

Board Meeting Minutes

Tues, January 18, 2022

The Board of Trustees of the Polk County Library met in regular session on Tuesday, January 18th at 6:00 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, and new board member, Ed Kurtz. Also present was Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director. Absent was Suzanne Donnell. Board Treasurer Julian Pace passed away on January 12th. President Clark called the meeting to order at 6:08 pm.

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

The Financial reports and bills, including the final year end budget for 2021 were examined by the Board. 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. Winter Reading Program "Full Steam Ahead" has begun. Several programs of note are Mommy and Me Yoga, Chair Yoga, and Discovery Center presents Matter.

In facilities news, Ms. Knight reported that Mr. Lance Miller, Facilities Manager, has had the roof leak at Humansville fixed and the Morrisville library roof patch is holding. The heating unit at the Humansville library's meeting room needs a new compressor but it is awaiting parts.

In staffing news, Ms. Samantha Monk has left the library to attend a university in Minnesota to pursue her Masters of Library Science degree. The library has hired 3 new circulation assistants: Liz Schubert, Jen Hudson, and Lydia Abbot. A new children's specialist has also been hired: Beth Ellison. All positions have now been filled. Illness has created havoc with the schedule with 7 employees out sick since Christmas, and with 4 new trainees, the Bolivar Library has had to close early a couple of days, and Morrisville close completely for 1 day.

Donations: Julian Pace donated \$12,500 to the building fund. His daughter and son-in-law, Emily and Tim Huff, donated \$250. The Pace family has requested in lieu of flowers at Mr. Pace's funeral to donate to the Rayl Family building fund. The library also received a donation of \$5,000 from the Rayl Foundation and \$2,500 from the Sandra York Woods Family Foundation for large print materials. The Friends of the Library received \$600 from the Roweton Foundation.

In December, Ms. Knight attended the MPLD conference in Columbia and reported to the Board on the efforts of Missouri Library Directors in support of HB2210 for fair pricing of e-content. Ms. Knight also reported on material challenges around the state and the legal opinion of MPLD attorney on those challenges.

In new Business, the election of officers was tabled due to the recent death of Mr. Pace until such time as a new board member is appointed.

Ms. Knight gave the annual directors report. See presentation slides and printed brochure for information.

A discussion was held on fund raising. Ms. Eversoll moved that the Lime Bank accounts be designated for the Building Fund, and that Mid Missouri Bank accounts be designated as Operating Expenses. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

A discussion was also held on the architects interviewed by the Board. Ms. Kurtz suggested that an RFP be requested from both. Ms. Knight was given the charge to write the RFP and submit them to the firms under consideration.

Ms. Eversoll made a motion to adjourn at 7:51 pm; Ms. Kurtz seconded. All members voted in favor. **Motion carried.**

Next regular meeting will be Tuesday, February 15th at 6:00 pm.

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.

Board Meeting Minutes

Tues, March 15th, 2022

The Board of Trustees of the Polk County Library met in regular session on Tuesday, February 15th at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, Ed Kurtz, Verna Haun and Mari Woosley. Also present was Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director. President Clark called the meeting to order at 5:32 pm.

Mr. Kurtz 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. A correction was noted. Ms. Haun moved that the minutes be approved as corrected. Ms. Eversoll seconded the motion. All members voted in favor.

Motion carried.

The Financial reports and bills were examined by the Board. 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. February circulation and visitors had increased over the previous year, despite being closed for 5 days due to weather. Computer use is down slightly. Morrisville statistics is continuing to decrease significantly. The library is seeing a drop in adult print material, both fiction and non-fiction, however digital content circulation is mostly adult material.

Winter Reading had a total of 232 patrons register; this is down 20% from the 2020 totals. Winter Reading was not held in 2021. Ms. Knight also updated the board on upcoming programs and the success of the One County One Author event.

In facilities news, Ms. Knight reported that the water pipes had frozen at Morrisville during the cold snap necessitating a day closure.

In staffing news, Outreach Coordinator Laura Jenkins is on maternity leave that began on February 24th.

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, two vacancies in board officers have occurred during the recent months. Ms. Eversoll made a motion to accept the slate of officers, Ed Kurtz as Vice President and Verna Haun as Treasurer. Ms. Woosley seconded. All members voted in favor. **Motion carried.** New contact information for the Board of Trustees was also distributed.

