

Board Meeting Minutes

Tues, January 21, 2025

The Board of Trustees met in regular session on Tuesday, January 21 at 4:30 pm. Those present were LeeAnn Clark, Mari Woosley, Ed Kurtz, and Kaye Eversoll. Also present were Director Colleen Knight and Assistant Director Tiffany Taylor. Absent was Verna Haun.

Ms. Clark called the meeting to order at 4:32 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 few corrections were noted. 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. Ms. Eversoll moved that the Budget to Actual Final for FY24 be adopted as the final budget for FY24. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

Ms. Eversoll made a motion that the bills and financial reports be approved as presented. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

A discussion was also held on the Mid-Missouri Lease/Loan on the Rayl Family Library. Mr. Kurtz made a motion to make an additional principal payment of \$115,000 with the next payment so that the Library can try to complete repayment in 5 years. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Knight gave the Director's Report. The Library will be adding some new programs for February and March. Plans are in the works for new adult programs: a Fables & Fantasy Gala, a Pasta making and Movie Date night, a CMH memory care screening, and a Romantasy book club. For all ages, Checkmates: a chess club, is being implemented.

In facilities news, Trane installed a new fan for the west air conditioning unit at Bolivar. The boiler is working great this year with no issues with leaking or turning off.

The structural engineer from SAPP Architects was here this morning. He said that the cracks at the top of the columns and along soffit are not structural defects, but caused by settling and heating and cooling the building. He suggests we contact Hambey Construction about adding trim to top of columns to hide gaps.

In staffing news, 2 part-time 28-hr staff have resigned since the last Board meeting. The Library will only re-hire for one. Two 20-hr staff have increased hours by 8 hrs. Adult Programmer Lydia Abbot lost her mother-in-law recently and is taking some bereavement time.

In other news, Ms. Knight reported that end of the year donations to the library totaled \$26,630.32. Ms. Taylor reported that the Library was awarded a grant of \$7320 for the Summer Reading Program. She is currently working on writing a couple of other grants.

In new business, the Board reviewed the Limited Use Agreement with Bolivar City for renovation and use of the shed on library property. Ms. Eversoll made a motion to approve the agreement. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The Board also reviewed a change to the Paid Time Off policy in the Employee Manual that Ms. Knight was requesting. Ms. Eversoll made a motion to accept the change as proposed. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Knight presented the annual report to Board.

Ms. Eversoll moved to adjourn at 6:07 pm. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, February 18th at 4:30 pm.

Board Meeting Minutes

Tues, February 18, 2025

The Board of Trustees met in regular session on Tuesday, February 18 at 4:30 pm. Those present were LeeAnn Clark, Mari Woosley, Ed Kurtz, Verna Haun, and Kaye Eversoll. Also present were Director Colleen Knight and Assistant Director Tiffany Taylor.

Ms. Clark called the meeting to order at 4:32 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; a few corrections were noted. Ms. Eversoll moved that the minutes as corrected 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. The extra principal payment on the Mid-Missouri Loan was made out of capital funds. Mr. Kurtz made a motion 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. The library saw a huge increase in January circulation in Bolivar over last year; mostly due to the Bolivar closure for 2 weeks in January 2024 for renovation. Next month's statistics should be a more realistic gage for month to month growth.

The Winter Reading Challenge with the school systems in Polk County has been completed with 2204 students participating. Bolivar School District participated more fully this year.

In staffing news, the part-time staffer who had resigned last month asked if she could come back. Since we had not interviewed nor offered the position to someone else, the library rehired her with same hours and pay.

In other news, Ms. Knight reported she has been training Assistant Director Tiffany Taylor in QuickBooks and statistics so that the library can run smoothly during the transition until a new director is hired. Ms. Knight is also working on succession documents to make transition smoother.

Ms. Knight also reported on the potential Federal funds at risk due to cost cutting measures at the Federal level. Institute of Museum and Library Services is the Federal agency that handles all LSTA (Library and Services Technology Act) funding. IMLS, according to [Doge.gov](https://www.doge.gov), is classified as a small independent agency under the Executive branch. It has only 17 employees, all have been there 20+ years, and all are above the age of 60 with 15 employees above 65. There is a Board of 20 people. The Director is appointed by the US President for 4 yr. term. Director was appointed by President Biden in 2024.

IMLS administer all LSTA funding through block grants to the states. For FY25, Missouri received 3.3 million. The State Library does not feel that LSTA money is in danger of being cancelled, though it may be delayed. FY26 funding is unknown at this time.

The direct grants to the that library applies for are all in doubt for next year. This includes Summer Reading Grant and Library Technology Grants that the library relies upon. Other jeopardized funding that would negatively affect library services are MOEvergreen and MALA (Courier) grants.

Not affected are State Aid, Equalization funds, Art & Entertainment funds, and also MORENET, as those are State funded.

There were also some changes in the LSTA grant requirements going forward.

- Inform all staff of the state Whistleblower statute and give them link.
- Cybersecurity policies
- Indirect cost went from 10% to 15%
- More detail in funding spreadsheet required.

Ms. Knight reported that she hopes to have the Cybersecurity policy draft ready for Board consideration at the March meeting.

Ms. Eversoll moved to adjourn at 5:05 pm. Ms. Haun seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be on Tuesday, March 11th at 4:30 pm, a week early due to a scheduling conflict.

Closed Session Minutes 2-18-25

Ms. Eversoll made a motion to go into closed session at 5:06 pm to discuss personnel issue. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Eversoll made a motion to adjourn at 5:30 pm. Ms. Haun seconded. All members voted in favor. **Motion carried.**

The Board announced that a decision had been made to extend an offer of a Zoom interview for one of the applicants for Director and for the board to meet in closed session the day after interview.

Closed Session Minutes 2-21-25

The Board met in closed session on Friday, February 21 at 2:30 pm

Those present were LeeAnn Clark, Mari Woosley, and Verna Haun. Also present were Director Colleen Knight and Assistant Director Tiffany Taylor. Absent were Ed Kurtz and Kaye Eversoll.

