

## Board Meeting Minutes

Tues. January 16, 2024

The Board of Trustees of the Polk County Library met in session on Tuesday, January 16 at 1:00 pm at the Polk County Library, Bolivar, MO. Those present were LeeAnn Clark, Ed Kurtz, Kaye Eversoll, and Mari Woosley. Also present was Colleen Knight, PCL Director. Absent were Verna Haun and Tiffany Taylor, PCL Assistant Director.

Ms. Clark called the meeting to order at 1:05 pm.

Mr. Kurtz 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. A correction was noted. Ms. Eversoll 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. For FY23, the library experienced decreasing numbers due to the Bolivar renovation: circulation down 5%; visitors down 9%, and program attendance down 4%. Ms. Knight also explained the purging of patron records that had expired 3 or more years from Missouri Evergreen database. The Library's patron records decreased by 48% due to this purge.

The Bolivar library received donations of \$3,004 from Ann Potts, \$1,847 from Wayne and Rowena Wilson, \$1,000 for Doris Eiland, \$100 from Magda Neill and \$100 from Becky Padgett House.

In facilities, Ms. Knight explained the boiler issues at Bolivar and the quotes from Trane to fix it. Humansville Library experienced a roof leak; Taylor -made Roofing has been called to repair. Bolivar Library was closed December 27<sup>th</sup> through January 1<sup>st</sup> for construction and the final construction closure is scheduled from January 16<sup>th</sup> through 27<sup>th</sup>.

Ms. Knight gave an update on grants. The Technology Mini Grant for \$4,058 to purchase a new all-in-one copier/printer has been implemented. The new all-in-one printer has been installed, and the Library has received 50% of funds. A Summer Reading Program grant in the amount of \$6,270 was awarded by the State Library. Plans are being implemented for the Summer Reading Program. Ms. Taylor is currently working on a Spotlight on Literacy grant for a Library of Things and programs for adults.

In new business, an update was given on the state of the construction. Hambey should be substantially finished by Friday, January 19<sup>th</sup>. SAPP will be putting together a punch list on their next visit.

A discussion was held on the relaunch event. The Board discussed two dates: March 9<sup>th</sup> and March 16<sup>th</sup>. Ms. Knight will contact Governor Parson's office to check if either of those dates are available on his schedule.

Ms. Eversoll moved to adjourn 2:04 pm. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, February 20, 2024 at 5:30 pm.

## Board Meeting Minutes

Tues. February 20, 2024

The Board of Trustees of the Polk County Library met in session on Tuesday, February 20<sup>th</sup> at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were LeeAnn Clark, Ed Kurtz, Kaye Eversoll, Verna Haun and Mari Woosley. Also present were Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director.

Ms. Clark called the meeting to order at 5:30 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 approved. 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. Ms. Knight highlighted the new programs beginning in March: Future Innovators, Snack Squad, and Baby Bookworms. She also reported on the success and challenges of the Winter Reading challenges with the schools this winter.

The Bolivar library received donations of \$1,000 from Bill and Suzanne Donnell, \$1,000 from Kaye Eversoll and \$1,000 from Jerald and Giana Andrews.

In facilities, Ms. Knight updated the work being done by Trane on the boiler issues at Bolivar. Humansville Library roof leak was fixed by Taylor -Made Roofing. SuperShine has been contracted to clean the Bolivar Library once a week for \$250 per week.

The Friends of the Library will be selling the new library logo t-shirts as a fundraiser.

Ms. Taylor gave an update on grants. The Technology Mini Grant and the Summer Reading Program Grant are in various stages of implementation. Ms. Taylor is currently working on a Spotlight on Literacy Grant for Basic Life Skills programs for adults with complementary kits for circulation. Other grants in the planning stages are Memory Kits, ALA Gaming Grant, and a Technology Ladder Grant.

In new business, an update was given on the state of the construction. Date for the Grand Reveal has been set at March 16<sup>th</sup> because First Lady Teresa Parson should be able to attend. Grooms Furniture is replacing one of the chairs in the adult area because of manufacturer's defect. Grooms representatives are also requesting a set of casters from the manufacturer of the meeting room chairs to compare with the ones installed. Shade color was chosen for meeting room and will be ordered. Picnic tables are here and will be assembled soon.

