

**LIBRARY MINUTES
BOARD OF TRUSTEES
JOPLIN PUBLIC LIBRARY
17 JULY 2017**

The regular meeting of the Joplin Public Library Board of Trustees was called to order at 4:03 p.m. in Conference Room 1 of the Library by Board Member Bobbi Myers. Board Members Nicole Shoaf, Amy Koeshall, Mary Gaarder, and Lisa Erickson, and Library Director Jacque Gage were present.

EXCUSED ABSENCES: Dorothy Willcoxon, David Layne, William Pate and Doug Glynn.

MINUTES: Minutes from the regular June 2017 meeting were approved as distributed. **(Shoaf/Gaarder) 5/0** Minutes from the closed session of the June 2017 meeting were approved as distributed. **(Shoaf/Erickson) 5/0**

BOARD EDUCATION: Board President William Pate received a letter about patron privacy in regards to holds and interlibrary loans. Jacque explained how holds are displayed and interlibrary loans are stored, as well as how the self-checkout units are used.

EXPENDITURES: June non-salary expenditures in the amount of \$53,585.54 were approved. **(Shoaf/Erickson) 5/0**

COMMITTEE REPORTS: None.

UNFINISHED BUSINESS:

1. **Post art policy and challenge.** Post Art Librarian Jill Sullivan presented the policy on challenges to works of art in the Library. Motion by Gaarder that the policy has been read and accepted by the Board. Second by Koeshall. Motion passed. **5/0**
2. **Library lease.** The Joplin City Council has approved the lease. Jacque has consulted with the attorney kept on retainer by Missouri Public Library Directors (MPLD), and he found nothing out of the ordinary. Motion by Shoaf to approve the lease as written with the City. Second by Gaarder. Motion passed. **5/0**
3. **Insurance for new building.** Because the City has taken out a policy on the Library, we are currently double-covered. There is a difference of nearly \$8,000 between the City's policy and the Library's policy, with the City's policy being lower. Motion by Gaarder that the Library change its insurance over to the City's coverage. Second by Shoaf. Motion passed. **5/0**

NEW BUSINESS:

1. **Employee vacation variation.** Library policy states that employees can only carry over half of their accrued amount. There is currently an employee with various health issues whose vacation is usually expended in hospital stays. Because she has been relatively healthy this year, she stands to lose 26 hours of vacation. Jacque proposes

converting that 26 hours of vacation to sick time for this one employee. Motion by Koeshall that 26 hours of vacation be converted into sick leave, to allow for a one-time variance of vacation. Second by Gaarder. Motion passed. **5/0**

2. **Board signatory resolution.** The last one was signed more than four years ago, and there has been significant Board turnover since then. It's time to sign a new one. Jacque proposed adding to the resolution that in the absence of Board officers, any Board member in good standing may sign documents. Motion by Shoaf to approve this change, with the caveat that the Board be informed if a non-officer signs a document. Second by Koeshall. Motion passed. **5/0**

LIBRARIAN'S REPORT:

Announcements:

- There will be a blood drive at the Library on Aug. 10.
- The Library will need to file form 990. Jacque requires the assistance of a CPA to fill it out. She has received a recommendation from City Finance Director Leslie Haase.
- Two Department Heads will have a table at the KCUMB Welcome Day.
- The two mobility scooters have arrived. A state grant will cover 75% of the cost.
- The State Librarian visited last week.
- There is a grant monitoring visit this week.
- The old building is still not cleared out. Jacque will need to hire a roll-off dumpster and pay some people to finish emptying the building.
- More furniture will be delivered tomorrow.
- A popcorn machine has been purchased for use during Library programs.
- Jacque is scheduled to speak to a couple different groups.
- Social Security numbers are completely scrubbed from the database, to the best of our knowledge.
- There will be a solar eclipse viewing party on Aug. 21st.
- Still dealing with some issues with the new building, such as lighting.

Statistics: Compared with 2016 (May 30-July 10), circulation is up 39%. New cards are up 200%. There has been a 4% increase in door count, although Jacque is not certain if this uptick is due to use of a different system or increased traffic.

The meeting adjourned at 5:10 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 August, in Conference Room 1 of the Library.