

Board Meeting Minutes

Tues. October 17, 2023

The Board of Trustees of the Polk County Library met in session on Tuesday, October 17th at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Ed Kurtz, Kaye Eversoll, and Mari Woosley. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director. Absent was Verna Haun.

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

The monthly 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. Circulation, Patrons, Computer Use, and Programming are continuing their trajectory for FY23. No programs at Bolivar yet, but story hour will resume in November. Staff is working on Branch Bashes; programs designed to showcase our branches.

The Bolivar library was closed from October 1 through October 15 as staff relocated shelves, books, and offices to the remodeled section as Phase II begins.

2 new part-time staff, a 28-hr. and 20-hr. were hired, and have been training them at Humansville during Bolivar's closure. However, the 28-hr. person quit today as she felt it was not a good fit for her after working at Bolivar for 2 days.

In facilities, the skunk that forced a closure at Morrisville library was never caught. The smell dissipated after a week, so the library was reopened. Trane worked on the boiler at Bolivar, and it has been working properly since. Trane also did the fall service on the HVAC and Boiler system.

The Bolivar library received donations of \$2,489 from Annie Potts, \$3,500 from Elizabeth Pace, and \$1,000 from Ken and Tany Murray.

The Library has been nominated for Chamber Business of the Year.

Ms. Taylor gave an update on grants. A Technology Mini Grant for \$4,058 to purchase a new all-in-one copier/printer at Bolivar has been written and awaiting response from State Library. Ms. Taylor also informed the Board that a grant for new technology for the collaborative room was denied by the Chamber of Commerce as the funds had to be spent in this year, and the collaborative room will not be ready until 2024.

In new business, the library reviewed the choices for a logo and rebrand. After discussion, logo option #3 and the Cozy Cardigan color scheme was chosen.

The Board reviewed the employee manual revisions that Ms. Knight had proposed. Mr. Kurtz moved to accept the employee manual revisions with additional revisions that the board discussed. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The Board also reviewed the payroll options that Ms. Knight presented for the FY24 budget. A few changes were suggested to payroll option 2. Ms. Eversoll made a motion to accept option 2 with the changes discussed. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

A discussion was held on the donor wall, but no action was taken.

The library board walked the construction site as Ms. Knight gave an update to progress.

Ms. Eversoll moved to adjourn at 7:29 pm. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be postponed one week to November 28th, 2023 due to the Thanksgiving holiday.