summer Reading Program to the schools. They have also been creating a promotional video.

In staffing news, Sharon has completed her notary training and now can offer notary service in Humansville. Lance has been taking some circulation training to get a better feel for library services. Lauren and Maddy will return next month for the summer.

In others news, Ms. Knight reported that KPM, CPA's have finished their on-site work, and expect to be completed by June 1st. The State Library has added another free day of courier service beginning in July, so the library will have 5 days per week courier. Missouri Evergreen's fees have been restructured for FY22; Polk County's bill will drop about \$1500 per year. Morenet is finally making progress on the bandwidth upgrade to Fair Play, after 2 years.

Ms. Taylor gave an update on the status of grants. No new grants have been awarded. We have finally received the Chromebooks from the Technology grants; there was also an unanticipated expense of \$745 for management of the Chromebooks.

In new business: Ms. Knight requested that the mask requirement be rolled back to mask encouragement. After some discussion, Ms. Donnell motioned the mask requirement be lifted excepting times when social distancing is not possible, as in one-on-one transactions. Mr. Pace seconded. Motioned carried, 1 abstention, Mr. Pace.

Ms. Knight also presented quotes on Voice Over Internet Phone (VOIP) service to replace our current phone system. Quotes were received from Pearson/Kelly, Click Computers, and Windstream. The

library board had some further questions on the service that wanted answered. The issue was tabled until Ms. Knight can get the answers.

Ms. Knight also presented part 1 of the Strategic Plan which consisted of a county profile, a library scan, and benchmark comparisons.

Ms. Donnell motioned that the meeting be adjourned at 7:58 pm. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The next regular board meeting will be Tuesday, May 18th, 2021 at Bolivar Library at 6:30 pm.

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.

Board Meeting Minutes

Tues. May 18th 2021

The Board of Trustees of the Polk County Library met in regular session on Tuesday, April 20th at 6:30 pm at the Polk County Library, Bolivar, MO. Those present were Suzanne Donnell, Julian Pace and Duncan Meadows. Absent was Lee Ann Clark and Kaye Eversoll. Also present was Colleen Knight, PCL Director, Tiffany Taylor, PCL Assistant Director, Quincy Young, PCL Adult Services, and Shaelyn Jones, PCL Children's Services. Vice-President Meadows called the meeting to order at 6:32 pm. Mr. Pace made a motion to approve the agenda. Ms. Donnell seconded. All members voted in favor. **Motion Carried.**

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

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. Pace 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 in all aspects.

In staffing news, Lauren and Maddy are back for the summer so the library is at full-staff again. On May 7th, the library staff participated in staff development day. The day was spent going over the new Evergreen update and Summer Reading. Mary Sullivan from the Bolivar Rec presented a fun yoga class.

In facilities news, Ms. Knight reported that Fair Play now has the requested bandwidth upgrade. Lance has been working on the landscaping at all locations. He also reported a potential problem with the boiler at Bolivar. He and other contractors have been working to repair but the boiler may need to be replaced before next winter; ball park figure is \$15K to \$30K to replace.

In other news, Ms. Knight reported that the Bolivar Rec may start offering a discount to all library cardholders. School librarians from all districts in the county along with library staff met to discuss a community read project in the Spring.

Ms. Knight also gave an update on the State Library's proposed new services using ARPA funds, and the increase to the Arts and Entertainment funds to libraries.

Ms. Taylor gave an update on the status of grants. Ms. Taylor is currently investigating a new grant opportunity from the State Library using ARPA funds. The proposed project would upgrade the presentation systems at Bolivar in the meeting room and the conference room.

In old business: Ms. Knight got clarification on the length of contracts from VOIP services. Ms. Donnell made a motion to change phone service from current system to VOIP from Click Computers. Mr. Pace seconded. All members voted in favor. **Motion carried.**

In new business, Shaelyn Jones and Quincy Young gave a presentation on Tales and Tails.

