

**LIBRARY MINUTES
BOARD OF TRUSTEES
JOPLIN PUBLIC LIBRARY
18 JULY 2016**

The regular meeting of the Joplin Public Library Board of Trustees was called to order at 4:00 p.m. in the Library's Large Meeting Room by President William Pate. Board Members Doug Glynn, Bobbi Myers, Charles Parker, David Layne, and Nicole Shoaf, and Library Director Jacque Gage were present.

Excused absences: Dorothy Willcoxon and Courtney Dermott.

BOARD EDUCATION: Jacque reported on the recent visit by the OPN architectural team to work on furniture. Kudos to Technical Services Librarian Leslie Hayes, who sketched out her entire area in computer drafting and impressed those in attendance at the meeting. The circulation desk will be free-standing, with self-checkout units that will accommodate a staff member should the patron need assistance.

MINUTES: Minutes from the regular June 2016 meeting were approved as distributed. (Myers/Glynn) 5/0

EXPENDITURES: May non-salary expenditures in the amount of \$45,063.79 were approved. (Myers/Layne) 5/0

REVENUES: The first installment of the Titus Foundation money has been received. However, the check was made out to the Library instead of the Joplin Library Foundation. The check has been returned and will be reissued to the Foundation. This money will result in next year having to file a longer 990 form with the IRS. The Library will want to hire a CPA to do this correctly.

COMMITTEE REPORTS: Personnel. The Personnel Committee met last week to discuss items listed on the Unfinished Business and New Business portion of the agenda.

UNFINISHED BUSINESS:

- **Background checks.** The Committee met with representatives from Atlas Risk Management. Going back seven years, Atlas would verify addresses and check the multistate criminal database and multistate sex offender registry. The cost would be \$18/person, with no monthly fee or retainer. The annual cost would be around \$200. Employee must sign a consent form, and they are entitled to know what the report says if it adversely affects their employment. Motion by Glynn that the Library hire Atlas Risk Management to be its background check source, conducting the basic check of prospective and current employees, second by Layne, motion passed. 5/0 A Board member questioned how to handle it if current employees refuse to sign the consent form. Motion by Shoaf to draw up a policy about the background checks and what to do if a current employee refuses to

consent to one, second by Layne, motion passed. **5/0** The Board directed Jacque to check the new hires, then draft a sample policy for next month.

- **Naming of committees.** Personnel: Dorothy Willcoxon and Courtney Dermott. Administration and Finance: Doug Glynn, Bobbi Myers, and David Layne. Building and Grounds: Charles Parker and Nicole Shoaf. The President is ex officio on all committees and will appoint the incoming Board member either to the Personnel or Building and Grounds Committee.

NEW BUSINESS:

- **Exempt vs. non-exempt employees/use of a time clock.** The Department of Labor has raised the threshold of an exempt employee to \$47,476. Right now, eight people are exempt. After the new policy takes effect in December, only three will remain exempt. The remainder would be non-exempt employees who would be paid time and a half if they work more than 40 hpw. Jacque proposed putting Lee Cushing at a level to allow her to remain exempt. The Personnel Committee's recommendation was to move Lee to Classification L4-4 (librarian 4, step 4). Such a change would accommodate the lengthy work hours that Lee works as IT Manager. Motion by Myers to accept the committee's recommendation, second by Glynn. Motion amended to include granting the raise at the start of the fiscal year, second by Glynn, motion passed. **5/0** For accuracy purposes and to treat non-exempt employees equally, it might be necessary to install a time clock. Motion by Shoaf that we adopt an official time-card system, second by Myers, motion passed. **5/0**

LIBRARIAN'S REPORT:

Announcements:

- The Library has purchased a Bed Bug Box to treat items that have been returned from homes with bedbugs. The box heats items to 120 degrees to kill the bed bugs.
- The Children's Librarian is interviewing candidates for an open part-time position (Jeni Driskill is transferring to the Local History Department) and a new full-time position being added with the Titus funding. The full-time person is being added now so that he/she can attend Family Place Training this fall.
- A page, Tina Carl, has resigned. She will be replaced with Damaris Horn, daughter of Reference Assistant Laura Horn. Damaris has served as a Library volunteer for several years.
- Appointments scheduled with two of the three vendors for the 24/7 library system that will remain in the downtown area. Most likely will use capital improvements funds for the system.
- Working with the Reference Librarian on the lease for a new copier that will also handle printing for the public from wireless devices.
- City council will be appointing a new board member at either tonight's meeting or a future meeting.

- FY17 overhead charges. Will go up 27 percent next year. Assessed in Human Resources, Finance, City Attorney, IT, Public Works Administration, Public Works City Hall Maintenance, and Public Works Facilities Maintenance. Has talked the City out of Attorney and IT fees. The charges are based on square footage of the building, so there are concerns about how much they will go up when we move to the new building.
- Patron brought a live yellow-jacket nest into the building and left it sitting on the shelf. Staff killed the wasps and disposed of the nest.

Stats: We are busy this summer, but it's not reflected in our statistics as far as gate count and program attendance.

The meeting adjourned at 5:22 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, 15 August, in the Large Meeting Room of the Library.