Board members requested that Ms. Knight order them name badges for the Grand Reveal.

Ms. Eversoll moved to adjourn at 7:03 pm. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, March 19th at 5:30 pm.

## Board Meeting Minutes

Tues. March 19, 2024

The Board of Trustees of the Polk County Library met in session on Tuesday, March 19th at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were LeeAnn Clark, Ed Kurtz, and Kaye Eversoll. Absent were Verna Haun and Mari Woosley. Also present were Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director.

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

Ms. Eversoll made a motion to amend the agenda and move the Director's report to the end if there is time; Mr. Kurtz 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 corrected. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

The monthly 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 also informed the Board that Quickbooks Desktop will be discontinued on May 31<sup>st</sup>. She will switch the library to Quickbooks Online. However, the increase in cost to the Library will be in excess of over \$1,000 for first year and more thereafter. Ms. Knight will use the year to investigate other solutions.

Ms. Knight requested that \$500,000 be moved from the Mid-Missouri Money Market to the LimeBank Money Market due to much higher interest rates at LimeBank. Ms. Eversoll so moved. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

Ms. Knight requested that the FY2024 budget be amended and increase the Bolivar General Maintenance budget line to \$24,000, an increase of \$15,000. Mr. Kurtz so moved. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The Board then received an update on the status of the Rayl Family Library renovation. The Board discussed outstanding expenditures. Hambey proposed several extra items to be completed off contract. Mr. Kurtz made a motion to accept Hambey bracing the existing trusses and corner guard installation. Ms. Eversoll seconded. All members voted in favor. **Motion carried.** All other off contract work was not accepted.

Because of a pre-existing appointment, a member of the Board had to leave so the quorum was lost. Ms. Eversoll moved to adjourn at 6:15 pm. Mr. Kurtz seconded. Meeting adjourned.

The next regular meeting will be Tuesday, April 16th at 5:30 pm.

## Board Meeting Minutes

Tues. April 16 2024

The Board of Trustees of the Polk County Library met in session on Tuesday, April 16<sup>th</sup> at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were LeeAnn Clark, Ed Kurtz, Kaye Eversoll, Verna Haun and Mari Woosley. Also present were Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director.

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

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

Ms. Knight gave the Director's Report. Circulation is continuing to drop slightly but visitors and program attendance are seeing increases system wide. Computer use and Wi-Fi use are dropping. Ms. Knight reported on the plans for Adventure Begins At Your Library, the summer reading program. She previewed the promotional video and talked about the special programs from June 1<sup>st</sup> through August 5<sup>th</sup>.

In other library news, Ms. Knight reported The Friends of the Library will be having a book sale, April 26<sup>th</sup> and 27<sup>th</sup>. Three staff members attended the Missouri Evergreen User Conference in Columbia on April 11<sup>th</sup> and 12<sup>th</sup>. Ms. Knight is also in the process of creating a maintenance log to keep track of all maintenance at all branches. The log will be uploaded to the Administration OneDrive when complete so that administration can keep it updated.

In a Bolivar library renovation update, Ms. Knight reported only two items remain on the punch list: patio lights flickering and some blinds not installed. All other items from Hambey Construction had been completed. The library does not yet have the completion paperwork from Hambey Construction. Grooms Office Environments have ordered the glides to replace the casters on the meeting room chairs and will do the installation.

Ms. Taylor gave an update on grants. The Technology Mini Grant and the Summer Reading Program Grant are in various stages of implementation. The library has been awarded a Spotlight on Literacy grant for building life skills in the amount of \$3,832 for workshops and accompanying kits for circulation. These workshops and kits will be marketed for adults and begin in the Fall. A Technology Ladder Grant for new computers and technology for the Gipson-Padgett Room has also been applied for in the amount of \$12,128.

In new business, Ms. Knight gave a presentation on the Missouri Public Library Standards and the Public Library Survey. The Library moved from an Essential designation on the Library Standards to an Enhanced designation this year. Ms. Knight compared and contrasted the Library with other Missouri libraries using data from the 2023 Public Library Survey.

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

The next regular meeting will be Tuesday, May 21<sup>st</sup> at 5:30 pm.