A discussion was held on the draft contract for architectural services. The Board wanted Ms. Knight to gain some clarification on a couple of points.

Ms. Eversoll made a motion to add Ed Kurtz and Verna Haun as signatories to the LimeBank and MidMissouri accounts and to remove Julian Pace and Suzanne Donnell as signatories. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Mr. Kurtz made a motion to adjourn at 6:56 pm; Ms. Eversoll seconded. All members voted in favor.

Motion carried.

After receiving the clarifications from SAPP Architects, Ms. Woosley made a motion via email on March 25, 2022 to proceed with the SAPP contract. Ms. Haun seconded this motion via email. All members voted in favor via email. **Motion carried.**

Next regular meeting will be Tuesday, April 19th at 5:30 pm.

Board Meeting Minutes

Tues, April 19th, 2022

The Board of Trustees of the Polk County Library met in regular session on Tuesday, April 19th at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, Ed Kurtz, Verna Haun, and Mari Woosley. Also present was Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director. President Clark called the meeting to order at 5:32 pm.

Ms. Haun made a motion to approve the agenda. Ms. Woosley seconded. All members voted in favor. **Motion Carried.**

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

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

Ms. Knight gave the Director's Report. Most circulation, computer, and programming statistics are trending upward for the FY22 1st quarter as compared to FY21. Program attendance is up 126% over FY21. Morrisville being the outlier and is recording decreases in all statistics.

Ms. Knight also updated the board on upcoming programs including new programs of Fan Favorite Day, Chapters & Crafters, and Celebrity's Choice Book Club hosted online

In facilities news, Ms. Knight reported Fair Play, Humansville, and Bolivar library will be receiving bandwidth upgrades with REAL funding from Morenet this year. The Humansville Meeting Room heat is finally fixed.

In staffing news, Outreach Coordinator Laura Jenkins has returned from maternity leave and Children's Specialist Beth Ellison and Circulation Assistant Lydia Abbot will be receiving additional hours this summer due to the SRP grant.

Ms. Taylor gave an update to the grants in progress. No new grants have been awarded, but the five that have been awarded are in various stages of implementation. There is a new grant opportunity for STEM kits from Penworthy that Ms. Taylor is currently working on.

In new Business, a discussion was held on fundraising. A Finance Steering Committee was established. Mr. Kurtz and Ms. Clark volunteered to be on committee. Ms. Knight and Ms. Taylor will serve as staff representatives, and 2 as yet unnamed Friends of the Library will make up the rest of the committee. First meeting is tentatively set for May 2nd at 10:30 am.

Ms. Haun made a motion to adjourn at 7:06 pm; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Next regular meeting will be postponed for one week due to Missouri Beef Days. Next meeting will be Tuesday, May 24th at 5:30 pm.

Board Meeting Minutes

Tues, May 24th, 2022

The Board of Trustees of the Polk County Library met in regular session on Tuesday, May 24th at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, Ed Kurtz, Verna Haun, and Mari Woosley. Also present was Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director. President Clark called the meeting to order at 5:30 pm.

Ms. Haun 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 with corrections. Ms. Haun seconded the motion. All members voted in favor. **Motion carried.**

The monthly 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. All circulation and computer statistics are trending upward overall. Ms. Knight went over the wide array of programs for Summer Reading Program.

The Bolivar collection is currently being evaluated for usage and discarding books that meet the criteria set forth in the CREW (Continuous Review Evaluation and Weeding) method. Since the beginning of year 2718 items have been discarded; however, 1292 items have been added. The collection has been reduced by 1426 items, less than 3%.

In facilities news, Ms. Knight updated the board on the hail storm that hit Polk County on April 21. The Bolivar Library sustained significant damage to the roof but is not currently leaking. Facilities Manager Mr. Miller has received 4 quotes for the damage: Midwest Roofing \$73,850 (roof and gutters), Taylor Roofing \$66,871 (roof) \$78,194 (roof and gutters), Soderburg \$73,221 (roof and gutters), and Roofs for Less, \$44,000 (roof only). Grinnell Mutual has been contacted but have not yet sent a claims adjuster to look at damage.

The Fair Play Library also received roof and gutter damage, but the City of Fair Play carries the insurance on the building so that has been turned over to them.

In staffing news, Children's Specialist Beth Ellison will be moved from part-time to full-time as of July 1st. Ms. Knight will be attending the Missouri Public Library Directors Conference in Cape Girardeau June 1st through June 4th.

