

Board Meeting Minutes

Tues, January 17, 2023

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

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

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

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

The financial reports, bills, and the final FY22 Budget/Expenses were examined by the Board. Ms. Woosley 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. While most statistics will be covered in the annual report, she updated the board on the winter reading program. The program already has 129 registered.

In facilities news, Ms. Knight reported that the boiler at Bolivar seems to be working fine and has not shut down since December 13th. She did have an employee come in every day during the prolonged cold snap over Christmas to reassure that it had not shut down.

In staff news, Ms. Knight reported that the library currently has a part-time opening.

Ms. Knight also informed the Board of the free trustee training offered by United for Libraries. She will follow up with an email on how to access the training. There are also new Missouri Standards for Public Libraries that have been adopted. Ms. Knight is working her way through those standards and will report on them on a later date.

The library received 2 donations in December, Jane Rayl Trust (\$5000) and Doris Wilson (\$1000). Both donations have been added to the building fund.

Ms. Taylor announced the library did receive \$5676 for the Summer Reading Program. This money will be used for presenters, supplies, and books. She also gave an update to the status of the Technology Mini Grant received last year. Children's computers have been installed at Bolivar, Humansville, and Fair Play; the children's tablets are purchased and are being readied for circulation.

In new business, Ms. Knight presented a change to the circulation policy for the Board to consider. This change would allow checkouts of children's tablets and laptops for 1 week with 1 per patron card. Ms. Woosley moved that policy be adopted as presented. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Knight presented the FY22 Annual report. See printouts included in board packet for details.

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

Ms. Knight reported that MidMissouri bank should hear if the MOBucks was approved next week.

Ms. Taylor reported on a grant opportunity from the Sunderland Foundation. She has requested \$400,000 from them.

There was some discussion on the design updates. The Reno Drawings should be completed next week and be ready to be released for bid.

Ms. Woosley moved the Board move forward with bidding upon review and approval of construction documents. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Capital Fund Raising committee will meet January 19th at 1:00 pm

An extra Board meeting will be scheduled once the Board has the reno drawings.

Regular Board meeting is scheduled on February 21st at 5:30 pm

Ms. Eversoll made a motion to adjourn at 7:27 pm; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Board Meeting Minutes

Wednesday, February 8, 2023

The Board of Trustees of the Polk County Library met in a called session on Wednesday, February 8th at 5:00 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 Director Colleen Knight, Assistant Director Tiffany Taylor, Brad McKenzie and Hope Ash of SAPP Architects.

Ms. Clark called the session to order at 5:01 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. Ms. Haun moved that the minutes be approved as presented. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.**

In new business, Brad McKenzie and Hope Ash gave a presentation of the Bolivar Renovation Drawings. The drawings would be released for public bid on Feb. 24th; pre-bid meeting would be March 10th at 10:00 am, and public bid opening scheduled at 1:00 pm on March 24th.

Ms. Haun made a motion to approve documents and proceed to bidding. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The Board decided to delay their regular meeting in March until March 28th at 5:30 so that the bids submitted could be discussed.

Ms. Haun made a motion to adjourn at 6:03 pm; Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Board Meeting Minutes

Tues, February 21, 2023

The Board of Trustees of the Polk County Library met in regular session on Tuesday February 21st 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. Absent was Verna Haun.

Ms. Clark called the session to order at 5:35 pm.

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

Ms. Knight gave the Director's Report. We are off to a good start this year. Circulation was up 20% in January with all locations reporting increases. Patron visits were also up 10% with all locations reporting increases. While computer use overall is up 4%, Humansville was the only location with an increase (47%).

The winter reading program, Read Player One, had 180 registrants and 71 completions. The Library held 69 programs with 693 attendees.

In staff news, Ms. Knight reported that the library has hired two new part-time employees and is currently up to full staff.

In new business, the Board decided to table the discussion on the Missouri Public Library Standards.

Ms. Knight gave the Board an update on the Bolivar renovation project. SAPP has all the bid documents complete and bidding process will open to public on February 24th. Ms. Knight has put the information in the Legal Notices section of the Bolivar Herald Free Press and will run for 2 consecutive weeks. A pre-bid meeting has been scheduled for March 10th at 10:00 am. A public bid opening will occur on March 24, 2023 at 1:00 pm. SAPP will handle both meetings.