## Board Meeting Minutes

Tues. May 21, 2024

The Board of Trustees of the Polk County Library met in session on Tuesday, May 21st at 1:00 pm at the Polk County Library, Bolivar, MO. Those present were LeeAnn Clark, Ed Kurtz, Kaye Eversoll, and Mari Woosley. Also present were Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director. Absent was Verna Haun.

Ms. Clark called the meeting to order at 1:05 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. Mr. Kurtz moved that the minutes be approved as presented. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

The monthly financial reports and bills were examined by the Board. Ms. Knight noted that the migration to Quickbooks Online is complete and that Mid Missouri Bank has increased the interest on the money market account to 4%. 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 is continuing to slightly decline. Ms. Knight presented information that the drop is almost entirely due to the decline of DVD's; indeed, almost all other shelving locations are increasing. Visitors and program attendance are seeing increases system wide. Computer use and Wi-Fi use are dropping. Ms. Knight reported Adventure Begins At Your Library, the summer reading program, begins June 1<sup>st</sup> with a kickoff program at Bolivar.

In facilities news, Ms. Knight reported the maintenance log is complete and uploaded to OneDrive. Midwest Roofing repaired ridge caps at the Bolivar Library that were blown off during a recent storm and is still looking at replacing gable vent on library's west end. Humansville also had a small roof leak; Taylor-made Roofing made repairs. Fair Play's HVAC is not working; Trane will visit tomorrow to assess problem.

Ms. Knight also reported on Microsoft's multifactor authentication upgrade. All staff and board members will be required to go through the authentication process, either through the authenticator app or some other manner.

Ms. Taylor gave an update on grants. The Technology Mini Grant, Spotlight on Literacy, and the Summer Reading Program Grant are in various stages of implementation. A Technology Ladder Grant for new staff computers, Fair Play patron computers, and technology for the Gipson-Padgett Room has also been awarded for in the amount of \$12,046.

In new business, a proposed payroll budget increase was considered. Ms. Knight requested to change the Adult Services/Marketing position from part-time to full-time and add an additional 20 hr-per-week circulation assistant. The change would increase payroll subcategories of payroll wages by \$11,000, payroll liabilities by \$1,635, and medical insurance by \$2,422 for a total to the payroll budget line item of \$15,057. Mr. Kurtz made a motion to increase the payroll budget by \$15,057 as proposed. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Knight also mentioned that the library was out of compliance on the audit for FY23 because a budget for the renovation was not adopted. To be in compliance for FY24, she proposed a budget for the renovation for this current fiscal year.

FY24 Library Building Fund Budget		
Projected Income		
	Donations	\$15,000
	Interest	\$20,000
Total		<u>\$35,000</u>
Expenses		
	Architect	\$2,712
	Construction	\$288,702
	Furniture	\$52,150
Total		<u>\$343,564</u>

Ms. Eversoll made a motion to accept the proposed FY24 Library Building Fund Budget. Ms. Kurtz seconded. All members voted in favor. **Motion carried.**

The Board also considered the Hamby Construction payment application which included the release of retainage. The Board examined the final paperwork, lien releases, as-built drawings and other documents. Mr. Kurtz made a motion to pay this application. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

In other business, Ms. Knight presented a slideshow for the board on the cost of operation for each of the library branches.

Ms. Eversoll moved to adjourn at 2:27 pm. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, June 18<sup>th</sup>, 2024 at 5:30 pm.

## Board Meeting Minutes

Tues, June 18, 2024

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

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

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

The minutes from the previous meeting were reviewed. A few corrections were noted. 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. Eversoll moved that the bills and financial reports be approved as presented. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Madison Moore from KPM, CPAs presented the results of the FY23 audit. The Library received an unmodified opinion or clean audit.

Ms. Knight gave the Director's Report. Ms. Knight reported that Mr. Kurtz and Ms. Woosley had been reappointed by the Polk County Commissioners to another 4-year term.

Ms. Knight experimented with a new way of reporting library statistics, focusing on total library use instead of individual statistics. Total library use is considerably above FY23 numbers. There was record number of attendances to Bolivar's programs in May.

In facilities news, Humansville still has small roof leak; TaylorMade Roofing made more repairs. Fair Play's HVAC needed a new blower motor, and Morrisville's HVAC also went down requiring a new thermostat.