Ms. Haun made a motion to go into closed session. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Haun made a motion to adjourn the meeting at 3:10 pm. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The Board announced that a decision had been made to extend an in-person interview for one of the applicants for Director and to pay travel expenses for applicant.

Board Minutes

Monday, March 23, 2026

The Board of Trustees met in regular session on Monday, March 23, 2026 at 4:30 pm. Those present were Lee Ann Clark, Ed Kurtz, Kay Eversoll, and Mari Woosley. Also present were Director Tiffany Taylor, Assistant Director Joy Martinez, and guest Lisa Manis. Verna Haun was absent.

Ms. Clark called the meeting to order at 4:32 pm.

Ms. Eversoll made a motion to approve the agenda with the amendment to move “Humansville Library - Capital Improvements Project” from Old Business to New Business. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.**

In public comment, Lisa Manis, a prospective board member, introduced herself to those present. Ms. Manis spoke of being a Bolivar resident, regular library user, and pre-school teacher.

Minutes from the previous meeting were reviewed by the Board. Mr. Kurtz moved to approve the minutes of the February 17, 2026 meeting; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The monthly bills and financial reports were examined by the Board. Ms. Woosley made a motion to accept the financial reports as presented. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

Ms. Taylor presented the Director’s Report.

Systemwide library usage for February 2026 increased 9.2% compared to February 2025. All library locations experienced increases in all statistical categories: library visits, circulation, computers and Wi-Fi use, and program attendance. Bolivar library use increased 11.7%, Fair Play increased 23.9%, and Humansville increased 42.4%.

Ms. Taylor provided an update on library programs. The Winter Reading Challenge had 2,047 participants ages 5-18 years. The reading challenge ended January 30, 2026. Distribution of rewards for participants and winners were completed by mid-March 2026. In other programming news, there are several interesting events planned in addition to the regular programming line-up: Open Art Night at Humansville on 3/30/26, Unicorn Day at Bolivar on 4/9/26, and Chickens 101 at Bolivar on 4/18/26.

In other library news, Ms. Taylor reported the libraries are performing an inventory of materials. Inventory of Bolivar owned materials is complete. Relatively few status errors were detected: 15 items were found to be “checked out”, 62 items were “missing”, and 6 items were “in transit”. 262 items were located that required cataloging corrections due to mismatched titles, call number designation, etc. The Humansville library is almost finished with inventory. The Fair Play library has not started inventory but the goal is to complete inventory of all libraries by the end of May 2026.

Ms. Taylor updated the Board on new pronouncements from FY2024 Audit report, GASB Statement no. 102 and GASB Statement no. 103. GASB Statement no. 102 is in effect for FY2025, the current audit year. The statement dictates that the Library disclose information about certain risks faced due to concentrations and constraints in their revenues and expenditures. Ms. Taylor informed the Board that she created an assessment and disclosure document for FY2025 and filed the document in the FY2025

“Financials” binder to be reviewed by the auditor. GASB Statement no. 103 addresses financial reporting model improvement and is effective for FY2026. Ms. Taylor stated she will further investigate this statement to determine the effect it will have on financial reporting to ensure successful implementation on the effective dates.

Ms. Taylor informed the Board that KPM was on-site at the Bolivar location on March 18 and March 19, 2026 to collect data for the FY2025 audit. Madison of KPM requested the May 2026 and June 2026 Board meeting dates. KPM will present the FY2025 audit report at either the May or June meeting, depending on the audit report completion timeline.

In staff news, one of the full-time staff members will be taking maternity leave tentatively starting May 24, 2026, possibly sooner. It is her intention to use the full 12-week FMLA leave. One part-time staff member submitted her resignation. She feels she is no longer able to perform her necessary duties. Two part-time staff members have expressed plans to leave employment with the Library in August 2026, one to pursue a full-time position elsewhere and the other to relocate to the Kansas City area to be near family.

Ms. Taylor shared an update on the Friends of the Library group and their contributions to Library programs and services. The Friends of the Library (FOL) have opted to forgo a Spring Booksale with plans to hold one in the fall of 2026, likely October. The FOL wrote a check to the Polk County Library in the amount of \$1,499.04. The check is to reimburse the Library for various purchases including FOL coffee bar supplies, a new Keurig K2550 with a water filtration system, a glass display cabinet to store and display SRP completion prizes, a set of polyester tablecloths for display and presentation tables, and new toys to replace worn and broken toys in the Bolivar children’s section. The FOL also pledged to contribute \$3,000 to the 2026 Summer Reading Program for prizes for participants and to sponsor a refreshments room for the June Author’s Festival event, contribution to be determined.

Ms. Taylor reported an incident that occurred on Saturday, March 21, 2026. Federal Protection reached out to Ms. Taylor on the evening of March 21, 2026 at approximately 6:18 pm to report a burglar alarm and to inquire if officers should be dispatched. Ms. Taylor requested officers be dispatched because the library closed at 5:00 pm. Bolivar Police Department responded at approximately 6:30 pm and did not locate anyone in the building but spoke to a girl who was sitting on the patio. She claimed to have seen a man exit the building around 6:15 pm. Ms. Taylor arrived on-site at 7:15 pm and walked through the building with officers to confirm nothing was missing or damaged and that no one was inside the facility. Security footage was reviewed and a man was seen exiting the bathroom hallway and heading directly for the front exit at 6:16 pm. Footage showed the man entering the building at 4:15 pm and heading directly to the restroom where he remained until he emerged at 6:16 pm. It appears that staff did not notice his presence when the library closed at 5:00 pm. Because nothing was missing or damaged, a police report was not filed. Closing procedures were immediately adapted to require that every area of the library is visually checked before staff depart each night to ensure no one is left inside the library.

Ms. Martinez reported on Polk County Library grant projects. The Library received the first payment for the Summer Reading Program grant in the amount of \$3,838.00. An interim report for the project is due on May 1, 2026. An application was submitted on behalf of the Polk County Library for a Spotlight on Literacy grant. \$2,781.81 was requested for the project. The funds were requested to purchase fifteen Penworthy STEAM kits to use in programming events and to circulate to the public. The project will create a program series intended to increase literacy skills and access to literacy resources for the target

audience, children ages 0-12 years old. Ms. Martinez also reported there is no update regarding the ongoing Tech Mini grant project. A final report is due June 15, 2026.

