

## Board Meeting Minutes 7.26.18

Mr. Scott called the meeting to order. In attendance were George Scott, Mary Carlson, Angie Evans, Jim Huy, and Rebecca Payne. Pam Sheridan was in attendance by phone. There was one community member present-Steve Dahms.

The minutes from the previous meeting were reviewed. No changes were necessary. Mrs. Evans made a motion to accept the minutes. Mr. Huy seconded. **Motion Carried.**

The treasurer's report was presented. Mr. Huy made a motion to accept the treasurer's report. Mrs. Carlson seconded. **Motion Carried.**

Mrs. Payne presented the Librarian's report. Library usage is slightly higher than last year in patron visits and circulation. Blue Eye usage continues to grow. Mrs. Payne also mentioned that there are several reports due soon. The pro forma report due to the county requires a tax levy hearing prior to September 1<sup>st</sup>, and must be published in the paper at least 14 days prior. Mr. Scott said that it can be held as a regular meeting. The board agreed to hold the meeting in the middle of August. After discussion it was decided to hold it on Thursday August 16<sup>th</sup> at 4 PM.

In other business, at the July meeting officers of the board must be elected. After some discussion Mrs. Evans made a motion to re-elect Mr. Scott as President. Mr. Huy seconded. **Motion Carried.**

Mrs. Carlson made a motion to keep all officers as they are. This would be Mrs. Evans- Vice President, Mr. Huy-Treasurer, and Mrs. Carlson- Secretary. Mrs. Evans seconded. **Motion Carried.**

Mrs. Payne submitted the results of the 2017 financial audit. Everything was acceptable. However the auditor would prefer to see better review of bills being paid, particularly since no one from the board sees the checks before they are sent out. It is best practice to have two signatures on checks. The board agreed that the director and either the board president or board treasurer will sign checks moving forward. A time will be set up weekly for one or the other to come in and sign checks for that week.

Mr. Steve Dahms introduced himself to the board next. He is the project manager from Casco who will be facilitating the work on the Crane expansion project. Mr. Dahms is a native of Stone County, although Casco is a national company headquartered in St. Louis. His background is in architecture. Mr. Dahms presented a colored rendering of the proposed design for the façade of the structure and asked if there were any changes the board would like to see. Mr. Huy re-iterated that the primary concern is getting it structurally sound, so that we can move on to the interior of the building. The board requested that the brickwork be continued on to the existing library building to replace the wood along the bottom. It is felt that visually this will give more continuity to the two structures. The front doors were discussed. Mr. Scott asked about making it a double door with a vestibule. According to Mr. Dahms that would require tearing out the sidewalk and changing the grade. Mrs. Carlson suggested putting metal double doors in the back since the concern is with getting a scissor lift in. Mrs. Payne agreed that it would be more practical from a maintenance point of view. The board also asked that the exterior door be changed from a 3 foot door to a 4 foot door. The board also discussed having a local author paint book spines for the upper most windows to give the building some "library character". The old leaded glass window was also mentioned. Mr. Scott suggested selling it to a salvage company get it, but Mr. Dahms suggested keeping it and working the glass into some of the interior design of the building. Mrs. Payne mentioned that she was meeting with the Mayor of Crane later that night to show him the rendering and get

feedback about the design. Mr. Scott said that he would also attend. Mrs. Carlson made a motion to move forward with the project and get the construction documents written. Mrs. Evans seconded.

**Motion Carried.**

Mrs. Payne next brought up the “old” Crane building. After having a handyman come out and spray some filler in the seams there is still an issue with the roof leaking. A roofer came out and looked, but couldn’t see any visible issues. A window company was also contacted and said that the issue does not sound like it is the windows. Mr. Scott said that it could be the top of the wall if it is not sealed. He asked if the roofing company can seal over the top of the wall and the inside of the parapet. It was also mentioned that it could be the bricks letting water through.

Mr. Scott brought up the subject of whether or not to sell the building. At this time he feels like we are not going to be able to do so. The space can be used for staff space and storage, and potentially a small meeting room or computer usage room. The board discussed how to connect the two spaces, either on the ground floor or on the second floor. Mrs. Payne also mentioned that the library will need to purchase additional cameras for better security. Mr. Scott suggested putting a family or handicap bathroom in the new section and including changing tables. Mr. Huy would like to see a good sized community room for community events. Mr. Scott would like to look into taking local bids to tear out the interior of the newly purchased building, so that it is not something that needs to be done once it comes time for planning the interior renovation. This would be for the drop sealing, carpet, platform, etc. Mrs. Evans suggested Habitat for Humanity might be interested in removing the materials to salvage.

Mrs. Payne next brought up the need for a Friends of the Library group. Her hope is to structure it as one entity, with subcommittees for each branch. This would allow a group to hold book sales and fundraisers. The main components are volunteers, bylaws, and filing the paperwork. Mr. Scott said he could assist with filing the paperwork. He also suggested putting up some little free libraries around the county to put donated books into. Mrs. Payne will look into the idea. Mrs. Evans suggested doing a “buy a brick” fundraiser to help with the new construction.

Next Mrs. Payne shared about her meeting with the Superintendent of Blue Eye Schools. She reported that it seemed to go well and had sent over additional information to the Superintendent. She said the main concern will be connecting to water and putting in a septic tank. It had been suggested that instead of asking for 1 acre of land it might be better to ask for 3, since a septic tank would be required. Mr. Settles has also mentioned the possibility of Blue Eye helping with putting in sidewalks.

Mrs. Payne next presented an employee bereavement policy. After reviewing the board discussed whether three days or five days would be best. Mrs. Carlson made a motion to approve the policy with five days of leave. Mr. Huy seconded. **Motion Carried.**

Next Mrs. Payne notified that the library branches would be closed August 8, 2018 for staff training.

Mrs. Payne then presented the board with a request to move board meetings from once every other month to every month. It is standard practice for library boards to meet monthly, and will help with keeping business moving particularly during the building projects. Mr. Huy made a motion to meet monthly on the third Thursday at 3 PM. Mrs. Carlson seconded. **Motion Carried.**

Mrs. Payne said she would update the trustee manual to reflect the change.

The board next looked at options for benches and bike racks to place in front of the Galena building. Mr. Scott suggested having a local artist paint books on the benches. Mr. Huy mentioned that there used to be a company in Shell Knob that makes benches out of recycled plastic, which are used by the national park service. Mrs. Payne suggested going with a simple bike rack design, which would help the cost. It was agreed that the bike rack needs to be anchored in concrete.

Next Mrs. Payne requested permission to purchase another staff computer for Blue Eye since it is difficult for two employees to be working with only one staff computer. The board did not feel that special permission was needed given the scope of the project. Mrs. Payne also stated that Blue Eye would like a second part-time employee, and Mrs. Evans stated that a part-time employee at Crane would like more hours if possible. Mrs. Payne said that she feels like both branches will need more help once construction is complete. For now hours could be increased, however past 28 hours per week LAGERS benefits need to be taken into consideration, which was not budgeted in this year. The board agreed that this is a management decision.

Mrs. Evans moved to adjourn, and Mr. Huy seconded and the meeting was adjourned. The next regular meeting will be held August 16, 2018 at 3 PM.

Respectfully,

Rebecca Payne, Recording Secretary