

**LIBRARY MINUTES  
BOARD OF TRUSTEES  
JOPLIN PUBLIC LIBRARY  
16 APRIL 2018**

The regular meeting of the Joplin Public Library Board of Trustees was called to order at 4:01 p.m. in Conference Room 1 of the Library by Board President William Pate. Board Members Doug Glynn, Dorothy Willcoxon, David Layne, Nicole Shoaf, Amy Koeshall, Mary Gaarder Lisa Erickson, and Barbara Hicklin, and Library Director Jacque Gage were present. Taylor Cunningham with the City of Joplin was also present.

**BOARD EDUCATION:** Post Librarian Jill Sullivan demonstrated the equipment in the Makerspace.

**MINUTES:** Minutes from the regular March 2018 meeting were approved as distributed. **(Gaarder/Hicklin) 8/0**

**EXPENDITURES:** February non-salary expenditures in the amount of \$53,015.46 were approved. **(Willcoxon/Layne) 8/0**

**COMMITTEE REPORTS:** None.

**UNFINISHED BUSINESS:**

1. **Electric car chargers.** Jacque has requested quarterly reports from Empire for the usage of the charging stations. In January, the stations cost the Library \$17.08; in February, \$29.79; and in March, \$25.42.
2. **Dress code.** Jacque proposed revising the Library staff dress code. Motion by Hicklin, second by Gaarder to approve the proposed changes to the employee dress code. Motion passed. **8/0**
3. **Update on bequest.** The estate of Doris Bennett left money to the Library. A check for more than \$85,000 was received. Reference Librarian Patty Crane found an obituary for this mystery donor, but the Library is still in the dark as to why Mrs. Bennett chose to bequeath it the money.
4. **Tech Logic update.** There will be an extension built for the drive-up book drop. Jacque has received copies of the work order to fabricate it. Technicians will install it when they do their annual preventive maintenance.
5. **Community Room circuitry.** The work is done.

**NEW BUSINESS:**

1. **Leave policy.** Sick and personal leave are currently taken in a minimum of one-hour increments. After that, staff can add increments of half-hours. However, some staff have tried to take sick and personal leave in less than half-hour increments, which complicates record-keeping. Jacque would like to prevent this practice and require

- half-hour increments. Motion by Glynn, second by Willcoxon to approve the changes to the leave policy. Motion passed. **8/0**
2. **Updated signatory resolution.** The resolution gives authority to officers other than the President to sign documents. The current one needs to be updated. Motion by Shoaf, second by Gaarder to update the signatory resolution. **8/0**
  3. **Drew Kimble/12Eighty-One Photography.** Mr. Kimble did the architectural photography for R. E. Smith. Jacque would like to invest in one of his prints for the building. The cost could be several hundred dollars.

## **LIBRARIAN'S REPORT:**

### **Announcements:**

- Reported on attending PLA in Philadelphia.
- Currently accepting bids for window cleaning.
- Finance Committee needs to present driver's licenses and fill out paperwork for Well Fargo.
- Another \$155,000 has matured at U. S. Bank.
- Addition to Children's policies: "Children's programming is intended for a specific audience. Permission to attend Children's programming by adults and older children will be evaluated by the Children's Librarian on a case-by-case basis." Motion by Layne to amend the policy, second by Hicklin. Motion passed. **8/0**
- Button to enter from patio installed.
- A piece from the Children's Department fell from the ceiling. The ceiling has been fixed and inspected. Pieces have also come off the exterior of the building. Repairs are forthcoming.
- 11-month walk-through schedule for this month. Have lists of things to cover.
- Second blood pressure clinic went well with 15 seen again. This service provided by the Community Clinic will continue as long as it is utilized.
- Maintenance worker Jerry Bandy resigned, effective May 4, to take another job. Jim Heath is going full-time, so a new part-timer will need to be hired.
- Serving as a Small Business of the Year judge with the Chamber of Commerce this year.
- Have submitted a grant to Firehouse Subs to get an AED for the Library.
- Neosho Library is having the ribbon cutting for its new addition on April 27.
- Installing slat wall display units for community information.
- Kudos to Computer Lab employee Alonzo Byers for assisting patron with iPhone difficulty.
- Have at least three registered passport agents, with more in training. Will not promote this service until more people are registered agents.
- Policies recently approved have been added/updated/replaced in the Policy Manual. If Board Members want an up to date copy, just ask.
- Handed out a PLDS stats brochure.
- Will be receiving an updated quote for next year's D & O Policy.

- People can leave comments and ratings on Google. Jacque had a comment printed on a poster for free and plans to hang it up.

**Statistics:** No discussion.

President Pate reported that the TIF Committee met. He attended the meeting but didn't get a chance to speak. The TIF is extended but will still be paid off sooner than originally anticipated.

New Board Member Barbara Hicklin introduced herself.

Guest Taylor Cunningham introduced herself.

The meeting adjourned at 5:18 p.m.

Written by

---

Administrative Assistant

Approved by

---

Library Director

The next regular meeting of the Board of Trustees of the Joplin Public Library will be held at 4 p.m. Monday, 21 May, 2018, in Conference Room 1 of the Library.

