

Stone County Library

Regular Board Meeting

November 19, 2020

Beginning Time: 1:03 PM

Ending Time: 3:26PM

The Board of Trustees of the Stone County Library met in regular session on Thursday, November 19, 2020. The meeting was called to order by President George Scott. Those present were George Scott, Angie Evans, Jim Huy, Steve Seaton, and Pam Sheridan was present via Zoom.

Mr. Scott called the meeting to order. The minutes from the previous meeting was reviewed. Mr. Seaton made a motion to approve the minutes from previous meeting. Mr. Huy seconded the motion. All in favor. **Motion carried.**

#### **Treasurer's Report:**

The balance for the treasurer's cash at the end of October was \$120,401.79 and the building reserve was at \$107,670.97. A payment of approximately \$11,000 was to be paid out for the audit. Salaries and monthly bills were left to finish out expenses for the year. Nothing major was found in the audit. We were compliant in all aspects, just a routine. Mr. Huy made motion to accept treasurer's report. Ms. Evans seconded. All in favor. **Motion carried.**

#### **Librarian's Report:**

Due to spike in COVID cases in the county, live programming ceased with transition to virtual and passive programs. All branches are teaming up to offer same types of programs. Mr. Huy suggested live programs to resume in May if cases are down. Ms. Payne reported that the economic development technology grant came through and we were able to supply each branch with 6 new laptops for educational and telehealth appointments. Crane was also able to get 6 new desktop computers with this one grant. Ms. Payne reported on the holds locker to be set in Reeds Spring City Hall. Installation date has been moved back to Dec. 2<sup>nd</sup>. The item drop box is in place. Tests are being run to ensure requests will be processed. Ms. Payne expressed her desire to establish an outreach of programs to reach Reeds Spring patrons in 2021. Mr. Scott inquired about the Friends of the Library and a possible book sale. Ms. Payne said she has a few interested people, but with the new company (Baker and Taylor), through whom she orders books, there might not be need for a book sale, but a Friends group would be nice to hold other fundraisers. Ms. Scott encouraged her to maintain contact. **No motion needed** on Librarian's Report.

#### **Crane**

Water heater and garbage disposal were on same breaker and could not handle the load. Ms. Payne contacted Hamby construction and it was corrected immediately, along with a larger heater being install. All covered under warranty. Other expenses Ms. Payne expects for Crane are security cameras, locksmith, and tuck point, with an estimate \$21,000-\$26,000 (or less).

#### **Blue Eye**

No information on the 1 acre on 13. It's an empty lot with no amenities. Beth has reached out to the realtor with no return contact. The cost is \$28,000. There were Issues with septic back up during the heavy rain. Ms. Payne closed the branch for 2 days, due to the backup. Beth called in the cleaners to clean before reopening. Blue Eye lease needs to be renewed by end of December. Mr. Seaton asked the costs and was informed it is \$500/month. Ms. Evans made a

motion to renew lease for another year at \$500/month. Mr. Seaton seconded the motion. All in favor. **Motion carried.**

### **Other Business**

Miscellaneous Budget Inquiries:

Mr. Scott asked if there is anything unexpected in the budget for 2021, such as monies from the state and property taxes. Ms. Payne said she budgeted half the amount for state aid and state a&e, but doesn't foresee property tax allotment changing too much in 2021. She, also, did not budget for grant possibilities, because they are an unknown and a bonus to the budget. The only major line adjustment is for insurance for buildings and contents due to wanting to get LED lighting for Galena and tuckpointing for Crane. Ms. Payne feels that she should be able to add approximately \$22,000 to the reserves fund.

Mr. Huy made a motion to accept the proposed 2021 budget. Ms. Evans seconded. All in favor. **Motion carried.**

Ms. Payne made a request from staff for a purchase of a laminating machine to be used for children's program, summer reading, informational fliers to schools and outreach programs. The estimated cost is \$2500. Mr. Seaton made a motion to purchase a laminating machine. Mr. Huy seconded the motion. All in favor. **Motion carried.**

Mrs. Payne informed the board that there were not enough employees interested in health insurance for her to pursue it.

Outreach, Salaries, and Employment:

Mr. Huy questioned expenses for outreach. Ms. Payne ensured him it was for candy for Halloween and parades, flyers to reach the schools, materials to homebound. He then asked about salaries for employees. Ms. Payne informed him that she budgeted for the 2% increase that was already place by the tier payment schedule.

Ms. Payne informed board that a full-time children's programmer was added to Crane and a part-time circulation employee was added to Galena during 2020.

The board then went into closed session to perform the annual review for the director.

Next regular meeting: January 19th, 2021 at 1:00 pm.

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

Respectfully,

Rebecca Payne, Director