

Board Meeting Minutes 10.18.19

Mr. Scott called the meeting to order. In attendance were George Scott, Mary Carlson, Angie Evans, Jim Huy, and Rebecca Payne.

Mr. Scott asked for a motion to approve the minutes from the prior meeting. Mr. Huy made the motion. Mrs. Evans seconded the motion. **Motion Carried.**

Mrs. Payne presented the treasurer's report. The library board asked for clarification on some of the bills including OCLC, and a 13 thousand dollar check to the University of Missouri. Mrs. Payne explained that OCLC is for interlibrary loan, and the check to University of Missouri is actually for our internet service, which is provided through Morenet, a service provided through the University. Mrs. Payne said there are no unexpected bills, although she is still working on getting the security cameras, new wireless AP for the meeting room, and new work station. Mr. Huy asked if the meeting room is being used to which Mrs. Payne said that it is being used several times a week for library programs and community programs. Mr. Scott suggested replacing the flooring with wood laminate flooring.

Next, Mrs. Payne presented the librarian's report. She first presented the statistics on library attendance and usage. Blue Eye continues to see increases in their numbers. Galena and Crane are staying about the same or a little lower than last year. Mr. Scott asked how the library is tracking patron visits. Mrs. Payne stated that Crane and Galena use an automatic counter that counts as people pass through the door. Blue Eye currently tallies on paper. Mrs. Payne stated, in relation to Blue Eye, that she plans to attend the next town council meeting and arrange for the building lease to continue through 2019, but would like to get a two year lease. Mrs. Payne also mentioned that she plans to attend the next Blue Eye School Board meeting to discuss land. She has already been in contact with the school superintendent.

Mrs. Payne updated the library board on the progress with the Crane building project. No companies were able to submit a bid on time, so she will be reposting the bid and trying to locate more companies that might be interested. Mr. Scott asked that Mrs. Payne also post a request for proposals to do interior demolition on the building. He also asked if the board would be amenable to donating the carpet to Galena's Senior Housing facility. The board did not see an issue with this. Mrs. Carlson mentioned that her son would be home over Thanksgiving and might be interested in the demolition project. She said she would see if he wants to submit a bid to remove interior components and haul them off. Mr. Scott mentioned that whoever does the demolition can salvage the wood and furnace. Mrs. Payne reminded the board that if the project is estimated to be over \$4,500 then it will need to be published for bids. Mr. Huy mentioned posting in the Shell Knob paper "the Rattler". Mrs. Payne asked how much time the board wanted for this round of bidding. They felt that the Wednesday before the next board meeting, November 14th, would be enough time. Mr. Scott asked that Mrs. Payne notify David Baldwin, so that he could submit an official bid. Mrs. Payne stated that she would republish the request for proposals and would look for companies around Springfield. Several of the companies she had already spoken with did not want to deal with prevailing wage, or were already too busy. Mr. Scott suggested contact the previous director who is connected with Knight Construction to see if they would be interested.

Next, the board reviewed the modified discipline policy that Mrs. Payne had presented at the previous board meeting. No changes were deemed necessary. Mrs. Carlson made a motion to accept the changes to the policy. Mrs. Evans seconded. **Motion Carried.**

Mrs. Payne next introduced a circulation policy change. She requested that a five day grace period be added before fines begin to accrue. There is currently no grace period. She stated that the other option would be to extend borrowing periods, but felt that the grace period would be the better option, and is more courteous than the current borrowing policies. Mrs. Evans made motion to add a grace period of 5 days to the overdue policy. Mr. Huy seconded. **Motion Carried.**

Next, Mrs. Payne presented a lost & found items policy, which addresses items left in the library. Mr. Huy made a motion to accept the policy. Mrs. Carlson seconded. **Motion Carried.**

Mrs. Payne asked the board if they want to do her annual review at the November meeting, or the January meeting, since the board does not meet in December. They decided on January.

An electrician has been requested to provide a quote to put in wiring for a stove in the kitchen, and to replace the lightbulbs in the Galena library with LED bulbs.

Mr. Scott asked if someone could be hired to cut down the brush around the flagpole. He would like to get a light for the flagpole and have a U.S. and Missouri flag on the pole.

Mrs. Payne reminded the board that a professional storyteller would be at the library on the following Monday and invited the board to attend.

Mr. Huy moved to adjourn, and Mrs. Evans seconded. The meeting was adjourned. The next regular meeting will be held November 15, 2018 at 3 PM.

Respectfully,

Rebecca Payne, Recording Secretary