In staffing news, Lydia Abbot has moved to full-time but will not be accepting the health insurance. Interviews are underway for a part-time position at Bolivar.

Ms. Knight also reported on changes to the building insurance rates and coverage.

Ms. Taylor gave an update on grants. The Technology Mini Grant's final report has been filed. The Spotlight on Literacy, the Technology Ladder Grant and the Summer Reading Program Grant are in various stages of implementation.

No new business was considered by the Board.

Ms. Eversoll moved to adjourn at 6:22 pm. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, July 16, 2024 at 5:30 pm.

## Board Meeting Minutes

Tues, July 17th 2024

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

Ms. Clark called the meeting to order at 5:30 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. Total library use is considerably above FY23 numbers for June. Bolivar is seeing the bulk of that increase, in every measure. The branches are seeing slight increases. Summer Reading registrations are seeing an increase of 22% over last year.

In staffing news, a new part-time library assistant, Chy Anderson, began in early July.

Ms. Knight also reported that the state aid application has been submitted. Worker's comp audit has also been completed. The catalog is being examined for record accuracy in preparation for the age evaluation next month. Ms. Knight has also been appointed to the MOLib2Go Steering Committee. This committee will be looking at how MOLib2Go is structured and how funds are allocated; ultimately, the goal is to reduce the holds on Libby for the consortium.

Ms. Taylor has been putting together the kits for the Spotlight on Literacy Grant.

In new business, Ms. Woosley moved to accept the slate of officers for next year: President LeeAnn Clark, Vice-President Ed Kurtz, Treasurer Verna Haun, Secretary Kaye Eversoll. Ms. Haun seconded. All members voted in favor. **Motion carried.**

Ms. Eversoll moved to adjourn at 6:15 pm. Ms. Haun seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, August 20, 2024 at 5:30 pm.



## Board Meeting Minutes

Tues, August 20th 2024

The Board of Trustees met in special tax levy hearing on Tuesday, August 20<sup>th</sup>. Those present were LeeAnn Clark, Verna Haun, and Kaye Eversoll. Also present were Director Colleen Knight and Assistant Director Tiffany Taylor. Ed Kurtz and Mari Woosley were absent.

Ms. Clark called the meeting to order at 5:34 pm. A motion was made by Ms. Haun to set the FY25 tax levy at 0.2222 mil. Ms. Eversoll seconded motion. All members voted in favor. **Motion carried.** Ms. Eversoll moved to adjourn the special tax levy hearing at 5:35 pm. Ms. Haun seconded. All members voted in favor. **Motion carried.**

The Board of Trustees of the Polk County Library met in regular session immediately following the tax levy hearing. Those present were LeeAnn Clark, Verna Haun, and Kaye Eversoll. Also present were Director Colleen Knight and Assistant Director Tiffany Taylor. Ed Kurtz and Mari Woosley were absent.

Ms. Clark called the meeting to order at 5:35 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. A correction was noted. Ms. Eversoll moved that the minutes be approved as corrected. Ms. Haun seconded the motion. All members voted in favor. **Motion carried.**

The monthly financial reports and bills were examined by the Board. Ms. Eversoll 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. Total library use is considerably above FY23 numbers for July. Bolivar is seeing the bulk of that increase, in every measure. The branches are seeing slight decreases. Summer Reading registrations saw an increase of 35% over last year with 572 total registrants.

Fall programming lineup includes several new offerings: Basic Life Skills Classes, Fiber Arts Club, Baby's Day Out, Teen Tuesday and Morrisville Bingo.

Friends of the Library has set their fall book sale for September 25-27. Ms. Knight, Ms. Taylor, and Ms. Elliot will be in Kansas City for MLA Conference during that time.

Ms. Taylor gave an update on current grant projects.

In new business, Ms. Haun moved to continue current health insurance plan for FY25. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

In other business, Ms. Knight presented results of the yearly age evaluation of the non-fiction collection. The library has 62% of its non-fiction collection meeting the age criteria. This percentage has increased every year since 2017.

Ms. Eversoll moved to adjourn at 6:24 pm. Ms. Haun seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, September 17<sup>th</sup> at 5:30 pm.

