

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.