In new business, Ms. Taylor presented quotes and material samples obtained for a Humansville Capital Improvements Project. The project goals are to paint the library facility, remove and replace the existing flooring excluding the meeting room, and create a second public restroom by converting a closet that was once a restroom back into a restroom. The Board examined four color options for J+J carpet tiles in the Stria line. The consensus was to select the J+J Stria carpet in the color Vinyl. Three quotes for paint and four quotes for flooring were examined by with the Board.

Mr. Kurtz moved to select Bolivar Flooring with the bullnose tile base option for the flooring portion of Humansville Capital Improvements Project. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

Mr. Kurtz made a motion to select Stark Painting & Home Improvement for the paint portion of the Humansville Capital Improvements Project; Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Mr. Kurtz moved to add a subcategory, "Humansville Capital Improvements", to the FY2026 Budget under "Other Expenditures" in the amount of \$30,000. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

Ms. Eversoll moved to adjourn the meeting at 5:38 pm; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Monday, April 20, 2026 at 4:30 pm.

Board Meeting Minutes

Monday, April 20, 2026

The Board of Trustees met in regular session on Monday April 20, 2026 at 4:30 pm. Those present were Lee Ann Clark, Ed Kurtz, Verna Haun, Kaye Eversoll, and Mari Woosley. Also present were Director Tiffany Taylor, Assistant Director Joy Martinez, and guest Lisa Manis. None were absent.

Ms. Clark called the meeting to order at 4:33 pm.

Ms. Haun moved to approve the agenda. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

In Public Comment, Lisa Manis said she had nothing to share but was happy to be present to observe the meeting proceedings.

Minutes from the previous meeting were reviewed by the Board. Ms. Eversoll made a motion to approve the minutes for the March 23, 2026 meeting with two minor typo corrections; Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

The monthly bills and financial reports were examined by the Board. Mr. Kurtz moved to accept the financial reports as presented. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

Ms. Taylor presented the Director's report.

Systemwide library usage for March 2026 increased 1.8% compared to the previous year. This slight increase is largely driven by online circulations from Libby as all physical locations saw decreases in overall usage. Bolivar library usage decreased 0.6% compared to March 2025. Fair Play library usage decreased 15.9% compared to March 2025, and Humansville library usage decreased 1.4% compared to March 2025.

Children's programming will take a month-long pause in May 2026. This will allow programming staff to prepare the 2026 Summer Reading Program, which will begin with the Summer Reading Kickoff event on May 30, 2026. Most adult and teen programming will continue as scheduled with the exception of "Sit and Stretch: Chair Yoga" in Fair Play. "Sit and Stretch: Chair Yoga" in Fair Play will resume weekly sessions on June 9, 2026. Ms. Taylor reported that the "Chickens 101" program was wildly successful; 30 people attended to learn about chicken ownership.

Ms. Taylor reported on the progress of inventory at each of the Polk County libraries. Humansville completed inventory with 16 items marked 'missing', 3 items 'in transit', 20 items 'checked out' but on the shelf, 2 items that needed cataloging corrections, and 8 non-cataloged items. Fair Play began the inventory process in mid-April and is quickly moving through the various sections of the library but has not finished.

In staffing news, one full-time staff member starts maternity leave on May 11, 2026. A new staff member was hired at 20 hours per week, their start date is April 22, 2026. A part-time staff member has announced a pregnancy with the due date falling in September 2026.

Ms. Taylor announced the spring Staff Development Day is planned for Friday, May 8, 2026. All libraries will be closed for the work session day.

Also, in staffing news, library administration is working on annual employee reviews for all library staff. Ms. Taylor stated that she sent three Director performance evaluation options to the Board via email. The Board will determine which rubric will be used to evaluate the Director's performance. Ms. Taylor instructed each member to email her directly their choice and she will email the entire Board to disclose the option selected when she has received each member's opinion. The Director's performance review will be held in closed session at the May 2026 meeting.

The Board was updated on the upcoming Missouri Evergreen Consortium User's Conference on April 24, 2026. Ms. Taylor will be the only Polk County Library staff member attending because the scheduled content is geared mostly toward Directors and administrative staff.

Ms. Taylor informed the Board of an unruly patron at the Humansville Library. The patron was asked to leave on two occasions due to behavior policy violations. The patron was warned that continued behavioral violations could result in a ban from library premises.

Ms. Martinez provided the Board with an update on Polk County Library grant projects. She noted that she is working on the Summer Reading Program grant interim report due May 1, 2026. Ms. Martinez also informed the Board that the Polk County Library received an LSTA Spotlight on Literacy Grant in the amount of \$2,502.00. The project will implement a STEAM focused program series for individuals age 0-12 years. Programs for this project will commence after the end of the Summer Reading Program, in August 2026.

No new business was discussed.

In old business, Ms. Taylor shared a timeline for the Humansville Capital Improvements project. A U-Haul trailer will be rented on April 25, 2026 to store library furniture. The Humansville Library will close from Monday, April 27, 2026 to Wednesday, May 13, 2026, tentatively. Library staff will relocate bookshelves and books to the meeting room to clear the main area for paint and flooring on Tuesday, April 28 and Wednesday, April 29, 2026. Stark Painting will begin wall preparation, removing base trim, and painting on Thursday April 30, 2026 and continue through Tuesday, May 5, 2026. Bolivar Flooring will commence flooring removal and installation beginning Wednesday, May 6, 2026 and will complete by end of day Friday, May 8, 2026. Library staff will return to move bookshelves and books back into the main area of the library Monday, May 11, 2026 through Wednesday, May 13, 2026. Stark Painting will return to paint the meeting room after Wednesday, May 13, 2026, but the return date is not determined. Bolivar Plumbing, Heating, and Air will install toilets after flooring is complete.

Ms. Eversoll made a motion to adjourn at 5:34 pm. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, May 19, 2026 at 4:30 pm.

