

Board Meeting Minutes 11.15.18

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

The minutes from the previous meeting were presented. Mrs. Evans made a motion to accept the minutes. Mrs. Carlson seconded the motion. **Motion Carried.**

Mrs. Payne presented the treasurer's report. The computer and automation line is going to be over budget because of a check for the Watchguard content filter. The purchase was made in the summer, but the ticket was not closed out and invoiced by KPM until November, and the cost was \$3,400. The overall capital expense line will not be overbudget however. Mr. Huy made a motion to accept the treasurer's report. Mrs. Carlson seconded. **Motion Carried.**

Next the Librarian's report was presented. Mrs. Payne shared that Blue Eye continues to increase their statistics. Crane and Galena are maintaining. She also reported that the security cameras in Galena had been installed, as well as a router in the meeting room. Dan Stone, the electrician, was pricing options to fix the light in the parking lot. Mr. Scott suggested a local who has a bucket truck that he might loan.

In other business, the lease for the building in Blue Eye was renewed for another year at the \$500 per month rate. Mrs. Payne also met with the Blue Eye School board to discuss acquiring a piece of land. A school board member stated that there might be a county rule requiring 3.5 acres of land if a new septic tank is being installed. The piece of land being requested is closer to 2.5 acres. The land on the other side is owned by an individual. Mr. Scott suggested asking the school if they would be willing to grant an easement, so that we could put the septic on their property and purchase 1 acre from them to build on. It was asked where the current library's septic is located and what its capacity is. It was recommended to check with the County Health Department.

Moving on to the Crane construction project, there were two bids for contractors and two bids for demolition. Base Construction and Branco Construction were competing for the construction project. Branco bid \$90,000 and Base Construction bid \$94,000. Cody with Base Construction had also emailed to say that they may be able to reduce their bid by approximately \$1,000 if some materials were changed. Branco Construction also submitted a bid for demolition at \$25,000 and David Baldwin submitted a bid for demolition at \$14,563.50. Mr. Huy made a motion to accept the bid from Branco for construction and to accept the bid from David Baldwin for demolition. Mrs. Carlson seconded. **Motion Carried.**

Mrs. Payne said she would have Mr. Baldwin start first so that he doesn't have to work around the construction crew.

Next Mrs. Payne presented the 2019 Proposed Budget. Mr. Scott asked about the 2% cost of living allowance. Mrs. Payne said that it is current policy to award a 2% raise at the completion of a positive annual review. Mr. Scott suggested that it be changed to reflect the national COLA. Mr. Huy agreed that it should be discretionary each year. Mr. Huy made a motion to change the policy to reflect the board setting the COLA each year by January. Mrs. Evans seconded. **Motion Carried.**

Mrs. Payne brought attention to the copier lease line stating that Galena and Crane currently own their machines, but are in need of new copiers. GFI submitted a quote for \$206 per month for both machines.

This covers maintenance and toner, but the library will also have to pay a cost per page. It is a five year contract. Mrs. Carlson made a motion to accept the lease. Mrs. Evans seconded. **Motion Carried.**

Mrs. Payne shared that the increase in the cataloging expenditure line would be used to purchase locking cases for the DVDs instead of filing the discs behind the desk. She feels that this will save staff time as well as save space in the long run.

The computers and automation line was increased to account for purchasing Cassie Software. This software would replace the current time management software and would require a library card or guest pass to get on the computer. It will help manage access by patrons with large fines and will also let staff extend time for patrons trying to take a test or finish a project. The licensing is affordable and it works better than what the library currently uses.

The electronic resources line was changed to add in new databases that might be of more use to patrons while cutting some of the current databases that are not seeing a lot of use. Mrs. Payne hopes to add Creative Bug which is a database of projects for crafters, and also plans to add Mango Languages which provides access to language learning modules for a huge variety of languages. The databases would be available at home to anyone who has a library card. Mrs. Evans made a motion to approve the 2019 budget with the amended salary line for the 3% COLA increase. Mr. Huy seconded. **Motion Carried.**

The board went into closed session per RSMO **610.021.3** to discuss personnel issues. No decisions were made during closed session.

Following the closed session the meeting was adjourned.

Respectfully,

Rebecca Payne