

Board Meeting Minutes

Tuesday, January 20, 2026

The Board of Trustees met in regular session on Tuesday, January 20, 2026 at 4:30 pm. Those present were Lee Ann Clark, Ed Kurtz, Verna Haun, and Kaye Eversoll. Also present were Director Tiffany Taylor and Assistant Director Joy Martinez. Mari Woosley was absent.

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

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

Minutes from the November regular meeting and the December special meeting were reviewed. Ms. Haun made a motion to approve minutes from the November 18, 2025 and December 30, 2025 meetings. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.**

The monthly bills and financial reports were examined by the Board.

Ms. Haun moved to proceed with a \$60,000.00 one-time principal reduction payment on the Mid Missouri Bank loan; Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

Mr. Kurtz moved to approve 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 library use statistics for November and December 2025. Overall library use increased 13% in November 2025 and 4% in December 2025 compared to figures reported in November and December 2024.

Ms. Taylor shared details of new adult programs scheduled for February and March 2026. New programs include "Board Together", "Dinner and a Movie", "Plant Swap" and "Butter Making". Ongoing programs include the 2026 Winter Reading Challenge for school age children ages 5-18 years.

The Polk County Library received a Bolivar Area Chamber of Commerce Best of Bolivar Missouri (BOMO) award for best business in the category of recreation and entertainment. The award is displayed on a shelf on the "donor wall" located near the entry at the Rayl Family Library facility in Bolivar.

In facilities news, Ms. Taylor reported that she contacted Warwick Electric LLC to begin the LED lighting conversion project at the Fair Play Library facility. Warwick is ordering the necessary materials and will reach out to schedule work when materials are received.

American Brothers Construction completed the fascia, gutters, and downspout replacement project at the Rayl Family Library facility. During the project, American Brothers Construction replaced quite a bit of wood forming the subfascia due to water damage. They did not charge for additional work or materials. The final payment was sent to American Brothers Construction on January 13, 2026.

The Tracer SC module that provides access to the automated HVAC system at the Rayl Family Library facility is no longer supported for firmware updates. Ms. Taylor discovered this when she was unable to gain access to the control platform. A Trane technician was able to assist Ms. Taylor in regaining access. The Trane account manager recommended upgrading the unsupported Trace SC module to the Tracer SC+ module for a cost of \$5,000.00. Because this cost was unanticipated for the 2026 budget and the

account manager did not notify the Library of impending changes in a timely manner, the cost for the upgraded hardware will be rolled into the 2027 service agreement. The Tracer SC+ module will be ordered and installed as soon as possible to prevent any connection issues in the meantime.

In new business, the Board reviewed several proposed changes to the Patron Policy Manual. Proposed changes consisted of removing wording specific to items no longer circulated by the Polk County Library such as mobile hotspots and early literacy tablets. Additionally, there were portions of the Patron Policy Manual that mentioned the Morrisville location that closed permanently in November 2024.

Ms. Eversoll moved to accept the proposed changes to the Patron Policy Manual with the additional change of removing the word “magazines” from the “General Circulation Guidelines” section on page 8. Mr. Kurtz seconded the motion. All members voted in favor. **Motion carried.**

Also in new business, Ms. Taylor presented the 2025 Annual Report to the Board.

Ms. Clark announced her intention to resign from the Board of Trustees in June of 2026. The Board of Trustees will need to obtain a new member upon or before her departure.

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

The next regular meeting will be Tuesday, February 17, 2026 at 4:30 pm.