Ms. Taylor gave an update to the grants in progress. No new grants have been awarded, but the five that have been awarded are in various stages of implementation. The library did not receive the MOSL grant for STEM kits from Penworthy.

In new Business, Ms. Knight gave an update on the SAPP progress. Cheryl Doran and Jim Stufflebeam with SAPP with staff on May 6 for 2 hrs. They wanted to get an idea of what the staff saw as problems, areas that work well and what could work better.

They met with Ms. Knight after this staff meeting. They wanted Ms. Knight to put together some space ideas on a Pinterest board. They did talk about that an expansion was not going to be possible for a

\$900,000 budget, and they were focusing on reorganizing and reallocating space to allow for more efficiency and more align with our goals.

Ms. Doran and Mr. Stufflebeam also met with library administration on May 17th for 2 hours. During the meeting, they went over some libraries with similar sq. footage. They had some design ideas that they got our opinion on what administration liked or didn't like. They have suggested a tour of some of the Mid-Continent libraries soon; they were going to arrange time.

Ms. Eversoll made a motion to adjourn at 7:12 pm; Ms. Woosley seconded. All members voted in favor.
Motion carried.

Next regular meeting will be Tuesday, June 21 at 5:30 pm.

Board Meeting Minutes

Tues, June 21, 2022

The Board of Trustees of the Polk County Library met in regular session on Tuesday, June 21st 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, Tiffany Taylor, PCL Assistant Director, Madison Moore from KPM, CPA's and Cheryl Doran from SAPP Architects. Absent was Verna Haun. President Clark called the meeting to order at 5:31 pm.

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

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

Madison Moore from KPM presented the auditors findings for fiscal year 2021. The library was given a clean audit. Ms. Eversoll made a motion to accept the audit as presented. 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. All circulation and computer statistics are trending upward overall. The library has hosted 35 Summer Reading program events with an attendance of 581. Storytime Swim and Wonders of Wildlife were well attended programs.

In facilities news, Ms. Knight reported that the library has received the insurance check for roof, \$63720.65. After roof is replaced, we can submit up to an additional \$27,208.50 or the real cost whichever is less. As long as roof does not leak, waiting on renovation plans for roofline seems prudent.

In staffing news, Ms. Quincy Young has left the library for another opportunity. This was a full-time position; however, the plan is to split her job duties into two 28-hr positions. Beside the regular vacation requests that always happen in summer, two employees were on bereavement leave earlier this month, and COVID sidelined another employee this month.

Ms. Knight also updated the library on effects of inflation to the library budget. D&O insurance increased by \$388, MALA increased \$822, IRS Mileage reimbursement will increase in July from 58.5 to 62.5, and Ingram which had free shipping now charges \$2.50 a shipment plus Ingram is seeing an increase in the price of books.

In other business, Ms. Doran gave an update on progress of the design for the renovation of the Bolivar Library.

Ms. Eversoll made a motion to adjourn at 7:22 pm; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Next regular meeting will be Tuesday, July 26 at 5:30 pm.

Board Meeting Minutes

Tues, July 26, 2022

The Board of Trustees of the Polk County Library met in regular session on Tuesday, June 26st at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, Verna Haun and Mari Woosley. Also present was Colleen Knight, PCL Director, Tiffany Taylor, PCL Assistant Director, and Cheryl Doran from SAPP Architects. Absent was Ed Kurtz. President Clark called the meeting to order at 5:41 pm.

Ms. Eversoll made a motion to approve the amended agenda with Cheryl Doran speaking first Ms. Woosley seconded. All members voted in favor. **Motion Carried.**

Ms. Doran gave an update on progress of the design for the renovation of the Bolivar Library. Ms. Doran presented pictures and a virtual tour of the Schematic Design. She will email copies of those to Ms. Knight for use in fundraising.

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

The monthly and semi-annual financial reports and bills were examined by the Board. Ms. Knight reported that the library is still on track to have \$150,000 surplus. Ms. Woosley 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 Director's Report. Circulation, Patrons, Computer use and programming usage are continuing their trajectory for FY22. Ms. Knight also presented statistics that show that the library has still not reached FY19 levels. However, this is a trend that is happening at libraries statewide.

In facilities news, Ms. Knight reported that the refrigerator in the Bolivar breakroom stopped working, and Lance could not repair. Since the renovation will do away with the kitchenette in the meeting room, that refrigerator was moved to the breakroom.