A couple of furniture vendors have been contacted, KI and Grooms, and will be quoting the project. Ms. Knight will also use Demco to provide a 3rd option. A discussion was also held on a surplus furniture sale during the Bolivar City Wide Garage sale on April 29th if it fits with the construction schedule so that less has to go into storage.

The next regular board meeting has been re-scheduled to March 28th at 5:30 pm

Ms. Eversoll made a motion to adjourn at 6:07 pm; Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

Board Meeting Minutes

Tues, March 28, 2023

The Board of Trustees of the Polk County Library met in regular session on Tuesday, March 28th at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were Lee Ann Clark, Ed Kurtz, Verna Haun, and Mari Woosley. Also present were Director Colleen Knight and Assistant Director Tiffany Taylor. Absent was Kaye Eversoll.

Ms. Clark called the session to order at 5:41 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. Ms. Haun 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. 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. We are off to a good start this year. Circulation was up 21% in Feb with all locations reporting increases. Patron visits were also up 28% with all locations reporting increases. Computer use overall is up 35%; Morrisville did see a huge decrease.

In staff news, Ms. Knight reported that several staff have been or will be attending off-site training. Tiffany went to Columbia for Morenet Technology Training; Braden attended regional cataloging training at Stockton. Three circulation staff will attend regional circulation training on March 30th in Monett; 2 other circulation staff will attend Teaching Technology Literacy in Springfield on Apr. 4th, and finally 3 admin staff will be attending the Missouri Evergreen Conference in Columbia on April 13-14.

Ms. Knight will be doing a presentation at the Senior Center on April 6th and be accepting braille books from the Legends Project on Saturday April 1st.

Ms. Knight also informed the board of the problem with homelessness near the library and steps we are taking to make sure they feel welcome in the library but are not sleeping outside in our bushes and shed.

The auditors from KPM began their work this week and should be at the May or June meeting to discuss their findings.

Ms. Knight also discussed what the elimination of State Aid from the Missouri budget would mean for the library if it is allowed to stand.

Ms. Taylor gave an update on grants. The library was awarded a grant of \$250,000 from the Sunderland Foundation for the building project. The library was also awarded a STEAM kit grant of \$5735; these kits will checkout to patrons.

In new business, Ms. Knight gave the Board an update on the Bolivar renovation project. Mid Mo Bank should have the draft lease agreement by end of next week. SW Audio will uninstall the meeting room equipment and reinstall when construction is complete. Atronic Alarms will uninstall the security cameras and reinstall when construction is complete.

At 6:30 pm, Ms. Haun made a motion for the Board to go into closed session to discuss construction bids and a personnel issue. Mr. Kurtz seconded. All members voted in favor. **Motion carried.** Board came out of closed session at 7:23 pm

The next regular board meeting has been re- scheduled to April 18th at 5:30 pm

Ms. Haun made a motion to adjourn at 7:24 pm; Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

Closed Meeting Actions by Board

Motion made by Mr. Kurtz to accept Hambey's base bid plus bid alternates 2 and 4 with a contingency to add bid alternate 1 and 3. Seconded by Ms. Haun. Roll Call Vote: Mr. Kurtz-yes, Ms. Haun-yes, Ms. Woosley-yes

Motion made by Ms. Haun to proceed on bid alternate 1 and 3 without contingency if lend/lease is complete before the signing of the contract. Seconded by Mr. Kurtz. Roll Call Vote: Ms. Haun-yes, Mr. Kurtz-yes, Ms. Woosley-yes

Board Meeting Minutes

Tues, April 18, 2023

The Board of Trustees of the Polk County Library met in regular session on Tuesday, April 18th 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 were Director Colleen Knight and Assistant Director Tiffany Taylor. Absent was Verna Haun.

Ms. Clark called the session to order at 5:30 pm.

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

Public comments were given by residents Angela Smith, Kendra Cromwell, and Vanessa Mays.

At 5:43 pm, Mr. Kurtz made a motion for the Board to into closed session to discuss personnel issues. Ms. Woosley seconded. All members voted in favor. **Motion carried.** At 6:05 pm, Ms. Clark reconvened the regular session. She reported that no action was taken by the Board.