Board Meeting Minutes

Tuesday, May 19, 2026

The Board of Trustees met in regular session on Tuesday, May 19, 2026. Those present were Ed Kurtz, Verna Haun, and Kaye Eversoll. Also present were Director Tiffany Taylor, Assistant Director Joy Martinez, and guest Lisa Manis. Lee Ann Clark and Mari Woosley were absent.

Mr. Kurtz called the meeting to order at 4:26 pm.

Ms. Haun moved to approve the agenda. Ms. Eversoll seconded the motion. All members voted in favor.
Motion carried.

There were no public comments presented.

Madison Moore of KPM CPAs presented the results of the FY2025 audit. The Polk County Library received a clean audit with recommendations to provide cross training for library administrative staff in bookkeeping and payroll tasks and cyber security training for all library staff.

The Board reviewed minutes from the previous meeting. Ms. Eversoll made a motion to approve minutes from the Monday, April 20, 2026 meeting; Ms. Haun seconded. All members voted in favor. **Motion carried.**

The monthly financial reports and bills were examined by the Board. Ms. Haun moved to accept the financial reports as presented. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

Ms. Taylor presented the Director's Report beginning with the announcement that the Polk County Commission accepted Lee Ann Clark's resignation from the Board, effective June 1, 2026. Ms. Taylor received an appointment letter for Lisa Manis from the Polk County Commission. Ms. Manis will join the Polk County Library Board of Trustees effective June 1, 2026 and will finish Lee Ann Clark's term ending June 30, 2027.

Systemwide library usage increased 0.12% in April 2026, compared to the previous year. This increase is largely due to a 4.8% increase in outreach program attendance and downloadable material usage. Year to date library usage statistics are trending toward increased performance compared to 2025.

In regard to library programming, Ms. Taylor announced that the 2026 Summer Reading Program begins on May 30, 2026 with the Summer Reading Kickoff event from 1:00 pm to 4:00 pm. Weekly recurring programs like Baby Bookworms, Story Hour, etc. will resume the first week of June 2026. In addition to weekly programs, there are a wide variety of one-time events and educational presentations planned for various age groups throughout the summer of 2026.

In other library news, all branches have completed the annual inventory process. Bolivar and Humansville branches completed their inventory projects earlier in the year, while Fair Play completed an inventory of library materials on Thursday April 23, 2026. The Fair Play Branch Manager, Ms. Dawson-Gaither, reported finding one item marked "lost" and twelve items that were designated uncatalogued – meaning they had been deleted from the system but were still on the shelf.

Ingram, the primary book vendor for Polk County Library, announced restructured pricing effective immediately. The Ingram sales representative reached out to inform the library that, moving forward, Missouri clients would be placed into tiers based on the account's pre-processing services. The current pre-processing services used by Polk County Library include mylar dust jackets for hardcover books or laminate for paperback and spine labels for all books ordered. The library currently pays \$1.20 per mylar cover, \$2.06 per laminate cover, and \$0.30 per spine label: \$1.50 per hardcover book or \$2.36 per paperback. Under the

current pre-processing agreement and the new Ingram pricing structure, Polk County would be placed into a tier where items would increase by \$2.72 per item - \$1.50 for each cover and \$1.22 for spine labels. The proposed price increase is largely due to Ingram now charging for MARC record downloads: a MARC record is downloaded for each book ordered to facilitate the generation of an accurate spine label. Ms. Taylor determined that the library can generate its own spine labels at a cost \$0.10 per book, including the cost of shipping for supplies. Ms. Taylor contacted the Ingram sales rep and changed the Ingram account setup to discontinue the pre-processing of spine labels. Ingram will continue to provide covering services because the projected cost of in-house covering is higher.

A proposed sales tax bill concerning Missouri public libraries is not expected to pass this legislative session, despite positive traction earlier in the year. The bill, if passed, would change the Missouri statutes regarding the legality of public libraries seeking ballot measures for sales tax revenue. There is a plan to reintroduce the bill in the next session. Another Missouri public library director commented that this does not spell an end for the bill because it had strong support up to this point and most library-related legislation takes three or more sessions to pass into law.

In staff news, Ms. Taylor reported on annual employee evaluations, the May 8, 2026 Staff Development Day, and library staff updates and changes.

Annual employee evaluations are currently underway: evaluation forms for all PCL employees are completed but individual meetings are being conducted as time permits.

Staff Development Day was a success; topics covered include the upcoming Summer Reading Program, PCL online resources, and more.

One full-time employee started maternity leave on May 11, 2026. The employee plans to take the full 12-week FMLA leave and will return to work on August 3, 2026.

A new part-time staff member started work on April 22, 2026 and resigned their position on May 15, 2026. Because interviews for the position were conducted very recently, another candidate from the applicant pool was offered and accepted the vacant position.

Ms. Taylor provided an update on the ongoing Humansville Capital Improvements project. The Humansville library closed to the public on Monday, April 27, 2026 so that library staff could move books and shelving into the meeting room space to provide clear access to the main building for paint and flooring companies. Stark Paint and Home Improvements began base trim removal, drywall repair, and painting on Thursday, April 29, 2026. The first phase of painting was complete on Tuesday, May 5, 2026. On Wednesday, May 6, 2026, Bolivar Flooring began the removal of existing flooring materials and installation of new flooring. Flooring was complete on Friday, May 8, 2026. Bolivar Flooring informed Ms. Taylor that four doors were removed in order to place flooring, the floor drains in the bathrooms needed to be raised due to the increased height of the new tile, and the bull nose tile base in the bathrooms and hallway did not cover the damaged drywall where the vinyl cove base was removed. Bolivar Plumbing, Heating, and Air Conditioning was scheduled to install toilets in the restrooms on Friday, May 8, 2026 but Bolivar Flooring recommended that installation be postponed to allow time for the grout to set up in the newly tiled areas. Bolivar Plumbing, Heating, and Air Conditioning was rescheduled for Thursday, May 14, 2026 and the task of raising floor drains was added to the service ticket. On Monday May 11, 2026, library staff returned to Humansville to move the shelves, books, and library furniture back into the main area of the library. Also on Monday May 11, 2026, Bolivar Flooring sent someone to rehang the four doors removed during the flooring process. When the doors were placed, it was discovered that three of the doors would not swing properly due to the height of the new tile.