Mr. Meadows motioned that the meeting be adjourned at 7:40 pm. Ms. Donnell seconded. All members voted in favor. **Motion carried.** The next regular board meeting will be Tuesday, June 15th, 2021 at Bolivar Library at 6:30 pm.

Board Meeting Minutes

Tues. July 20, 2021

The Board of Trustees of the Polk County Library met in regular session on Tuesday, July 20th at 6:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Duncan Meadows, Kaye Eversoll, Suzanne Donnell, and Julian Pace. Also present was Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director. President Clark called the meeting to order at 6:34 pm. Mr. Meadows made a motion to approve the agenda. Mr. Pace seconded. All members voted in favor. **Motion Carried.**

The minutes from the June meeting were reviewed. A few corrections were noted. Mr. Meadows moved that the minutes be approved as corrected. Mr. Pace seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and monthly expenses 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 monthly Directors report. Ms. Knight went over the circulation, visitors, computer statistics, and programming statistics. Numbers are currently up over 2020 levels but down from 2019 levels.

Ms. Knight briefed the board on some upcoming programs: End of Summer, Bicentennial Ice-Cream Social, and Murder Mystery.

In facilities news, VOIP conversion is complete for Bolivar, Humansville, and Fair Play. Morrisville will be completed next week. Lance is working on getting the washer-dryer hooked up.

In personnel news, Ms. Knight reported that the library currently has 2 part-time positions that will become vacant in mid-August; interviews will be taking place next week. In the past month, 3 staff members have been in quarantine, but no positive tests.

Laura has been asked to be a Chamber Ambassador. Tiffany, Shae, and I plan on attending the September MLA in St Louis. Kendra and I plan on splitting the October MORENET conference in Branson.

Ms. Taylor gave an update on the status of grants. PCL was awarded a \$17,240 grant from Missouri State Library using American Rescue Plan Act (ARPA) funds to upgrade the presentation system in the meeting room and conference room at the Bolivar Library. The other grants are in various stages of completion.

The board discussed the Bolivar Library Expansion. They directed Ms. Knight to write an RFQ(P?) for an architect to present at the August meeting. The board also had some questions regarding the CFO accounts. Ms. Knight will research the questions and report back to board next month.

Mr. Meadows moved that the meeting be adjourned at 7:34 pm. Ms. Eversoll seconded. All members voted in favor. **Motion carried.** The next regular board meeting will be Tuesday, August 17th, 2021 at Bolivar Library at 6:30 pm.

Closed Board Meeting Minutes

Tuesday, August 10, 2021

The Board of Trustees of the Polk County Library met in closed session on Tuesday, August 10th, 2021 at 11:00 am at the Polk County Library at Bolivar, MO. Those present were LeeAnn Clark, Suzanne Donnell Julian Pace, Kaye Eversoll, and Duncan Meadows.

President Lee Ann Clark called the closed meeting to order.

Personnel issues were discussed.

Mr. Meadows made a motion to approve new pay scale effective August 1st:

- Lib Assistant- \$12.00
- Lib Associate I- \$13.00
- Lib Associate II- \$14.00
- plus time in service increases.

Ms. Donnell seconded.

At 11:27 am, Mr. Meadows made a motion to adjourn. Mr. Pace seconded. Meeting adjourned.

Board Meeting Minutes

Tues, August 18, 2021

The Board of Trustees of the Polk County Library met in regular session on Tuesday, August 17th at 6:30 pm at the Polk County Library, Bolivar, MO. 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 Laura Jenkins, PCL Outreach Coordinator.

President Clark called a special tax levy meeting to order at 6:30 pm. Hearing no comments from the public, Mr. Meadows made a motion to set next year's tax levy at .2222 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 6:34 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 as amended. Ms. Donnell seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills since the previous 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. Summer Reading Program did very well this year with 685 registrants. 1935 people attended a program this summer. Bookish Beginnings will not be held at branches this fall, only at Bolivar. A second Story Time will be added to Bolivar beginning in September.

Facilities wise, a new sidewalk was poured at Humansville to help with drainage. Humansville also received a sound absorbing wall art in the meeting room.

