

Stone County Library

Regular Board Meeting

February 20, 2020

Beginning Time: 1:05

Ending Time: 2:45

The Board of Trustees of the Stone County Library met in regular session on Thursday, February 20, 2020. The meeting was called to order by President George Scott. Those present were George Scott, Angie Evans, Jim Huy, and Steve Seaton. Pam Sheridan was present via phone.

The minutes from the previous meetings were reviewed. Mr. Seaton made a motion to approve the minutes from both meetings. Ms. Evans seconded the motion. All in favor. **Motion carried.**

Treasurer's Report:

The balance for the treasurer's cash at the end of January was \$941,340.90 and the building reserve was at \$197,028.56. Some big expenses were \$80,000 for Galena building and \$12,900 for lead paint removal. Expecting first invoice for Crane building. Mr. Huy made motion to approve treasurer's report. Ms. Evans seconded the motion. All in favor. **Motion carried.**

Discussion about CD at Simmon's Bank that was a donation from Ivon Hilton in the amount of \$700, to leave or remove. Mr. Scott suggested cashing out to be used for items in Crane. Mr. Huy agreed. Ms. Evans suggested a plaque be made in honor of donation. Ms. Evans made motion to cash out CD with the stipulation a plaque be purchased and displayed on item purchased by said CD. Mr. Seaton seconded the motion. All in favor. **Motion carried.**

Librarian's Report:

Annual Report

Ms. Payne discussed some aspects of the annual report. Some highlights were the fine free implementation, receiving budget from taxes and salary budget only being 40% of overall expenses. Mr. Scott asked about healthcare via being Chamber of Commerce members. Ms. Payne said the library will pay the membership fee with a policy being implemented that employees that wish to attend Chamber luncheons do so at their own expense. She asked that the board table insurance until 2021 with the new fiscal year.

**Stats** were off for computers due to switching systems. Concerns were expressed about decrease in computer use at Blue Eye. Ms. Payne reported that computer tracking is not as accurate in Crane and Blue Eye as it is in Galena since Wi-Fi is not tracked at those locations. She is getting a quote from KPM for wireless routers at Crane and Blue that will make the tracking more accurate. Mr. Seaton asked how the door counters worked and Ms. Payne explained how they worked. **No motion needed.**

**Service**

Circulation; Year-to-Date was down in Blue Eye, but up at both Galena and Crane.

Programs; Year-to-Date, all were up.

Personnel Changes: Ms. Payne introduced Ms. Pam Wood as the new Children's and Outreach librarian for Crane, announced the resignation of Mr. Johnathan Boan, and hiring Ms. Cathy Noll as new

kindergarten-12<sup>th</sup> grade Children/Youth services librarian at Galena. Ms. Payne announced that Ms. Patricia Roman will retire March 25<sup>th</sup> and Ms. Marissah Bowling is ready to assume the preschool program becoming the Pre-school StoryTime librarian for Galena. All branches will close on March 25<sup>th</sup> @ 1:00 to celebrate Ms. Roman's years of service and retirement.

Blue Eye: Ms. Payne, Mr. Scott, and Mr. Huy visited properties for possible purchases and deemed not suitable. Ms. Payne posed returning to the idea of purchasing the acre of land from The Village. Both Mr. Scott and Mr. Huy agreed, but only needing 75 ft of said land. Paperwork would need to be completed by The Village before moving ahead. Ms. Payne will contact J.D. with The Village and inform him of the library's intentions. Mr. Seaton made motion to authorize negotiations for acquisition of 75ft of property from The Village of Blue Eye. Mr. Huy seconded the motion. All in favor. **Motion carried.**

Other Blue Eye News: New custodian needed for Blue Eye. Received one sealed and one unsealed bid. Mr. Scott and Ms. Sheridan know of some others who might be interested. Ms. Evans wants Ms. Payne to make sure that whomever is hired has liability insurance. Mr. Seaton made the motion to authorize discretion of the director when hiring for the position. Mr. Huy seconded. All in favor. **Motion carried.**

Crane and Galena: Only one bid on tuck-pointing. Same company, same bid, covers both buildings. Mr. Huy made motion to accept bid. Ms. Evans seconded the motion. All in favor. **Motion carried.**

Other Crane news: Hamby Contruction has made progress on building. They verified there is a 17-inch difference in floors instead of 13 inches as originally thought. Changes should be minimal to compensate. One is eliminating concessions window, which in turn will save money.

Other Galena news: Resignation of Mr. Johnathan Boan and retirement of Ms. Patricia Roman.

Other Business: Ms. Payne requested a new policy to add a probationary period of 6 months for new employees. Ms. Evans made motion to accept new probationary policy effective immediately. Ms. Sheridan seconded. All in favor. **Motion carried.**

FOTL by-laws are in. Mr. Scott wants to preview before any decisions are made. Tabled until next meeting.

Ms. Payne would like to implement a background check for volunteers. Suggestions of C.A.N. Screenings or CASEnet to be used. No motion needed.

Ms. Payne would like all branches to be closed July 3<sup>rd</sup> and 4<sup>th</sup> of 2020 in observance of Independence Day. Board agreed. No motion needed.

Next regular meeting: March 19, 2020 at 1:00 pm.

Ms. Evans made motion to adjourn the meeting. Mr. Huy seconded the motion. All in favor. **Motion carried.**

Respectfully,

Rebecca Payne, Director