Bolivar Flooring would not alter the doors because the doors are fire safety doors. Ms. Taylor contacted Stark Painting and Home Improvements to inquire whether they could trim the doors, to inform them that the drywall above the tile base needed repair and paint, and that a couple of paint touch-ups were required on door frames and walls following the flooring process. Moving of library shelving, books, and furniture was complete on Tuesday, May 12, 2026. The Humansville library remained closed until the afternoon of May 14, 2026 because the toilets had to be installed before reopening to the public. Bolivar Plumbing, Heating, and Air Conditioning was not able to raise the floor drains on May 14 because additional hardware had to be ordered but completed the toilet installation. The library opened at 3:00 pm on May 14, despite the unfinished floor drains. On Monday, May 18, 2026, Stark Painting and Home Improvement returned to Humansville to trim the three doors, repair drywall and paint above the tile base, touch up paint imperfections caused by flooring installation, and paint the meeting room and two solid exterior doors. Ms. Taylor was notified there would be an additional price added to the original quote provided by Stark Painting and Home Improvement for the unanticipated cost of trimming doors and drywall repair in the bathrooms and hallway. Stark Painting and Home Improvement completed their portion of the project on Tuesday, May 19, 2026. Three items remain incomplete: floor drains in the bathrooms, installation of dispensers in the second bathroom, and new furniture for the project.

No new business was discussed.

In old business, Ms. Taylor presented the Board with furniture proposals for the Humansville Capital Improvements project. Proposals were submitted by Moseley's Office Furniture and Supplies and Grooms Office Environments. Ms. Haun moved to accept the Grooms Office Environments proposal with the National Fringe swivel chair option. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

Ms. Haun moved to enter closed session at 5:50 pm. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.**

Ms. Eversoll moved to adjourn closed session at 6:05 pm; Ms. Haun seconded. All members voted in favor. **Motion carried.**

Ms. Eversoll made a motion to reopen regular session at 6:08 pm. Ms. Haun seconded the motion. All members voted in favor. **Motion carried.**

Ms. Eversoll moved to adjourn at 6:08 pm. Ms. Haun seconded the motion. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, June 16, 2026 at 4:30 pm.

Closed Session Minutes

Tuesday, May 19, 2026

The Board met in closed session on Tuesday, May 19, 2026 at 5:50 pm pursuant to RSMo 610.021.3.

Those present were Ed Kurtz, Verna Haun, and Kaye Eversoll. Lee Ann Clark and Mari Woosley were absent.

Ms. Haun moved to enter closed session at 5:50 pm. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.**

Ms. Eversoll made a motion to adjourn closed session at 6:05 pm; Ms. Haun seconded. All members voted in favor. **Motion carried.**

The Board resolved to individually review and compile all Director performance evaluation responses over the next thirty days. The Board will conduct the Director performance evaluation during another closed session meeting on June 16, 2026.

Board Meeting Minutes

Tuesday, June 17, 2025

The Board of Trustees met in regular session on Tuesday, June 17, 2025 at 4:30 pm. Those present were Lee Ann Clark, Mari Woosley, Director Tiffany Taylor, and Assistant Director Joy Martinez. Verna Haun and Kaye Eversoll joined the meeting via Zoom. Ed Kurtz was absent.

Ms. Clark called the meeting to order at 4:30 pm.

Ms. Madison Moore from KPM CPAs presented the results of the FY24 audit. The Library received a clean audit.

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

The Board reviewed minutes from the previous meeting, May 19, 2025. Ms. Eversoll made a motion to approve the minutes. 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 to accept the financial reports as presented; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Taylor gave the Director's report. Library use in May 2025 was slightly lower than 2024 numbers. There were no programs held in May 2025. Overall year-to-date library use in 2025 is higher than 2024.

Ms. Taylor updated the Board on Summer Reading Program performance thus far. 175 people attended the Summer Reading Kickoff on May 31, 2025. As of June 17, there are 601 individuals registered for Summer Reading challenges. Ms. Taylor highlighted several upcoming Summer Reading Program events.

In staffing news, the three new hires that joined the PCL team in May are doing well.

Ms. Taylor updated the Board on the LAGERS seminar and Missouri Public Library Directors (MPLD) sessions she attended. The LAGERS seminar was informative for LAGERS administrators new and old. Ms. Taylor attended the "beginner" track sessions, for those new to administering LAGERS accounts. She plans to host a "Lunch and Learn" session for qualifying Library staff to learn more about their LAGERS benefits. This learning session is tentatively planned for the October 2025 Staff Development Day. At MPLD, Ms. Taylor attended sessions including a Missouri Evergreen meeting, the State Library update, an Advocacy and Tax Levy Management session, and a Q&A forum with the MPLD attorney.

Ms. Taylor informed the Board that Midwest Roofing visited the Rayl Family Library facility to prepare a quote for new guttering, fascia, soffits, and repair to the damaged roof decking. She is waiting to receive a quote.

Ms. Taylor reminded the Board that Ms. Eversoll's term expires on June 30, 2025. Ms. Taylor sent a letter on May 14, 2025 to the Polk County Commission to request reappointment and is awaiting response.

The FY26 State Aid Application is due on July 31, 2025. Ms. Taylor has completed the documentation but requires the Treasurer's signature to send the application to the Missouri State Library.

Ms. Taylor shared the 2025 EMC insurance renewal rates with the Board. Rates for existing policy renewals include: Property \$9,931.00, General Liability \$1,859.00, Auto \$541.00, Cyber \$414.00, Worker Compensation \$2,377.00, and Umbrella \$1,111.00.

Ms. Taylor informed the Board that IMLS has released the remaining 50% of FY25 LSTA funds to the Missouri State Library.

