

## Board Meeting Minutes

Tues. May 21, 2024

The Board of Trustees of the Polk County Library met in session on Tuesday, May 21st at 1:00 pm at the Polk County Library, Bolivar, MO. Those present were LeeAnn Clark, Ed Kurtz, Kaye Eversoll, and Mari Woosley. Also present were Colleen Knight, PCL Director, and Tiffany Taylor, PCL Assistant Director. Absent was Verna Haun.

Ms. Clark called the meeting to order at 1:05 pm.

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

The minutes from the previous meeting were reviewed. Mr. Kurtz moved that the minutes be approved as presented. Ms. Woosley seconded the motion. All members voted in favor. **Motion carried.**

The monthly financial reports and bills were examined by the Board. Ms. Knight noted that the migration to Quickbooks Online is complete and that Mid Missouri Bank has increased the interest on the money market account to 4%. Mr. Kurtz 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 slightly decline. Ms. Knight presented information that the drop is almost entirely due to the decline of DVD's; indeed, almost all other shelving locations are increasing. Visitors and program attendance are seeing increases system wide. Computer use and Wi-Fi use are dropping. Ms. Knight reported Adventure Begins At Your Library, the summer reading program, begins June 1<sup>st</sup> with a kickoff program at Bolivar.

In facilities news, Ms. Knight reported the maintenance log is complete and uploaded to OneDrive. Midwest Roofing repaired ridge caps at the Bolivar Library that were blown off during a recent storm and is still looking at replacing gable vent on library's west end. Humansville also had a small roof leak; Taylor-made Roofing made repairs. Fair Play's HVAC is not working; Trane will visit tomorrow to assess problem.

Ms. Knight also reported on Microsoft's multifactor authentication upgrade. All staff and board members will be required to go through the authentication process, either through the authenticator app or some other manner.

Ms. Taylor gave an update on grants. The Technology Mini Grant, Spotlight on Literacy, and the Summer Reading Program Grant are in various stages of implementation. A Technology Ladder Grant for new staff computers, Fair Play patron computers, and technology for the Gipson-Padgett Room has also been awarded for in the amount of \$12,046.

In new business, a proposed payroll budget increase was considered. Ms. Knight requested to change the Adult Services/Marketing position from part-time to full-time and add an additional 20 hr-per-week circulation assistant. The change would increase payroll subcategories of payroll wages by \$11,000, payroll liabilities by \$1,635, and medical insurance by \$2,422 for a total to the payroll budget line item of \$15,057. Mr. Kurtz made a motion to increase the payroll budget by \$15,057 as proposed. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

Ms. Knight also mentioned that the library was out of compliance on the audit for FY23 because a budget for the renovation was not adopted. To be in compliance for FY24, she proposed a budget for the renovation for this current fiscal year.

FY24 Library Building Fund Budget

Projected Income

|       |           |                 |
|-------|-----------|-----------------|
|       | Donations | \$15,000        |
|       | Interest  | \$20,000        |
| Total |           | <u>\$35,000</u> |

Expenses

|       |              |                  |
|-------|--------------|------------------|
|       | Architect    | \$2,712          |
|       | Construction | \$288,702        |
|       | Furniture    | \$52,150         |
| Total |              | <u>\$343,564</u> |

Ms. Eversoll made a motion to accept the proposed FY24 Library Building Fund Budget. Ms. Kurtz seconded. All members voted in favor. **Motion carried.**

The Board also considered the Hamby Construction payment application which included the release of retainage. The Board examined the final paperwork, lien releases, as-built drawings and other documents. Mr. Kurtz made a motion to pay this application. Ms. Woosley seconded. All members voted in favor. **Motion carried.**

In other business, Ms. Knight presented a slideshow for the board on the cost of operation for each of the library branches.

Ms. Eversoll moved to adjourn at 2:27 pm. Mr. Kurtz seconded. All members voted in favor. **Motion carried.**

The next regular meeting will be Tuesday, June 18<sup>th</sup>, 2024 at 5:30 pm.