In staffing news, Mr. Braden Jones was promoted to Cataloger and Ms. Lydia Abbot was promoted to Adult Services/Marketing. One circulation assistant turned in her notice. Three new circulation assistants have been hired and are in various stages of training. The library is currently fully staffed

Ms. Knight also reported that she wrote and received a \$1300 grant to attend the Association of Rural and Small Libraries Conference in Chattanooga, TN from September 13th thru the 17th. The library is required to do a 25% match or \$325.

In other business, the board discussed financing for the renovations of Bolivar. Ms. Knight has been researching Certificates of Participation; she will investigate terms with financial institution for board.

Ms. Eversoll made a motion to adjourn at 7:08 pm; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Next regular meeting will be Tuesday, July 26 at 5:30 pm.

Board Meeting Minutes

Tues, August 16th, 2022

The Board of Trustees of the Polk County Library met in session on Tuesday, August 16 at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Kaye Eversoll, Verna Haun and Mari Woosley. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director. Absent was Ed Kurtz.

President Clark called the Special Tax Hearing meeting to order at 5:34 pm. Ms. Haun made a motion to set the tax rate for FY23 at .2222 per mil. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Haun made a motion to close the special hearing. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Clark called the regular meeting to order at 5:37 pm.

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

The monthly 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. Circulation, Patrons, Computer use, and programming usage are continuing their trajectory for FY22. Ms. Knight also reported on upcoming programs in September. There will be no winter reading program this year as we prepare for the renovation.

In facilities news, Ms. Knight reported Mr. Lance Miller had hit a rock while mowing and one of the tall windows at west end of building needed to be replaced. Bolivar Glass replaced it last week for \$740. Mr. Miller is also painting the building at Fair Play.

The collection at Bolivar has been reduced by about 4500 because of the thorough weed that will be finished this week.

The library staff has also been going through supplies, decorations, and other items in storage to determine what can be reduced.

Ms. Knight was happy to report that state funding has significantly increased for FY23. State Aid will be \$22,644.42; Equalization Aid will be \$13,048.33; Athletics and Entertainment will be \$24,532.68. The first payments of these will go out in October. This results in a net increase of \$19,723 over budget this year.

Ms. Taylor gave an update on the Mini Technology grant that she is currently writing.

In new business, the board reviewed the medical insurance rates for FY23. The current plan will have an increase of 9% to library expenses. Several options were discussed, including switching plans and/or reducing flex benefits to employee paid. Ms. Haun made a motion to adopt the same plan with same benefits for FY23. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Knight proposed some changes to library policy to accommodate the library's new Read Along books and to clarify a vague section of the policy. Ms. Haun made a motion to approve amendments to the circulation guidelines as proposed. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

In other new business, Ms. Eversoll made a motion to keep current officer designations for the next year: LeeAnn Clark, President, Ed Kurtz, Vice President, Verna Haun, Treasurer, Kaye Eversoll, Secretary. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The board also discussed the roof at Bolivar and the bids for replacement. Ms. Eversoll made a motion to accept the bid by Midwest Roofing. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Knight made a proposal for reducing Morrisville branch hours based on usage. Ms. Eversoll made a motion to change Morrisville branch hours to open Tuesday, Wednesday, Friday 10-5 and Thursday 12-7. The library would be closed on Saturday, Sunday, and Monday. Ms. Haun seconded. All members voted in favor. **Motion carried.**

The board discussed the current status of the Bolivar Library renovation.

Ms. Haun made a motion to move \$100,000 from the operating fund at Mid-Missouri Bank to the building fund at Lime Bank. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Knight reported on the status of Certification of Participation from Mid-Missouri to finance a portion of the renovation. Also Ms. Knight presented an idea of phased renovation which should allow minimum disruption of services through the first phase. A discussion was also held on the using the Fall book sale as a fund raiser for the building renovation and to introduce the public to the conceptual ideas.

Ms. Eversoll made a motion to adjourn at 7:28 pm; Ms. Haun seconded. All members voted in favor. **Motion carried.**

Next regular meeting will be postponed until Tuesday, September 27 at 5:30 pm.

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.**

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.

Board Meeting Minutes

Tues, November 1st, 2022

The Board of Trustees of the Polk County Library met in special session on Tuesday, November 1 at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Ed Kurtz, Verna Haun, Kaye Eversoll and Mari Woosley. Also present were Colleen Knight, PCL Director and Assistant Director Tiffany Taylor.

