

Board Meeting Minutes

Tues, September 27th, 2022

The Board of Trustees of the Polk County Library met in session on Tuesday, September 27 at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, Ed Kurtz and Mari Woosley. Also present was Colleen Knight, PCL Director. Absent were Verna Haun and Assistant Director Tiffany Taylor.

Ms. Clark called the session to order at 5:34 pm.

Mr. Kurtz moved that the agenda be accepted. Ms. Eversoll 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. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.**

The monthly financial reports and bills were examined by the Board. Mr. Kurtz 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. Circulation, Patrons, Computer use, and programming usage are continuing their trajectory for FY22. Ms. Knight also reported on upcoming programs in October including the book release of former library volunteer Landon Kemp and his sister Rylee Hayes and the October Friends of the Library Fall Book Sale.

In facilities news, Ms. Knight reported the Bolivar Library will receive a new roof because of the hail damage in April on Oct. 9-10. Fair Play City reported that the Fair Play Library will also receive a new roof; no report yet on date of installation. Also, the Humansville Library has reported a leak to the section of roof that was replaced in December of 2021; Facilities Manager Lance Miller has contacted TaylorMade Roofing about the issue as it should be under warranty; TaylorMade has not visited the library yet. The Fair Play Library's new drop box is almost ready for installation. Fair Play Library also received a new toilet and water heater; both were no longer operational.

In staff news, Ms. Knight reported that 2 employees had to take bereavement leave this month. One of the new employees hired in June had left the library; with the reduction in hours at Morrisville Library, Ms. Knight does not plan on hiring for that position.

Ms. Knight also reported on the ARSL conference that she attended in Chattanooga, TN in September. There were some very informative sessions. One of which was on customer service that she plans to show at Staff Development Day on Oct. 10th. All libraries will be closed for Staff Development Day; sessions will include a Wolfner Library presentation, customer service, library databases, and reader's advisory.

Ms. Knight also reported the increase in rates and the decrease in coverage from Grinnell Insurance for the building insurance. Ms. Knight is having our representative at Banker's Insurance look for other companies. Ms. Knight also reported that Amazon will be doing away with their Business Line of Credit, and she is researching other options. Ms. Knight also reported that Assistant Director Tiffany Taylor had some fraudulent charges made to her library credit card; a new card has been issued, and the charges will be reversed.

Ms. Knight gave Ms. Taylor's grant report. The final reports on the Summer Reading program and Strengthen MO ARPA grants have been submitted. The library should be getting final payment in October of \$3,330 and \$3,666.67 respectively. Ms. Taylor is almost ready to submit the Technology Mini Grant for AWE Learning Stations and children's tablets. The library is asking for \$12,800 which will require a local match of \$3,500. Ms. Knight still needs to submit the ARSL grant final report; final total for ARSL grant is \$1,300 with local match \$488.

In new business, the board reviewed the nonfiction collection evaluation presented by Ms. Knight. While the library has not reached the optimal level of 75% of books that meet the age criteria, each year the number of current books vis-à-vis outdated books has risen. In 2017, the adult nonfiction section 37% of books met the age criteria, and now 58% meet the criteria. The children nonfiction has also seen a rise from 62% to 67%. The collection development team use the age evaluation results in selecting new nonfiction for purchase.

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

Mr. Kurtz moved that the library continue to pursue lease backed/lease purchase loan from Mid-Missouri Bank of \$500,000 with a 10-year repayment term. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Mr. Kurtz moved that the library authorize SAPP Design to proceed with design work with the next hard stop being the bidding process. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

A Capital Campaign Finance Committee meeting was set for October 3rd at 10:30 am.

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

Next regular meeting will be Tuesday, October 18th at 5:30 pm.