## Board Meeting Minutes

Tues, September 17, 2024

The Board of Trustees met in regular session on Tuesday, September 17<sup>th</sup> at 5:00 pm. Those present were LeeAnn Clark, Ed Kurtz, and Kaye Eversoll. Also present was Director Colleen Knight. Verna Haun and Mari Woosley were absent.

Ms. Clark called the meeting to order at 5:08 pm.

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

The monthly 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 mentioned that the library is still having issues with mail delivery. A total of 7 checks are outstanding that were mailed over 2 weeks ago. She is investigating solutions.

Ms. Knight gave the Director's Report. Total library use is considerably above FY23 numbers for August. Bolivar is seeing the bulk of that increase, in every measure. Fair Play is seeing significant decreases.

Friends of the Library book sale is September 25-27. Donations will be accepted Monday through Thursday that week.

The library has had a TikTok video go viral with over 2.4 million views. This has precipitated a huge rise in the library's followers, over 37,500 followers. The TikTok account is beginning to generate quite a buzz in the State and in the community. COM has asked to the library to donate a spot in a video to be part of their silent auction for Polk County's Got Talent.

Ms. Knight also reported that Bolivar City and the Bolivar Recreation and Aquatic Center are in discussion on whether to renovate the shed on the library property. She will keep the Board informed on any developments.

In new business, the Board discussed a proposed policy change to the Employee Manual to allow part-time staff to purchase vision and/or dental insurance from the library's healthcare provider. Mr. Kurtz moved to accept the policy as amended. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

In other business, Ms. Knight presented a demonstration on Kanopy. Kanopy is a video streaming service owned by Overdrive. It operates similarly to Hoopla.

Ms. Eversoll moved to adjourn at 6:04. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

The Board decided to move the time of the next regular meeting to 5:00 pm. The next regular meeting will be Tuesday, October 15 at 5:00 pm.

## Board Meeting Minutes

Tues, October 15, 2024

The Board of Trustees met in regular session on Tuesday, October 15<sup>th</sup> at 5:00 pm. Those present were LeeAnn Clark, Mari Woosley, and Kaye Eversoll. Also present were Director Colleen Knight and Assistant Director Tiffany Taylor. Verna Haun and Ed Kurtz were absent.

Ms. Clark called the meeting to order at 5:03 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. A few corrections were noted. Ms. Eversoll moved that the minutes be approved as amended. Ms. Woosley 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. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Knight gave the Director's Report. Total library use is still considerably above FY23 numbers. Bolivar is seeing the bulk of that increase, in every measure. Fair Play is seeing significant decreases.

Story Hour programming at the branches has dwindled since the end of the summer. The library is investigating ways to revitalize the program, including a YouTube story hour that can be shown at anytime children are in the library.

Ms. Knight also reported that Kanopy, a streaming video service, is now active. Press release and other marketing will be released soon.

The library was contacted by The Kelly Clarkson Show to appear on the show because of the library's viral TikTok. The show will film tomorrow and tentatively be aired on October 30<sup>th</sup>.

In staffing news, Ms. Knight, Ms. Taylor and Ms. Ellison attended the MLA conference with some very good sessions and also went to The Rabbit Hole, a children's literature museum. Ms. Abbott and Ms. Ellison have been invited to present at the MPLD conference in December on Placemaking and Social Media.

In Facilities news, the Morrisville Library HVAC is not working. Bolivar Plumbing, Heating and Air attempted to repair on October 3, but determined that it needs a new compressor. They are working on a quote.

Ms. Knight met with Alderman Alexis Neal about the City and the Bolivar Recreation and Aquatic Center plans for the shed on the library property. Ms. Knight expressed the concern that the Library Board needs to be contacted before any plans are finalized. Alderman Neal agreed.

In new business, the Board tabled the discussion on Bill Approval until a later date.

The Board reviewed and discussed the recommendations that Ms. Knight made regarding the FY25 payroll. Ms. Eversoll made a motion to move cataloguer to a 32 hours per week position. Ms. Woosley seconded. All members voted in favor. **Motion carried.** Ms. Woosley moved that the payroll proposal that includes the time in service raises and the new minimum wage (\$1.40 per hour for everyone) be adopted. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

At 6:01 pm, Ms. Eversoll made a motion to go into closed session to discuss Director pay scale for FY25.