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. Eversoll 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 was up 15% in the first quarter with all locations reporting increases. Patron visits were also up 17% with all locations reporting increases. Computer use overall is up 15%; Morrisville did see a huge decrease (112% for quarter). Program statistics also saw an increase of 32% in attendance.

Programs at the Bolivar library have been suspended until the end of the renovation. Programming will be held at various locations around Bolivar and continue at other locations.

Bolivar Library will be closed next week to prepare the renovation; normal hours at other locations.

All library locations will be closed on May 8th and a staff appreciation dinner will be held at Flat Creek restaurant at 5:30 that day. Friends of the Library will pay for event.

Ms Knight also reported some wind damage to the Bolivar Library from April 1st storm. Have contacted Midwest Roofing.

Ms. Knight also discussed what the elimination of State Aid from the Missouri budget would mean for the library if it is allowed to stand. However, we are hopeful that the Senate will put the money back in budget.

The Secretary of State's new rule, 15 CSR 30-200.015, was issued yesterday. MPLD has a committee to give libraries templates on policy and procedure updates that will keep libraries in compliance.

Ms. Taylor gave an update on grants. No new grants have been awarded. A new grant to BassPro was submitted, but there is a 60-90 days reviewal process. Other grants are in various stages of completion.

In new business, Ms. Knight gave the Board an update on the Bolivar renovation project. SW Audio has uninstalled the meeting room equipment. Atronic Alarms will uninstall the security cameras and reinstall when construction is complete. Storage unit has been rented; supply closets have been emptied.

The Board also discussed the Lease Option Agreement from Mid-Missouri Bank. Mr. Kurtz made a motion to execute both documents. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The Board discussed the General Construction Contract with Hamby Construction. Mr. Kurtz made a motion to sign contract with orders to issue modification to include bid alternate 1 & 3. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The next regular board meeting will be May 16th at 5:30 pm

Ms. Eversoll made a motion to adjourn at 7:05 pm; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Board Meeting Minutes

Tues, May 16, 2023

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

Ms. Clark called the session to order at 5:43 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. Ms. Eversoll moved that the minutes be approved with grammatical correction. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

The financial reports and bills were examined by the Board. Ms. Haun 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 was down at all locations in April. However, patron visits and computer use were on the rise.

Summer Reading Program will begin June 5th and promotion is already underway. Many community partners stepped up to offer their locations for programs during Bolivar Library's renovation.

In Staffing news, one employee has left due to maternity and another turned his two- week notice. Both employees are 20 per week. We will not rehire at this time as the Bolivar Library is expected to be slow in the coming months.

The library staff did an exemplary job in moving the books and shelves. Ms. Knight had estimated that it would take all week but it only took 3 ½ days.

No movement on the Building Insurance. Grinell has not given us our 60-day notice but according to our agent still wants to cancel the building insurance at the Bolivar Library during renovation. Another agent has been contacted to see what he can do.

Ms. Knight announced that State Aid was added back in the budget by the Senate at the full amount. The budget has been signed by Governor Parsons.

The Secretary of State's new rule, 15 CSR 30-200.015, goes into effect on May 31st. It will cause the library to adjust its policies and procedure to remain in compliance. MPLD's committee has issued guidance to libraries on policies and procedures. Policies recommendations should be ready for the Board in the June meeting. The changes have to be made by July 31st in order to apply for State Aid for FY24.

Ms. Taylor gave an update on grants. BassPro turned us down for a grant for the building renovation. Other grants are in various stages of completion.

In other business, Ms Knight informed the board that the Mid-MO lease/loan has been fully executed and the funds are in bank.

She also reported on the demolition progress. Hambey found an undisclosed load bearing wall. This will cause some changes in design of glass wall and change in price to accommodate.

The next regular board meeting will be June 20th at 5:30 pm

Ms. Eversoll made a motion to adjourn at 6:31 pm pm; Ms. Haun seconded. All members voted in favor. **Motion carried.**

Board Meeting Minutes

Tues, June 27, 2023

The Board of Trustees of the Polk County Library met in regular session on Tuesday, June 27th at 5:30 pm at the Polk County Library, Bolivar, MO. The meeting had been postponed one week because a quorum could not be obtained. Those present were Ed Kurtz, Verna Haun, Kaye Eversoll, and Mari Woosley. Also present were Director Colleen Knight and Assistant Director Tiffany Taylor. Absent was LeeAnn Clark.

