

## Board Meeting Minutes 8.16.18

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

Mr. Scott asked for a motion to change the agenda to allow the architect to present first. Mr. Huy made the motion. Mrs. Carlson seconded. **Motion Carried.**

Mr. Dahms presented the construction documents showing the proposed changes to the Crane building façade project. The first page shows the demolition of the concrete, stairs, and upper walkway. Mr. Scott suggested getting a local to do the removal of the wooden pieces, as well as some other interior pieces that need to be removed before construction can begin.

After the board members reviewed the elevation prior to the meeting it was requested to add in a double door, with a cooper colored awning. The double door will require 36 feet of city sidewalk to be replaced, so that there is an 8 foot section completely flat to meet ADA compliance.

The board felt that the windows did not look symmetrical and it was requested that the window design be repeated on both sides of the columns, and that t. The exterior lights also be repeated this allows the design to be more balanced. The plans also show that the awning and lights would be "copper", which was clarified to mean that they would be "copper-colored" metal. The window frames will be black to match the existing building.

Mr. Scott asked about the insulation they plan to use on the wall, and wondered if SIP could be used. It is an insulator that comes in panels and helps provide structural integrity, as well as insulation. Mr. Dahms said that he would consult with his office and let the Director know.

Mr. Dahms has been in communication with the city to find out about permit requirements for the new sidewalk. He plans to meet with city officials show them which section of sidewalk/curb will need to be replaced, unless the Librarian/Board wish to do so. Mr. Huy felt it is fine for Mr. Dahms to move forward with the contact. Mr. Dahms then said he would make the changes to the elevation and drop off updated copies. Mrs. Payne said she would e-mail the board when they were available for viewing.

Mr. Scott asked if the doors could be put in the center of the building. Mr. Dahms said that it can be done, but would require a significant amount of sidewalk to be replaced to maintain ADA compliance.

It was agreed that the library could begin requesting bids. In addition, it was requested that Mrs. Payne look for someone to come remove some of the wooded stairs, platform, carpet, etc. from the building. Mr. Scott said that he may have someone who can do the work. Mrs. Payne shared that she had reached out to Habitat for Humanities, but they did not seem overly interested.

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

The treasurer's report was presented. Mrs. Carlson asked who Creative Solutions is. Mrs. Payne replied that it is a company that we have purchased library bags and pencils for summer reading program from. Mrs. Payne also notified the board that a large invoice from Amigos had come in, which would put the electronic resources line over budget. She believes the cost is for courier service, since Amigos helps manage the courier service. Mrs. Carlson asked if there were any other options for courier service. Mrs. Payne said that it is a service is

contracted, and is the only service that is in use by the consortiums. Mrs. Carlson asked when the contract expires, and Mrs. Payne stated it is an annual contract. Mrs. Payne said she would do some more research to find out why the cost seemed to jump unexpectedly. Mr. Huy made a motion to accept the treasurer's report. Mrs. Evans seconded. **Motion Carried.**

Mrs. Payne next presented the Librarian's report. Blue Eye continues to show an increase in usage. The other libraries are maintaining circulation numbers. Mr. Scott asked how programs were going. Ms. Roman stated that numbers are down for programs, and that in talking with other county resource offices they are having similar difficulties. The board suggested offering programs with food, as well as programs such as a hunter safety course, weather program, help with science fair projects, offering a Christmas craft, etc.

Next Mrs. Payne presented a quote from Brinton Security to put in security cameras in the Galena branch. This would place two cameras in the back of the library, one behind the circulation desk, one at the hallway to the water fountain, one in the meeting room, and one in the children's area. The cost would be \$2,053.81, and would include a two terabit hard drive to record onto. The cameras would be hard wired because Mrs. Payne does not feel that the library wi-fi is adequate for supporting the cameras. Mr. Scott requested a camera on the back of the library building, externally, to record an area where there have been issues with vandalism. Mrs. Carlson asked if there is room in the budget for the project. Mrs. Payne responded that we have not used most of the money set aside for capital expenses and feels that this would be appropriate for that line. Mrs. Evans made a motion to approve the request and purchase the cameras. Mrs. Carlson seconded with the addition that the additional money could be used if the cost goes up to accommodate adding an external camera. **Motion Carried.**

Next the board held a public hearing for the tax levy. No community members were in attendance. Mrs. Payne asked for clarification of the tax levy, which is currently set at .10. Mr. Huy explained that the .10 levy is set as high as it can be without taking the issue to the voters to raise it, in which case they could vote to lower the maximum instead. The board can vote to lower it themselves should they decide to do so. Mrs. Payne asked how the board intends to pay for construction costs on the Crane project, and on a building in Blue Eye. Mr. Scott and Mr. Huy feel that the library has sufficient reserve funds to pay for the building costs and should not need to raise the levy or pass a bond. Mrs. Carlson made a motion to maintain the levy at its current rate. Mrs. Sheridan seconded the motion. **Motion Carried.**

Mrs. Payne presented the board with an update to the Library Board by-laws regarding designation of officers. The change stipulates the library director is the recording secretary instead of secretary, since the director is not a voting member of the library board. Mr. Huy made a motion to accept the draft for the purpose of modifying the policies. Mrs. Carlson 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.

Mr. Scott moved to adjourn, and Mrs. Carlson seconded and the meeting was adjourned. The next regular meeting will be held September 20, 2018 at 3 PM.

Respectfully,

Rebecca Payne, Recording Secretary