

Board Meeting Minutes

Tues. April 16 2024

The Board of Trustees of the Polk County Library met in session on Tuesday, April 16th at 5:30 pm at the Polk County Library, Bolivar, MO. Those present were LeeAnn Clark, Ed Kurtz, Kaye Eversoll, Verna Haun and Mari Woosley. Also present were Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director.

Ms. Clark called the meeting to order at 5:30 pm.

Mr. Kurtz made a motion to approve the agenda; Ms. Haun seconded. All members voted in favor. **Motion carried.**

The minutes from the previous meeting were reviewed; a few corrections were noted. Ms. Eversoll moved that the minutes be approved as amended. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

The monthly financial reports and bills were examined by the Board. Ms. Haun moved that the bills and financial reports be approved as presented. Ms. Eversoll seconded. All members voted in favor. **Motion carried.**

Ms. Knight gave the Director's Report. Circulation is continuing to drop slightly but visitors and program attendance are seeing increases system wide. Computer use and Wi-Fi use are dropping. Ms. Knight reported on the plans for Adventure Begins At Your Library, the summer reading program. She previewed the promotional video and talked about the special programs from June 1st through August 5th.

In other library news, Ms. Knight reported The Friends of the Library will be having a book sale, April 26th and 27th. Three staff members attended the Missouri Evergreen User Conference in Columbia on April 11th and 12th. Ms. Knight is also in the process of creating a maintenance log to keep track of all maintenance at all branches. The log will be uploaded to the Administration OneDrive when complete so that administration can keep it updated.

In a Bolivar library renovation update, Ms. Knight reported only two items remain on the punch list: patio lights flickering and some blinds not installed. All other items from Hambey Construction had been completed. The library does not yet have the completion paperwork from Hambey Construction. Grooms Office Environments have ordered the glides to replace the casters on the meeting room chairs and will do the installation.

Ms. Taylor gave an update on grants. The Technology Mini Grant and the Summer Reading Program Grant are in various stages of implementation. The library has been awarded a Spotlight on Literacy grant for building life skills in the amount of \$3,832 for workshops and accompanying kits for circulation. These workshops and kits will be marketed for adults and begin in the Fall. A Technology Ladder Grant for new computers and technology for the Gipson-Padgett Room has also been applied for in the amount of \$12,128.

In new business, Ms. Knight gave a presentation on the Missouri Public Library Standards and the Public Library Survey. The Library moved from an Essential designation on the Library Standards to an Enhanced designation this year. Ms. Knight compared and contrasted the Library with other Missouri libraries using data from the 2023 Public Library Survey.

Ms. Eversoll moved to adjourn at 7:05 pm. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, May 21st at 5:30 pm.