Ms. Taylor provided an update on PCL grant projects. She informed the Board that the Library received a final payment of \$243.05 for the Building Life Skills project. The Library also received the first payment of \$2,796.33 for the Technology Ladder Grant 2025-26 project. The Library is still waiting to receive a final payment for the Technology Ladder Grant 2024-25 project, though the request was made to the Missouri State Library in May. The Summer Reading Program grant project is moving along. The grant period ends on 8/15/2025 and the final report is due 9/15/2025. Finally, work is ongoing for the Technology Ladder Grant 2025-26 project. All hardware and software components were ordered in mid-May. The staff device portion of the project is complete, including installation. The firewall upgrade component is also complete. The project is still awaiting the receipt of hardware and the setup of the server upgrade component. The Technology Ladder Grant 2025-26 project has two remaining interim reports and a final report due 9/01/2025, 12/15/2025, and 5/31/2026 respectively.

In new business, the Board discussed Missouri Revised Statute 182.802. The statute concerns sales tax constraints for Missouri public libraries. Currently, only nine public libraries in Missouri are authorized to add sales tax initiatives to election ballots. Ms. Taylor shared with the Board RSMo 182.802 language and an email sent via the MPLD listserv. The email informed the MPLD membership of an initiative to draft and file a bill to amend RSMo 182.802 that all Missouri public libraries may add sales tax measures to election ballots with an affirmative majority vote of the concerned library board. The Board discussed the matter with no resolution made.

Ms. Eversoll moved to adjourn the meeting at 5:19 pm. Ms. Haun seconded the motion. All members voted in favor. **Motion carried.**

The next regular meeting will be on Tuesday, July 15, 2025 at 4:30 pm.

Board Meeting Minutes

Tuesday, July 15, 2025

The Board of Trustees met in regular session on Tuesday, July 15, 2025 at 4:30 pm. Those present were Lee Ann Clark, Ed Kurtz, Verna Haun, Kaye Eversoll, and Mari Woosley. Also present were Director Tiffany Taylor and Assistant Director Joy Martinez.

Ms. Clark called the meeting to order at 4:32 pm.

Ms. Haun made a motion to approve the agenda; Mr. Kurtz seconded. All members voted in favor.

Motion Carried.

The Board reviewed minutes from the previous meeting, June 17, 2025. Ms. Eversoll moved to approve the minutes. 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 made a motion to accept the financial reports as presented; Ms. Eversoll seconded. All members voted in favor. Motion carried.

Ms. Taylor presented the Director's report. June 2025 library use statistics increased 6.7% compared to June 2024. June 2025 saw 28,174 uses compared to 26,382 in June 2024. 2025 increases are largely due to Bolivar location's performance as both Fair Play and Humansville locations saw decreases over all areas of library use.

Ms. Taylor updated the Board on program planning for Fall 2025. Upcoming programs include Human Trafficking Awareness in August; Country Days, Brick Building with LanBricks, Home Buying 101, and Tolkien Week in September; Rubber Ducky "Costume" Design, "Boovie" Night, Opossum Extravaganza, and the Friends of the Library Booksale in October.

Ms. Taylor informed the Board that Equinox has completed development and testing of KPAC (Kids Public Access Catalog). The Bolivar location will adopt the KPAC search model in the children's section soon.

Ms. Taylor presented a quote provided by Midwest Roofing for gutter, fascia, and soffit replacement at the Rayl Family Library facility. The quote provided only total cost of each component with no explanation for measurement unit or single item price. The Board requested that Ms. Taylor contact Midwest Roofing for clarification of cost summary before further consideration. Mr. Kurtz offered to seek quotes from three local companies in addition to the Midwest Roofing quote.

Ms. Taylor informed the Board that there are no updates regarding ongoing grant projects. There are two open grant projects: Summer Reading Program and Technology Ladder Grant 2025-26.

Ms. Taylor informed the Board of a disruptive incident that occurred at the Romantasy Roundtable Book Club in early July. Ms. Taylor received complaints from staff and program participants regarding the incident. Ms. Taylor informed the Board that an individual would be banned from attending future Romantasy Roundtable Book Club meetings. The Board recommended requiring registration to the program and to update the program flyer and registration page to include guidelines for behavioral expectations.

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

Mr. Kurtz made a motion to adjourn at 5:49 pm. Ms. Woosley seconded. All Members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, August 26, 2025 at 4:30 pm.

Board Meeting Minutes

Tuesday, August 26, 2025

The Board of Trustees of the Polk County Library met for a special tax hearing on Tuesday August 26, 2025. Those present were Verna Haun, Kaye Eversoll, and Mari Woosley. Lee Ann Clark joined the meeting via Zoom. Also present were Director Tiffany Taylor and Assistant Director Joy Martinez. Ed Kurtz was absent.

Ms. Clark called the tax hearing to order at 4:35 pm. A motion was made by Ms. Haun to set the FY26 tax levy at 0.2189 mil. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.** Ms. Haun moved to adjourn the special tax hearing at 4:37 pm. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The Board of Trustees met in regular session immediately following the special tax hearing. Those present were Verna Haun, Kaye Eversoll, Mari Woosley, and Lee Ann Clark joining via Zoom. Also present were Director Tiffany Taylor and Assistant Director Joy Martinez. Ed Kurtz was absent.

Ms. Clark called the meeting to order at 4:37 pm.

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

Ms. Eversoll moved to approve the minutes of the previous meeting on Tuesday, July 15, 2025. 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 to approve the financial reports as presented. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Taylor gave the monthly Director's Report. Total library use is considerably higher than FY24 numbers for July. Bolivar's performance is largely responsible for that increase. Fair Play numbers show an increase from FY24 performance but Humansville numbers are slightly decreased. Summer Reading registrations and completions are much higher than the previous year with 35% more registrations and a 76% higher completion rate.

Ms. Taylor informed the Board of an ongoing survey of library users and Polk County residents. The survey requests feedback on library programs and services. Results will be used to plan new library programs and services in FY26.

Ms. Taylor announced that several library staff will attend the Missouri Library Association annual conference in St. Louis on October 8th and 9th. Ms. Taylor also announced that she began an 8-week online course through SBU Worldwide: Accounting for Managers ACC4113/5113. The course runs from August 18th through October 8, 2025.