Ms. Taylor gave an update to current grant projects.

In new Business, Ms. Jenkins presented a proposed policy change to the Educator and Homebound card policies. Mr. Pace made a motion to accept the policy changes; Mr. Meadows seconded. All members voted in favor. **Motion carried.**

Ms. Knight presented the new healthcare rates and plans for FY22. A discussion was held on which plan to offer employees. Mr. Pace made a motion to retain current PP1250 plan with flex benefits with no change to employee contributions; Mr. Meadows seconded. All members voted in favor. **Motion carried.**

The board discussed the RFQ for architectural and design services for library renovation/expansion plan. A few edits and additions were made. Mr. Meadows made a motion for Ms. Knight to release the RFQ to the public. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Eversoll made a motion to leave officers of the Library Board of Trustees in their current position for the next year. Ms. Donnell seconded. All members voted in favor. **Motion carried.**

At 8:05 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, Sept. 21st 2021 at Bolivar Library and via Zoom at 6:30 pm.

Board Meeting Minutes

Tues, November 16, 2021

The Board of Trustees of the Polk County Library met in regular session on Tuesday, November 16th at 6:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Duncan Meadows, Kaye Eversoll, and Suzanne Donnell. Also present was Colleen Knight, PCL Director, Tiffany Taylor, PCL Assistant Director and Ed Kurtz. Absent was Board Treasurer Julian Pace. President Clark called the meeting to order at 6:30 pm.

Mr. Meadows made a motion to approve the agenda. Ms. Donnell seconded. All members voted in favor. **Motion Carried.**

Public Comments: Mr. Kurtz said that he was glad to be here and to see how the board functioned. He would be glad to serve on the Board of Trustees on the next available opening.

Mr. Meadows announced his decision to resign from the Board effective December 1st, 2021.

The minutes from the previous meeting were reviewed; a few corrections were noted. Ms. Eversoll moved that the minutes be approved as amended. Mr. Meadows seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills since the previous meeting were examined by the Board. Ms. Donnell 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 Director's Report. Circulation, Visitors, and Computer use are continuing the same trajectory: better than 2020 but less than 2019. Ms. Knight also updated the Board on upcoming programs.

Ms. Knight updated the Board on Mr. Pace, Board Treasurer.

In Facilities news, Ms. Knight reported that Mr. Lance Miller, Facilities Manager, has taken quotes to fix the roof leak at the Humansville library and has hired contractor to fix roof for \$5,100. The Morrisville Library also has a small roof leak; Mr. Miller did a patch and believes it will be sufficient but will continue to monitor. To replace the entire roof would be in the neighborhood of \$6,000.

In staffing news, Ms. Knight reported that Children's Specialist Shaelyn Jones turned in her resignation effective Dec. 4th. Bolivar will not be conducting Story Time and bookish Beginnings for the month of December. Branch Story Time will continue. The position will be re-structured to a 28 hour per week position. One of the two openings in circulation has been filled. The other opening has been offered but not yet accepted.

In other news, Ms. Knight reminded the Board of the two architect interviews scheduled: GHN on December 14 and SAPP on December 16, both at 6:00 pm

Ms. Taylor briefed the Board on the status on outstanding and upcoming grants. New grants have been awarded: Technology Mini Grant for \$5,919 and an Author Visit grant for \$5,000 for Roland Smith. Both are awaiting responses from the State Library. Ms. Taylor also submitted a Strengthen MO grant for \$11,000 for more electronic resources, and Summer Reading Program grant for \$8,382; these are awaiting MO State Library approval.

In new Business, Ms. Knight submitted proposed changes to Board Bylaws on how public comments are conducted.

Under Article IV

Section 8: Public Comments. The public is invited to attend and observe all meetings of the Polk County Library Board of Trustees except those designated as executive (closed) session. Members of the public are welcome to address comments to the Board as set forth below:

Polk County Residents may request that an item be considered for placement on the agenda by contacting the Director of Polk County Library at least ten (10) days in advance of the meeting.