Ms. Haun called the session to order at 5:35 pm.

Ms. Eversoll 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. Ms. Woosley moved that the minutes be approved. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

Madison Moore from KPM, CPA's presented the audit to the Board. The Polk County Library received a clean audit.

The 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. Bolivar and Online circulations were up slightly for the month of May; branch locations were down. Fair Play and Humansville saw patronage and computer usage increases; however, Bolivar and Morrisville saw decreases.

Ms. Knight discussed the Summer Reading Program in progress. She also discussed upcoming programs.

Ms. Knight also informed the Board that the State Library will no longer pay for OCLC WorldCat services for the library beginning July 1st. OCLC WorldCat is being dropped due to lack of Polk County patrons using the service. At over \$3300, the library will not be picking up this service, and so traditional interlibrary loan will cease July 1st. The library will still have access to Missouri Evergreen for interlibrary loan.

For lack of usage, the library will not renew its Chilton's database this year. The cost for the database is \$2883, but only 41 sessions were recorded in the past year.

The Library received a \$5,000 donation from Elizabeth Pace; the Pace Family will have naming rights to the adult section of the Rayl Family Library. The Library received a \$10,000 donation from Doug and Linda Roller; they will have naming rights to the collaboration room.

Ms. Taylor gave an update on grant. All grants are in various stages of completion. Nothing new to report.

In other business, Ms. Knight presented a quote on insurance policies from Nixon and Lindstrom. Ms. Haun made a motion to switch all Grinnell policies to EMC policies offered by Nixon and Lindstrom. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

In new business, Policy updates and changes were discussed to both the collection development policy and patron policy manual. Ms. Eversoll made a motion to accept the proposed policy changes to the collection development policy. Ms. Haun seconded. All members voted in favor. **Motion carried.** Ms. Haun made a motion to modify the patron policy manual as Ms. Knight presented with the stipulated corrections discussed at this meeting. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Knight gave an update to the construction project. She went over the furniture quote from KI along with color choices and fabrics. She has not yet received a quote from Grooms. She did quote it through Demco, and it was about the same as KI, but did not include installation. A meeting has been scheduled with Hambey, Sapp, and Library administration on June 30th. Hopefully, a timeline as to approximate date of Phase II will be established at this meeting.

The next regular board meeting will be July 18th at 5:30 pm.

Ms. Eversoll made a motion to adjourn at 7:40 pm; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Board Meeting Minutes

Tues, July 18, 2023

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

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

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

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

The financial reports and bills were examined by the Board. Mr. Kurtz 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 statistics are up for the year due to a large increase in the first Quarter; 2nd Quarter statistics are down across all branches. Similarly, computer usage, patron visits, and programming were down in the 2nd Quarter due to the renovation at Bolivar.

The Library received a donation from Craig and Lisa Lehman this month.

Ms. Knight reported that the new insurance policies have been executed and the Grinnell policies have been cancelled, and we should receive a refund on the Grinnell policies.

Ms. Taylor gave an update on grant. All grants are in various stages of completion. Nothing new to report.

In other business, the board reviewed the 3 furniture quotes: KI, Grooms, and P.O.E for the Rayl Family Library. No decision was made.

In Renovation updates, Phase II is tentatively scheduled to begin after Labor Day. The library will close at that time for 2 weeks, and Hambey will work on demolition of the portico and new entry.

The next regular board meeting will be August 15th at 5:30 pm.

Ms. Eversoll made a motion to adjourn at 6:58 pm; Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

Board Meeting Minutes

Tues, August 15th, 20223

The Board of Trustees of the Polk County Library met in session on Tuesday, August 15 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 millage rate for FY23 at .2222. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

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

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

Ms. Eversoll made a motion to approve the agenda; Ms. Haun seconded. All members voted in favor. **Motion carried.**

The minutes from the previous meeting were reviewed. Ms. Woosley moved that the minutes be approved. Ms. Eversoll 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 are continuing their trajectory for FY23. Summer Reading Program is complete for this year. We had a decrease in registrations for program; however more of the registrants completed the program and attendance at individual programs was up 10%.