Ms. Taylor updated the Board regarding several minor maintenance issues. First, Me-Shy Locksmith was called out the Bolivar facility to repair two exterior door locks: the Grace McDaniel Meeting Room exterior door would not lock and the staff entry door was difficult to unlock. The meeting room door lock was missing a screw inside the lock mechanism while the staff entry door required replacement of the entire lock mechanism. Me-Shy performed the work needed to return both doors to working order. Second, Warwick Electric, LLC was called to repair the light fixtures in the boiler room at the Bolivar

facility. Work was completed August 25, 2025 and all light fixtures are again functional. Third and finally, the Fair Play facility needed several light bulbs replaced, the book-drop lock mechanism replaced, and a sign painted. These minor repairs were completed by Ms. Taylor and her spouse. While changing bulbs, it was discovered that three light fixtures are not working. Warwick Electric was called to repair these fixtures and an update will be provided at a later date. An additional need for repair was noted while at the Fair Play location when the branch manager informed the Director that the automatic door was not working. After discussing the malfunction, Ms. Taylor assured the Board that she would address the issue after researching.

Ms. Taylor informed the Board that concerns regarding the hired cleaning service at the Bolivar facility were satisfactorily addressed. Ms. Taylor reviewed the cleaning agreement, discussed expectations with the cleaner, and decided to continue using the cleaning service so long as the work completed reflects the expectations outlined in the agreement.

Ms. Taylor provided an update on current grant projects.

In new business, the Board discussed the FY26 health insurance plan options and FY26 LAGERS rates. Ms. Haun moved to approve the PPO 1250 Anthem insurance plan. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

Ms. Eversoll moved to adjourn at 5:21 pm. Ms. Haun seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, September 16, 2025 at 4:30 pm.

Board Meeting Minutes

Tuesday, September 16, 2025

The Board of Trustees of the Polk County Library met in regular session on Tuesday, September 16, 2025 at 4:30 pm. Those present were Lee Ann Clark, Kaye Eversoll, and Mari Woosley. Also present were Director Tiffany Taylor and Assistant Director Joy Martinez. Ed Kurtz and Verna Haun were absent.

Ms. Clark called the meeting to order at 4:33 pm.

Ms. Eversoll moved to approve the agenda; Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The Board reviewed minutes from the previous meeting, August 26, 2025. Ms. Eversoll made a motion to approve the minutes. 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 to accept the financial reports as presented. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Taylor presented the Director's report. Overall library usage in August 2025 decreased 4.4% compared to August 2024 numbers. Bolivar circulation and computer use decreased, while library visits and program attendance increased. Fair Play's overall usage increased by 6%, largely due to a higher number of library visits and computer use. Humansville's overall library use is down 17% compared to August 2024.

Ms. Taylor provided an update regarding Institute of Museum and Library Services (IMLS) funding. The House Appropriations Committee designated \$291.8 M to IMLS for FY26, with an allotment of \$180,400,000.00 for grants to states. The funding is not absolutely confirmed yet, as the House and Senate need to reconcile their respective budget bills and the President has to sign, but IMLS appropriation figures from House and Senate match. It is likely that IMLS grants will be available in FY26.

In regard to Library staff, Nataley Parker is now a certified Notary Public. Several Library staff will attend the annual Missouri Library Association conference in Chesterfield, MO on October 8 and October 9, 2025. Additionally, the Library will be closed on Monday, October 13, 2025 for Staff Development Day. The agenda for Staff Development Day is yet to be determined.

Ms. Taylor informed the Board that Walmart will discontinue the Chase credit card program in November 2025. A Walmart Business account was created for the Polk County Library to replace the use of the Chase credit program. The Walmart Business account functions much like an Amazon Business account, where purchases are invoiced.

Ms. Taylor informed the Board of repairs made to three light fixtures at the Fair Play location. The fixtures would not light when replacement bulbs were inserted. Warwick Electric of Bolivar, MO was hired to address the issue. The three fixtures had broken ballasts. All were converted to LED and now illuminate properly. It was noted that approximately half of the light fixtures at the Fair Play location are LED. The remaining fixtures have not yet been converted to LED. Ms. Taylor informed the Board of her intent to have Warwick Electric quote the cost of converting the remaining fixtures to LED so that cost can be figured into the FY26 maintenance budget.

Ms. Taylor noted that several minor updates are needed in the Patron Policy Manual, most concerning circulation policies for materials no longer available at the Polk County Library. Proposed policy updates will be presented to the Board for consideration at a later date.

Ms. Taylor provided an update on current grant projects. The Summer Reading Program project is complete with final report and request for final payment submitted. The Technology Ladder Grant project is ongoing. A second interim report is due December 15, 2025.

Ms. Taylor reported two incidents regarding circulating technology materials. The first incident concerned an Early Literacy Tablet. The Early Literacy Tablets will be removed from circulation do to advanced age and heavy use. The second incident involved the use of a Chromebook. The Board instructed Ms. Taylor to research technology circulation policies to ensure the Polk County Library Patron Policy Manual sufficiently addresses possible concerns regarding the circulation of Chromebooks.

Ms. Eversoll moved to adjourn at 5:29 pm. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, October 21, 2025 at 4:30 pm.

Board Meeting Minutes

Tuesday, October 21, 2025

The Board of Trustees of the Polk County Library met in regular session on Tuesday, October 21, 2025 at 4:30 pm. Those present were Lee Ann Clark, Ed Kurtz, Kaye Eversoll, and Mari Woosley. Also present were Director Tiffany Taylor and Assistant Director Joy Martinez. Verna Haun was absent.

Ms. Clark called the meeting to order at 4:31 pm.

Ms. Woosley moved to approve the agenda; Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

The Board reviewed minutes from the previous meeting, September 16, 2025. A minor grammatical error was noted. Mr. Kurtz made a motion to approve the minutes 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. Mr. Kurtz moved to accept the financial reports as presented; Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Taylor presented the Director's report. Overall library usage in September 2025 is up 4.6% compared to September 2024: Bolivar increased 5.1%, Fair Play increased 21.5%, and Humansville decreased 5.5%.

Ms. Taylor informed the Board of upcoming library programs. Upcoming new programs include Spooky Hour, Camp Half-Blood, and Puzzle Masters Puzzle Race.

