

Stone County Library

Regular Board Meeting

January 18, 2018

The Board of Trustees of the Stone County Library met in regular session on Thursday January 18, 2018. The meeting was called to order by President George Scott. Those present were Mary Carlson, Angie Evans, Jim Huy, and George Scott. Pam Sheridan was present via phone. Also present were Librarian Rebecca Payne and library employee Patricia Roman (recording secretary), as well as one member of the public.

The minutes from the previous minutes were reviewed. Mrs. Evans moved that the minutes be approved. Mr. Huy seconded the motion. All members voted in favor. **Motion carried.**

The Treasurer's Report for November and December was examined by the Board. All known final invoices for 2017 have been paid. There were no significant expenses. Mr. Huy moved to accept the treasurer's report. Mrs. Carlson seconded the motion. All members voted in favor. **Motion carried.**

Mrs. Payne introduced an addition to the damaged items policy to include items returned with insects present. The policy would allow the director to suspend patrons who return items with bug infestations until such time as they show proof of their residence being inspected and cleared, or treated. A motion to include the changes to the damage policy was made by Mrs. Carlson. Mrs. Evans seconded the motion. All members voted in favor. **Motion carried.**

Mrs. Payne also brought up the issue of the library credit card through Bank of America. Since the card is tied to an individual and the organization board minutes are needed approving the addition of Mrs. Payne to the credit card account. The possibility of changes banks was discussed, but since the decision needed to be made quickly it was decided to stay with Bank of America and investigate other opportunities in the future. Mr. Huy moved to add the library director to the credit card account and authorized her to use it. Mrs. Evans seconded the motion. All members voted in favor. **Motion carried.**

During the November meeting it had been decided to use the 2017 budget for 2018. However, after starting and seeing where the final numbers lined up Mrs. Payne decided to submit a modified budget for 2018. This included an increase in the funding for programs to compensate for less grant money being received for 2018, an increase in the building occupancy line to cover a suggested amount of \$400 to Blue Eye for the use of their building, the budget for salaries was increased to include a 2% raise for staff and increased hours for part-time employees at Crane and Blue Eye for programming.

There was discussion over the increase for building occupancy, at Blue Eye. The contract is up and the City of Blue Eye would like to renegotiate to receive some reimbursement from our use of the building. Mr. Scott suggested if not rent, then utilities and asked Mrs. Sheridan if she had heard anything. She said that she had not heard any details on the lease agreement. Mr. Scott asked Mrs. Payne to come to an agreement with them.

Clarity for the 2% raise was asked for, and it was stated by Mrs. Payne that the policy is to give a 2% raise after an employee's satisfactory annual review.

No capital improvements for the new Crane building were included in the budget, since it still needs to be decided what to do and when to start.

Mrs. Carlson moved to accept the updated budget. Mrs. Evans seconded the motion. All members voted in favor. **Motion carried.**

Keys for the new Crane building were received in December. The electricity is currently on in the building. We need to check and see if the vehicle in the alley has been moved. If not we may need to have it hauled away. Mr. Carlson came and looked at the HVAC unit. From what he could tell it seems to be working, but it should be replaced. He is willing to purchase the equipment at cost if installer doesn't mind. Mr. Scott feels that we should get an architect involved at this point and see if the HVAC can be moved outside to be more accessible. Suggests putting a hard duct throughout similar to Wal-Mart. The board discussed the possibility of leaving the high tin ceiling exposed, and the necessity of meeting with people in Crane to discuss what they would like to see. Mr. Huy mentioned that the HVAC is a big ticket item that needs to be done. Mr. Carlson was put on the phone to discuss the upgrades to the HVAC system. He estimated that it would be \$25,000 for the equipment and \$25,000 for the installation. Mrs. Carlson suggested several companies that might be able to replace the HVAC including Knight Heating & Air, a company in Sparta, two in Shell Knob, and 1 in Cape Fair. Local bids will be accepted once the architect has been contacted.

The board also discussed the need to prioritize the front entrance of the building. It was agreed upon to prioritize moving the front entrance up even with the sidewalk, and to do something about the loose glaze panes at the top of the building.

Mr. Scott asked if the building had been added to the library's insurance policy. Mrs. Payne stated that she had called and added it, but had not received any paperwork yet.

Mr. Huy suggested that first an architect should come look at the building and give us an idea of where to start, and then a meeting should be scheduled with people in Crane. Possibly a special committee to start with. Mrs. Carlson suggested partnering with the school superintendent to see how we could better support the local schools with the building. Plans to start meeting with the community will start in the spring.

Mr. Scott also wants to start investigating the possibility of putting in a building in Blue Eye. He wants to look for grant money to install a storm shelter that could potentially also help fund the building. Mrs. Sheridan suggested contacting Stone County Emergency Services. Mr. Scott asked Mrs. Payne to start the research and he would investigate.

Isaac Estes-Jones of the Crane Chronicle was in attendance. He asked the library board to keep him informed of the building project.

It was decided there was no need for a closed session.

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

Respectfully,

Rebecca Payne, Secretary