

Board Meeting Minutes

Thursday, August 27, 2026

The Board of Trustees of the Polk County Library met for a special tax hearing on Thursday, August 27, 2026. Those present were Ed Kurtz, Kaye Eversoll, Verna Haun, Mari Woosley, and Lisa Manis. Also present were Director Tiffany Taylor and Assistant Director Joy Martinez.

Mr. Kurtz called the tax hearing to order at 4:31 pm. Ms. Haun moved to set the FY27 tax levy at the current tax rate ceiling: .2198 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 the motion. All members voted in favor. **Motion carried.**

The Board of Trustees met in regular session immediately following the special tax hearing. Those present were Ed Kurtz, Kaye Eversoll, Verna Haun, Mari Woosley, and Lisa Manis. Also present were Director Tiffany Taylor and Assistant Director Joy Martinez.

Mr. Kurtz called the meeting to order at 4:37 pm.

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

There were no public comments presented.

The Board reviewed minutes from the previous meeting. Ms. Woosley made a motion to approve the minutes from the Tuesday, July 21, 2026 meeting with a minor grammatical correction in paragraph 12. Ms. Eversoll seconded the motion. All members voted in favor. **Motion carried.**

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

Ms. Taylor presented the Director's Report beginning with July 2026 library use statistics. System wide library use increased 4.8% compared to July 2025: Bolivar library use increased 8.6%, Fair Play decreased 13.5%, Humansville decreased 14.1%, and Downloadable use increased 8.3%.

In programming news, Ms. Taylor shared details of upcoming programs in September 2026. New programs include Mahjong, K-Pop Karaoke, an author visit, after-hours RC Derby, and Homeschooling with the Library.

In facility news, all three branches experienced HVAC issues.

At the end of July, Trane was called to the Bolivar location to address RTU-1 outputting outside air temperature. The Trane technician reported the coils in both RTU-1 and RTU-2 were extremely dirty inhibiting cooling ability as well as a couple of sensors that needed to be replaced. All issues were addressed by Trane and the HVAC system is functioning normally.

At Fair Play, the AC unit tripped the breaker multiple times over two days. Bolivar Plumbing Heating and Air Conditioning was called to investigate the issue. The technician discovered the breaker for the unit was 20-amp while the unit specified 32-amp or greater. Bolivar Plumbing Heating and Air Conditioning replaced the 20-amp breaker with a 40-amp breaker. The system is now functioning normally.

At Humansville, two HVAC issues arose. First the humidity levels in the facility were consistently over 80%. Bolivar Plumbing Heating and Air Conditioning was called to evaluate the AC unit. The unit was found in good working order and seasonal maintenance was performed as preventative care. The technician advised the purchase of a dehumidifier because the HVAC system does not have adequate built-in humidity control. The second issue arose when a staff member reported wet carpet in the break room. The furnace's condensate line was found to be the source of excess moisture. Bolivar Plumbing Heating and Air Conditioning was called. The technician found the drain line and floor drain were clogged. The clogs were cleared. Over the next several days, the carpet wetness recurred. Bolivar Plumbing Heating and Air Conditioning responded a total of three times. Eventually it was determined that the new carpet was laid too close to the floor drain and condensation was wicking through the carpet and saturating a large area. Ms. Taylor cut the carpet back from the drain and Bolivar Plumbing Heating and Air Conditioning replaced the drain pan under warranty to ensure a cracked drain pan was not contributing to the saturation. The saturation resolved after the final measures were taken.

Ms. Taylor reported that the new furniture ordered for the Humansville Capital Improvements project finally arrived.

Ms. Taylor provided a staffing update. One part-time staff member completed their last day on July 31, 2026. The Circulation Supervisor returned from maternity leave on August 3, 2026. A new part-time staff member resigned their position on 8/06/2026, after three weeks of training because they accepted a full-time position elsewhere. Two part-time, 20-hour weekly positions were filled and both applicants started work on 8/10/2026. One part-time staff tendered resignation effective immediately on 8/25/2026. Finally, another part-time staff member tendered resignation effective 09/15/2026. The resignations that came in late August leave two open positions, so a call for applications was posted on Facebook and the PCL webpage.

Ms. Martinez provided an update on ongoing and upcoming grant projects. Ms. Martinez informed the Board that the Summer Reading Program ended on August 15, 2026 and she is working to complete the final report. Spotlight on Literacy is another ongoing grant project. Ms. Martinez reported that programming for the Spotlight on Literacy grant began in August 2026 with the "Ready, Set, Kindergarten" event. Finally, Ms. Martinez informed the Board the Library will apply for funding in the upcoming Technology Mini Grant project. The technology mini grant application will request funding to replace one staff and four public access computers at the Humansville location and the six public access computers at the Bolivar location.

Ms. Eversoll moved to accept the Director's Report. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

In new business, the Board discussed the FY27 health insurance plan options and FY27 LAGERS rates. Ms. Woosley moved to select the PPO 1250 plan for eligible full-time staff with the option for dental, vision, and psych plan coverage available to all staff, at the employee expense should they opt-in. Ms. Haun seconded the motion. All members voted in favor. **Motion carried.**

The Board discussed changing the regular meeting day and time from the third Tuesday of each month. All members agreed to change regular Board meetings to the third Thursday of each month at 4:30 pm, unless otherwise arranged.

Ms. Eversoll moved to adjourn regular session at 5:52 pm; Ms. Haun seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Thursday September 17, 2026.

Closed Session Board Meeting Minutes

Thursday, August 27, 2026

The Board met in closed session on Thursday, August 27, 2026 at 5:53 pm pursuant to RSMo 610.021.3.

Those present were Ed Kurtz, Kaye Eversoll, Veran Haun, Mari Woosley, and Lisa Manis.

Ms. Eversoll moved to enter closed session at 5:53 pm. Ms. Haun seconded the motion. All members voted in favor. **Motion carried.**

Ms. Haun moved to adjourn closed session at 6:35 pm; Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

The Board discussed the Director's performance review. Evaluation results indicating satisfactory performance were presented to Director, Tiffany Taylor.