Ms. Taylor shared information regarding staff attendance at the 2025 Missouri Library Association (MLA) Conference in Chesterfield, MO. Session topics included programming ideas, outreach strategies, and administrative training.

Ms. Taylor reported the events of the Staff Development Day held on October 13, 2025. Polk County Library staff received training on tactics for successful enforcement of library policies, how to respond to harassing patrons, and other various topics.

Ms. Taylor provided an update on scheduled roof repairs at the Rayl-Family Library (Bolivar) facility. Midwest Roofing is scheduled to replace water-damaged decking, replace shingles, and install a downspout over the eaves of the west side of the building. Repairs are scheduled for Thursday, October 23, 2025, weather and crews permitting. An additional leak was noted on the east side of the building during a particularly strong storm on October 18, 2025. This leak occurred once before, during a rain storm in the spring of 2025. The leak was due to a missing section of fascia that was torn from the apex of the roof during a wind storm in April 2025. Midwest Roofing replaced the section of fascia and the leak did not occur again until Saturday, October 18, 2025. Ms. Taylor noted on Monday, October 20, 2025 that new section of fascia was bowed, showing the wooden structure of the roof underneath, following the October 18th rain event. The fascia repair will be addressed by Midwest Roofing when they come to perform roof repairs on the west side of the facility.

Ms. Taylor provided an update on current grant projects. The Summer Reading Program grant concluded and final payment of \$2,796.33 was issued to the Polk County Library. The Technology Ladder Grant project is ongoing, the second interim report due on December 15, 2025. Ms. Martinez applied for a

Technology Mini Grant to update three staff computers and the associated monitors. The Polk County Library requested \$4,919.00 in Library Services and Technology Act (LSTA) funds for the project. Ms. Taylor noted that the current federal government shutdown could affect the timeline of payment for LSTA grant projects. Payments made by the state, such as State Aid and A&E Tax funds, will not be delayed by the federal shutdown.

In new business, the Board reviewed and discussed the recommendations that Ms. Taylor made regarding the FY26 payroll budget. Ms. Eversoll moved to adopt "New Law Minimum Wage + Time in Service FY26 Wages and Benefits" proposal, including the option of time in service and minimum wage increase for the Director. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.** Mr. Kurtz made a motion that the Cataloger position status change from 32 hours weekly to full-time, effective immediately. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

Also in new business, the Board discussed bids received for a fascia and gutter system replacement project at the Rayl Family Library facility. All bids received include the cost of replacing soffit in addition to fascia and gutter systems. Mr. Kurtz recommended the soffits portion be dropped from the project as the existing soffits are in good repair. The Board discussed color options for new fascia, gutters, and downspouts. The Board agreed on black or charcoal. The Board also discussed prices quoted by each project bidder. Mr. Kurtz moved to proceed with the American Brothers Construction bid, after the correction removing soffit replacement cost. Ms. Eversoll second the motion. All members voted in favor. **Motion carried.** Additionally, the Board approved the fascia and gutter system replacement project cost be paid from Capital funds rather than Operating funds.

Mr. Kurtz made a motion to adjourn the meeting at 5:59 pm; Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, November 18, 2025 at 4:30 pm.

Board Meeting Minutes

Tuesday, November 18, 2025

The Board of Trustees met in regular session on Tuesday November 18, 2025 at 4:30 pm. Those present were Lee Ann Clark, Ed Kurtz, Kaye Eversoll, and Mari Woosley. Also present were Director Tiffany Taylor and Assistant Director Joy Martinez. Verna Haun was absent.

Ms. Clark called the meeting to order at 4:33 pm.

Mr. Kurtz moved to approve the agenda. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

The minutes from the previous meeting were reviewed. Ms. Woosley made a motion to approve the previous meeting minutes; Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

The monthly bills and financial reports were examined by the Board. Ms. Woosley moved to accept the financial reports as presented. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.**

Ms. Taylor presented the Director's Report beginning with library use statistics for October 2025. Overall library usage increased 6% compared to October 2024. While Bolivar and Fair Play library usage increased compared to that of 2024, Humansville saw a slight decrease.

Ms. Taylor shared details of upcoming library programs. New programs include "Tea with Emma Jane" on December 12, 2025, "A Dulcimer Christmas" on December 18, 2025, and "Cookies with Santa" on December 20, 2025. Ms. Taylor informed the Board that January programs are in the planning phase but will be low commitment, easily cancelled or rescheduled in the event of inclement weather occurrences.

In facilities news, roof repairs were completed at the Rayl Family Library facility in Bolivar on October 30, 2025. Midwest Roofing replaced water damaged decking, shingles, and installed a downspout from the eave on the west side of the facility. Also relating to facilities, Warwick Electric, LLC. provided an estimate for an LED lighting conversion project at the Fair Play branch. A portion of the light fixtures at the Fair Play facility were already converted to LED, so the cost quoted is to convert the remaining halogen light fixtures. Warwick Electric LLC. estimated \$2,152.40 to convert lighting fixtures in the adult section, meeting room, bathroom, kitchen, and storage closet.

Due to projected staffing shortages during the final weekend of November, the Fair Play branch will close for the Thanksgiving holiday on November 27, 2025 and remain closed November 28 and November 29, 2025. The Fair Play Library will reopen for regular business hours on Tuesday, December 2, 2025.

Ms. Taylor provided an update on grant projects. Assistant Director Joy Martinez submitted her first ever grant application to request funding for a library technology project through the 2025-2026 Technology Mini Grant. The Polk County Library was awarded \$4,118.00 in LSTA funds for the project with the grant period beginning November 15, 2025. Ms. Martinez is also working on an application for funding for the 2026 Summer Reading Program. Finally, the Board was informed that the 2025-2026 Technology Ladder Grant project is ongoing with the second interim report due on December 15, 2025. Ms. Taylor is preparing that report.

In new business, Ms. Taylor presented the proposed FY26 operating budget. The board recommended to increase the proposed Professional Development subcategory from \$5,000 to \$6,000.

Mr. Kurtz moved to approve the proposed FY26 operating budget with the recommended amendment; Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Eversoll made a motion to adjourn at 5:41 pm. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, January 20, 2026 at 4:30 pm.