Stone County Library

Regular Board Meeting

May 16, 2024

Beginning Time: 12:58 PM

Ending Time: 2:50 PM

The Board of Trustees of the Stone County Library met in regular session on Thursday, March 18, 2023. The meeting was called to order by Board president George Scott. Present were John Powers, Steve Seaton, Sandy Haynes, and Angie Evans. David Bolton with Crane Agency was present.

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

**Insurance Agent Report:**

David Bolton W/ Crane Agency reported that he noticed gaps in coverage with our current insurance policy. The gaps that he brought before the board are: Excess Liability, Coinsurance Protection, Cyber Suite, hire and Non-owned, Workman’s Comp, Employment Practices, Cyber Liability, Director’s and Officer's Liability, Social Engineering, Flood Hazard, and Crime Coverage. He also presented the board with facts of being under insured in replacement costs at Blue Eye and Employer’s Liability.

After presentation the board president didn’t see a need for flood coverage or Business Personal Property Limit. He also wanted to make sure there was coverage for a metal roof at Galena location, once one is installed. David informed the board of the need of harassment coverage regarding employees. Ms. Lewis said she will be updating the harassment policy regarding that issue and bring it before the board for a vote. David elaborated on potential hacking and the need for coverage. Mr. Powers questioned the need when there are limited people that sign checks. Ms. Lewis is more concerned with the bank account being hacked but feels that the audit each here would catch that. She feels there are safe fails, just not insurance protection for hacking. Ms. Hayes was concerned about public computers and protected information. Ms. Lewis said she would review the user agreement to make clear that there are safeguards in place, but it is a public computer.

After much discussion the board made a motion to make some changes and table the rest for review and later discussion.

Ms. Haynes made a motion for the director to start the process of canceling the Director and Officer’s Policy with Eustler’s and switching the Policy to Crane Agency. Mr. Seaton seconded the motion. All in favor. **Motion carried.**

Mr. Seaton made a motion to increase coverage to $300,000 in Employer’s Liability. Ms. Evans seconded the motion. All in favor. **Motion carried.**

Mr. Seaton made a motion to increase coverage to $1,000,000 in replacement cost at the Blue Eye location. Ms. Evans seconded the motion. All in favor. **Motion carried.**

Another form David recommended was an Authorized Individual List of those that can sign documents in the director's absence. Mr. Seaton made a motion for those officers that can sign checks to be able to sign documents, as well Those officers being the board president and the treasure with an updated list created annually to coincide with officer elections. Mr. Powers seconded the motion. All in favor. **Motion carried.**

**Treasurer’s Report:**

The treasurer’s cash stands at $609,285.47 with building reserves at $113,671.53. Ms. Lewis reported that State A&E is late coming in but is still expected. Ms. Lewis is still working with the county to get funds transferred to our own library bank account. Once the transfer happens, it will be in one lump sum, splitting between the Treasurer’s Cash and Building Fund. Ms. Evans made a motion to approve the treasurer’s report. Ms. Haynes seconded the motion. All in favor. **Motion carried**.

**Friends of the Library:**

A member of the friends' group contacted Ms. Lewis telling her they plan to have a book sale at the Crane location during the Broiler Festival. They are searching for volunteers to help transfer the books to the Crane location.

**No motions needed.**

**Librarian’s Report:**

Ms. Lewis reported that auditors completed their on-sight workday and now she is waiting for the results. Nothing seemed to be out of the normal. A goal Ms. Lewis has is transferring hard copies of past board minutes to digital files. Ms. Lewis reported that the staff training day went. Ms. Lewis reported that due to the resent change in FSLA regulations, she must switch all full-time, excluding her, to hourly. Once those full-time staff members reach their 40 hours, she will encourage them to use comp. time at time and half. She also reported that minimum wage is set to increase in 2025 if the ballot passes and up to $15.00/hour by 2026. She feels that the first 2 years are manageable, but if the senior tax credit passes in the legislature, it might have a significant impact on salaries. The positive is that by the time that impact might be noticeable the Galena building will be paid off. The final item reported by Ms. Lewis is that Summer Reading school schedule has been set and decorations started for the kickoff on June 1.

**Crane**

A roofing contract has been signed and deposit sent for materials to replace the roof. The rain has delayed the start of repair.

**Galena**

A bid to fix the exterior light came in from Dan Stone at $7500.00 Digital item usage is up, but computer usage is a little lower.

Mr. Seaton made a motion to accept the electrical bid to replace the exterior lighting of $7500. Any further cost will need to be approved by the board. Ms. Evans seconded the motion. All in favor. **Motion carried.**

**Blue Eye**

Blue Eyes circulation and e-resource numbers are struggling, but their computer usage is up. The new employee has hit the ground running and seems to be a great asset to the Blue Eye team.

**Reeds Spring Holds Locker**

Nothing to report.

**No motion needed** on Librarian’s Report.

Next regular meeting: June 6, 2024, at 1:00 pm.

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

Respectfully,

Rebecca Lewis, Director