Staff is working on making sure the collection at Bolivar looks the best it can by weeding ugly books, printing new spine labels for the faded ones, and cleaning all children's books.

We received donations of \$150 from Ann Stewart, \$1,000 from Sterling Investment Advisors, \$2000 from Ken and Colleen Knight, and our yearly donation of \$5,000 from Jane Rayl. The Edward Jones account of \$45,675.16 has been closed and the amount deposited in the Lime Bank account.

Ms. Taylor gave an update on the final reports she is writing for the Summer Reading Grant and the Steam Kits Grant. A Technology Mini Grant will open soon.

In new business, Ms. Eversoll made a motion to retain the officers as they are currently: LeeAnn Clark as President, Ed Kurtz as Vice-President, Verna Haun as Treasurer, and Kaye Eversoll as Secretary. Ms. Haun seconded. All members voted in favor. **Motion carried.**

Ms. Knight submitted a proposed change to Board Bylaws to address conflict of interest to meet the Missouri Ethics Commissions standards. Ms. Haun moved to amend the by-laws as proposed. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The board reviewed the medical insurance rates for FY24. The current plan will have an increase of 30% over last year's plan. Several options were discussed, including switching plans and/or reducing flex

benefits to employees. Ms. Haun made a motion to adopt the PPO 1250 plan, with optional vision and dental insurance covered by employees. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

In other business, the board reviewed the final furniture bids and evaluated samples submitted. Ms. Eversoll made a motion to use Grooms as the vendor for library furnishings for the renovation. All members voted in favor. **Motion carried.**

Ms. Knight reported that Phase II has been pushed back until September 18th. The library will close for 2 weeks at the beginning of Phase II.

Ms. Eversoll made a motion to adjourn at 6:52 pm; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

There will not be a meeting in September due to lack of available quorum. Next regular meeting will be Tuesday, October 17th at 5:30 pm.

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.

Board Meeting Minutes

Tues. November 28, 2023

The Board of Trustees of the Polk County Library met in session on Tuesday, November 28 at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were Ed Kurtz, Kaye Eversoll, Verna Haun, and Mari Woosley. Also present was Colleen Knight, PCL Director and Tiffany Taylor, PCL Assistant Director. Absent was LeeAnn Clark.

Mr. Kurtz called the meeting to order at 5:28 pm.

Ms. Eversoll made a motion to approve the agenda; Ms. Haun seconded. All members voted in favor. **Motion carried.**

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 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. Bolivar numbers are down in all categories because the library was closed for 2 weeks in October for the renovation. Branch numbers are up in all areas except circulation for Fair Play and Humansville.

Bolivar resumed children's programming in November. The Winter Reading Challenge will look differently this year as we are partnering with all schools to offer class reading challenges. Each school's class that finishes will receive a small prize, and each school will have a class chosen as a grand prize winner by reading the most over and above the challenge. Those classes will receive a library sponsored party. Homeschoolers and children whose class does not participate can also enter individually and compete against each other. There will be no adult component this year.

2 new part-time staff, a 28-hr. and 20-hr. were hired. Kristen Gorden will be a circulation assistant, and Hayley Hershenson will be a children's assistant.

The Polk County Library was chosen as the Bolivar Area Chamber of Commerce's Community Partner of the Year.

The Bolivar library received donations of \$500 from Commerce Bank, \$300 from Barbara Hensley, and \$100 from Kevin and Sharla Love Bailey.

Ms. Taylor introduced a new service provided to select libraries by the Missouri State Library. NorthStar Digital Learning will provide online classes in computer and digital literacy. Patrons may take a test proctored by the Polk County Library to receive a certificate upon passing a course.

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 awarded by the State library. A Summer Reading Program grant in the amount of \$6270 has been submitted; we are just waiting notification or rejection of award.

In new business, The Board went over the FY24 budget that Ms. Knight. Ms. Haun made a motion to approved the budget for FY24. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

A discussion was held on the donor wall.

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

Ms. Haun moved to adjourn 6:34 pm. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, January 16th, 2024. There will be no December meeting.