At 6:10 pm, the Board returned to open session to report that the Board had voted to increase Ms. Knight salary by \$1.40 per hour and 3% Time in Service raise beginning on next payroll.

Ms. Eversoll moved to adjourn at 6:14 pm. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, November 19<sup>th</sup> at 5:00 pm.

## Board Meeting Minutes

Tues, October 29, 2024

The Board of Trustees met in a called session on Tuesday, October 29<sup>th</sup> at 5:00 pm. Those present were LeeAnn Clark, Verna Haun, Ed Kurtz, Mari Woosley, and Kaye Eversoll. Also present were Director Colleen Knight and Assistant Director Tiffany Taylor.

Ms. Clark called the meeting to order at 5:00 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. A few corrections were noted. Ms. Eversoll moved that the minutes be approved as amended. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.**

In new business, the Board discussed the condition at the Morrisville branch location. Ms. Knight reported that the HVAC is not working and non-repairable. She had gotten 1 quote of \$18,150 to replace unit; more quotes could be requested. The library is also needing a new roof in the near future. As the library system does not own the building, Ms. Knight had spoken with the Marion C. Early Superintendent, Dr. Angel; he indicated that school could not cover the cost. Ms. Haun moved that the Morrisville branch be closed due to lack of HVAC in the facility. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

A discussion was held on the steps that needed to be completed for the decommissioning of the location and date of closure. Ms. Haun moved that the location be closed permanently to the public at the end of business on November 8, 2024. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Eversoll moved to adjourn at 5:45 pm. Ms. Haun seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, November 19<sup>th</sup> at 5:00 pm.

## Board Meeting Minutes

Tues, November 19, 2024

The Board of Trustees met in regular session on Tuesday, November 19<sup>h</sup> at 5:00 pm. Those present were LeeAnn Clark, Mari Woosley, Verna Haun and Kaye Eversoll. Also present were Director Colleen Knight and Assistant Director Tiffany Taylor. Absent was Ed Kurtz.

Ms. Clark called the meeting to order at 5:13 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. Woosley moved that the minutes be approved. 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. Total Library Use for Bolivar almost doubled in October as compared to compared to FY23. Fair Play is still seeing significant decreases. We believe it is because of the "ooh shiny" effect of Bolivar.

Ms. Knight also reported on the Winter Reading Challenge that will be held after the first of the year at the schools. It is a simplified version of last year's program. Classes will log reading time; class with most reading time in each school building wins an ice cream party. All classes that participate will get small prize for each student.

Ms. Knight also reported on the decommissioning of Morrisville Library. Most items have either been moved to other locations or deleted. About 1200 items remain to sort through. The Internet through Windstream has been cancelled; The insurance agent has been contacted about changes to building policy; The Marion C. Early School will winterize the trailer this week. Missouri Evergreen has been contacted, and the location has been hidden from patrons. A sale of materials, décor, and furniture has been scheduled for Saturday, December 7<sup>th</sup> from 10-3.

In facilities news, The Bolivar Library experienced a rattling of the East outside unit, and Trane was called. A fan blade is bent and a new fan blade is on order.

In other news, Ms. Knight also reported that State Librarian Robin Westphal has resigned, and Janet Caruthers is now Interim State Librarian. Missouri Evergreen migrated the 9 libraries of MLC (municipal libraries around St. Louis) in October bring the total to 78 libraries and over 5 million items in the consortium.

In new business, Ms. Knight presented the proposed FY25 operating budget. Some changes were made to the budget from the preliminary budget that Ms. Knight submitted last month. Most of the changes had to do with the closure of the Morrisville Library. Several changes were made to the Chart of Accounts.

Ms. Haun motioned that the FY25 operating budget be adopted as presented. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

In other business, Ms. Knight submitted a letter of her intent to retire. Her last work day will be March 31, 2025; however, her last day on payroll will be May 15, 2025 due to accumulated PTO.

A discussion was held on the steps to hiring a new director. A work session has been tentatively scheduled for December 30<sup>th</sup> at 5:00 pm.

Ms. Eversoll moved to adjourn at 6:02 pm. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, January 21<sup>st</sup> at 5:00 pm.