

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.