

Board Meeting Minutes

Tues, February 15th, 2022

The Board of Trustees of the Polk County Library met in regular session on Tuesday, February 15th at 6:00 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, and Ed Kurtz. Also present was Colleen Knight, PCL Director, Tiffany Taylor, PCL Assistant Director, Verna Haun and Mari Woosley. Absent was Suzanne Donnell. President Clark called the meeting to order at 5:59 pm.

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

Ms. Clark introduced Verna Haun who is a prospective board member and later she introduced Mari Woosley who is also a prospective board member. A thank you card from Mrs. Elizabeth Pace was read.

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

The Financial reports and bills were examined by the Board. Ms. Knight mentioned that the auditors will be here March 14 to begin the FY21 audit. With the recent turnover on the board, only Ms. Clark remains as a library board signatory on library checks. Ms. Knight talked to auditors and reported that there is no legal requirement to have two signatures on checks, but all bills and invoices need to be seen and initialed by a board member before check issuance. Ms. Eversoll moved that the bills and financial reports be approved as presented. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

Ms. Knight gave the Director's Report. January circulation has increased 7% over Jan 2021; most of the increase was online circulation and Bolivar. Patron visits were also up 20% from previous January. However, Morrisville's numbers have decreased significantly. Ms. Knight reported on steps taken to try to help the situation with material swaps and new video orders.

Winter Reading is in its final weeks; so far 58 programs have been held with 548 attending. The One County/One Author event with Roland Smith is the first week of March and promotion is beginning.

In facilities news, Ms. Knight reported that the Fair Play Library was without Internet for the previous week as MORENET and Windstream fought about whose fault it was. Service was restored on Feb. 15th. Fair Play and Humansville are approved for a bandwidth increase this year.

In staffing news, a staff member was diagnosed with COVID after working Friday Jan 21; Seven employees had to quarantine. Bolivar went to curbside only Jan 24-26 because of staffing issues and so that the library could be deep cleaned. Only one other employee was diagnosed with COVID.

Ms. Knight reported that a donation of an oil painting by a local artist has been offered by Mr. Alan Murray. Mr. Kurtz made a motion that the painting be accepted by the library with the location to be determined at a later date. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

Ms. Knight gave a brief demonstration of Donor Perfect and its online donation forms. She also included an update to the donations in memory of Julian Pace to the building fund.

Ms. Taylor gave an update to the grants in progress. No new grants have been awarded or written, but the five that have been awarded are in various stages of implementation.

In new Business, the RFP responses were discussed. Ms. Eversoll made a motion to engage SAPP Design Architects for phase 1 of the Rayl Family Library expansion. Ms. Kurtz seconded. All members voted in favor. **Motion carried.**

Ms. Knight also issued library emails to all board members to use for board business instead of personal emails.

Ms. Eversoll made a motion to adjourn at 7:30 pm; Ms. Kurtz seconded. All members voted in favor. **Motion carried.**

Next regular meeting will be Tuesday, March 15th at 5:30 pm.