

Board Meeting Minutes

Tues, October 18th, 2022

The Board of Trustees of the Polk County Library met in session on Tuesday, October 18 at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Verna Haun, and Mari Woosley. Also present were Colleen Knight, PCL Director and Assistant Director Tiffany Taylor. Absent were Kaye Eversoll and Ed Kurtz.

Ms. Clark called the session to order at 5:29 pm.

Ms. Haun moved that the agenda be accepted. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

The minutes from the previous meeting were reviewed. Some corrections were noted. Ms. Woosley moved that the minutes be approved as corrected. Ms. Haun seconded the motion. All members voted in favor. **Motion carried.**

The monthly and quarterly financial reports and bills were examined by the Board. Ms. Haun moved that the bills and financial reports be approved as presented. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Knight gave the Director's Report. A little over 49,000 people had visited the library so far this year; an increase of 10% over FY21. Those people had checked out over 117,000 items; an increase of 8%. While computer use has dropped 38% with 6,900 people using computers, Library Wi-Fi usage has increase by 9% with almost 6,300 people using their own devices to connect to the internet. Ms. Knight also reported that in the last quarter, the library had held 165 programs with an attendance of 2600 people. The programs were a good mix of children's, family, and adult programs.

In facilities news, Ms. Knight reported the Bolivar Library received a new roof because of the hail damage in April on Oct. 9-10. Grinnell paid an additional \$15,119.56 for depreciation of the Bolivar Library. The Fair Play Library's new roof should be installed in the next week.

In staff news, Ms. Knight reported that Circulation Supervisor Kendra Cromwell submitted her resignation. Library Assistant Ms. Joy Hudgins has been promoted to Circulation Supervisor and began on October 17th. The library currently has a part-time Library Assistant position open.

Ms. Knight also reported on the results of Banker's Insurance exploring other building insurance providers. After clarification from Grinnell Insurance, the deductible will be increasing for the Bolivar Library from \$500 to \$2,500; however, the building that Grinnell was limiting the roof damage to \$23K was the shed. To insure the shed is about \$900 per year for \$25,000 worth of coverage. The other companies were similar in price for building coverage for the Polk County Library. After discussion with the Board, Ms. Knight will drop coverage on the shed. The Library will still have personal injury liability for accidents regarding the shed.

Ms. Knight also discussed the visit from the 1st Amendment Auditor. The gentleman who filmed was polite but left five minutes prior to the arrival of police to remove him for trespass per library policy.

Ms. Knight also discussed the new administrative rule for public libraries that was released by the Secretary of State's Office and what this might mean for the Polk County Library moving forward. Public comment for this rule begins November 15th and will be open for 30 days. If implemented, the new rule would not take effect until July 1st, 2023

In new business, the board reviewed the draft budget for FY23 and the employee wages and benefits proposals that Ms. Knight submitted. Ms. Haun moved that proposal 2 for wages and benefits be adopted. Ms. Woosley seconded. All members voted in favor. **Motion carried.** The Board made no decision on wages for Director until more Trustees were in attendance.

In other new business, the board discussed the status of the Bolivar Library renovation.

Ms. Knight reported that Mid-Missouri Bank should have the paperwork for the Library's lease backed/lease purchase loan to her by the end of the week. She will forward to Board immediately.

The Board also examined the finishes, paint, and flooring that SAPP had recommended. Ms. Knight will contact Cheryl Doran from SAPP for more samples on the finishes and paint color that the Board questioned. The next SAPP meeting is scheduled for November 14th at 2:00 pm. All Board members are welcome to attend.

A special meeting to discuss the Mid Missouri loan and a closed session to discuss the Director's wage will be scheduled the first week of November, and the regular meeting will be scheduled in late November.

Ms. Haun made a motion to adjourn at 7:32 pm; Ms. Woosley seconded. All members voted in favor. **Motion carried.**