Ms. Clark called the session to order at 5:36 pm.

The special session was called to hear Janieca Hancock of Mid-Missouri Bank on the options for the Polk County Library to finance \$500,000 for the upcoming renovation. Ms. Hancock discussed a lease-backed, lease agreement with Mid-Missouri holding the lease until the amount of lease of \$500,000 is paid in full over ten years. This would require the approval of Bolivar City as they hold the land lease but we own the improvements. The estimated yearly cost for the lease would be \$64,811.

Ms. Hancock also discussed the pros and cons of MoLink from the State of Missouri as one way to lower the overall interest rate.

The Board made no decisions at this meeting.

Ms. Eversoll made a motion to adjourn special session and enter closed session at 6:42 pm; Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

Closed Board Meeting Minutes

Tues, November 1st, 2022

The Board of Trustees of the Polk County Library met in closed session on Tuesday, November 1 at 6:43 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Ed Kurtz, Verna Haun, Kaye Eversoll and Mari Woosley and Assistant Director Tiffany Taylor.

Ms. Clark called the session to order at 6:43 pm.

Ms. Haun made a motion to give Ms. Knight a 6% raise in salary beginning January 1st, 2023. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

Mr. Kurtz made a motion to adjourn closed session at 7:02 pm; Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Board Meeting Minutes

Tues, November 29th, 2022

The Board of Trustees of the Polk County Library met in regular session on Tuesday November 29 at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Ed Kurtz, and Mari Woosley. Also present were Colleen Knight, PCL Director and Assistant Director Tiffany Taylor. Absent were Kaye Eversoll and Verna Haun.

Ms. Clark called the session to order at 5:31 pm.

Mr. Kurtz 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. Mr. Kurtz moved that the minutes be approved as presented. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

The financial reports and bills were examined by the Board. Ms. Woosley 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. She reported that circulation, patron visits, and computer use were all up for the month of October. She also updated the board on the winter reading program beginning in January.

In facilities news, Humansville roof was repaired under warranty from TaylorMade Roofing; Bolivar Library's water heater was replaced. Fair Play's internet was down for 3 days this month; Windstream is at fault again.

A discussion was also held on the boiler at Bolivar. Facilities Manager Lance Miller did get 3 quotes on replacement costs. However, he and Doke Propane are not sure that the boiler is the issue. Doke believes condensation in the underground tanks is causing the problem. Doke will blow off moisture every two weeks and see if this helps. More investigation is warranted before boiler is replaced.

In staff news, Ms. Knight reported that the library is currently fully staffed. Hannah Gaither-Dawson is currently on bereavement leave. Ms. Knight will be headed to Columbia for the MPLD conference tomorrow.

Ms. Knight reported on the Patron Bill Project. Since the library went fine free in 2020, there were quite a few old fines and bills on patron records. All overdue fees and migrated bills (bills prior to Missouri Evergreen in April 2016) have been removed. We currently have 1,344 patrons with bills. Total patron bills are \$85,412; 95% of which are for items that were checked out and never returned.

Ms. Taylor announced the library did receive \$12,800 in a Technology Mini Grant. This money will be used to buy new children's learning stations for Bolivar, Humansville, and Fair Play. Children's tablets will be purchased for circulation with some of the funds. All other grants have been completed for this year, and money has been received.

In new business, the board discussed the proposed Secretary of State's administrative rule in regards to state funding. Ms. Knight presented MPLD's statement in regards to the rule and its sample board resolution. Mr. Kurtz made a motion that to adopt the resolution in opposition to 15 CSR 30-200.015 and that the resolution be electronically submitted to the public comments on the rule. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Knight presented the proposed budget for FY23. Ms. Woosley moved that budget be approved as presented. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

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

Ms. Knight presented her plan to keep the library open as much as possible during phase I of construction. The library will need to close for a week to move the material and shelves to the back half of the library. Ms. Knight will also see about renting a storage unit close by after the first of the year.

Mr. Kurtz suggested a meeting between him, SAPP, and Ms. Knight to discuss ways of lowering the cost of the project. Ms. Knight will set up meeting.

Capital Fund Raising committee will meet after January 1st.

Mr. Kurtz made a motion to adjourn at 7:42 pm; Ms. Woosley seconded. All members voted in favor. **Motion carried.**