Public comment is allowed at every board meeting. The Board President shall allocate no more than thirty minutes to this part of the agenda. Residents of Polk County may address the Board on any subject germane to the operation of the Polk County Library. Residents wishing to address the Board shall notify the Director at least 24 hours before the meeting and will be given up to five minutes per speaker.

Ms. Eversoll made a motion to approve the new bylaw section; Mr. Meadows seconded. All members voted in favor. **Motion carried.**

Ms. Knight presented the 2022 Library Budget for the Board's consideration. After discussion, Mr. Meadows moved to accept the budget as presented; Ms. Donnell seconded. All members voted in favor. **Motion carried.**

Ms. Knight presented the 5 year Strategic Plan for the Board's consideration. After discussion and a few edits, Ms. Donnell moved to accept the plan as edited; Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Mr. Meadows made a motion to adjourn at 8:42 pm; Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Next regular meeting will be Tuesday January 18th at 6:00 pm

Board Meeting Minutes

Tues, November 1, 2021

The Board of Trustees of the Polk County Library met in regular session on Tuesday, November 1 at 10:00 at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Duncan Meadows, Kaye Eversoll, and Suzanne Donnell. Also present was Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director. Absent was Board Treasurer Julian Pace. The regularly scheduled September and October meetings were not held due to illness and lack of an available quorum.

President Clark called the meeting to order at 10:02 am. 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 as amended. Mr. Meadows seconded the motion. All members voted in favor. **Motion carried.**

The Financial reports and bills since the previous 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. Circulation, Visitors, and Computer use are continuing the same trajectory: better than 2020 but less than 2019. The Library had some very successful programs in the past few months: Smores' Festival, Fall Fright, Book Sale, and Genealogy. Ms. Knight also updated the Board on upcoming programs.

In Facilities news, Ms. Knight reported that Mr. Lance Miller, Facilities Manager, believes that the boiler in Bolivar will be able to make it through another season. The Humansville Library has developed a roof leak; Mr. Miller is getting quotes to fix.

Cedar County Library is scheduled to go live on Missouri Evergreen on November 4th. As their mentor library, we have been helping to prepare them for this change. Staff went to Cedar County Library on Oct. 11th to help them re-barcode their items. Their staff is here today, November 1st, for shadowing and more training. Ms. Kendra Hammer and Ms. Knight will be at both Cedar County's locations on November 4th to help smooth the process.

In staffing news, Ms. Knight gave an update on the MLA and MORENET conferences that staff attended. Ms. Knight also reported that one full time staff member will be going on maternity leave in late March, and that another part time staff member has submitted their notice. The library has posted 2 part-time job openings at this time.

In other news, Ms. Knight informed the Board of the FY22 Equalization funds that the library will be receiving from Missouri State. Ms. Knight also informed the Board of book protests going around the country and the state. Ms. Knight recommended that the Board update the policy on how public comments are conducted since Board Policy is silent on that subject.

Ms. Taylor briefed the Board on the status on outstanding and upcoming grants. All grants from this year with the exception of the Pandemic Response grant are complete and the State Library has paid final payments. Southwest Audio is beginning the installation of the meeting equipment for The Pandemic Response Grant. New grants submitted are the Technology Mini Grant for \$5,919 and an Author Visit grant for \$5,000 for Roland Smith. Both are awaiting responses from the State Library. Before the end of the year, Ms. Taylor will also submit a grant for \$10,000 for more electronic resources, and the Summer Reading Program grant.

In new Business, Ms. Knight gave a demonstration of the new databases and streaming services that have been added to the library's online resources. Ms. Knight also reviewed for the Board the results of the Community Survey.

The board discussed the RFQ submittals for architectural and design services for library renovation/expansion plan. After discussion, Mr. Meadows made a motion that the Board interview Sapp and GHN in person. Ms. Donnell

seconded. All members voted in favor. **Motion carried.** Ms. Knight will set up interviews for the two companies in December, if possible.

At 12:20 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 16th at Bolivar Library and via Zoom at 6:30 pm.