

**LIBRARY MINUTES
BOARD OF TRUSTEES
JOPLIN PUBLIC LIBRARY
16 OCTOBER 2017**

The regular meeting of the Joplin Public Library Board of Trustees was called to order at 4:02 p.m. in Conference Room 1 of the Library by Board President William Pate. Board Members Doug Glynn, Bobbi Myers, David Layne, Nicole Shoaf, Amy Koeshall, and Mary Gaarder, and Library Director Jacque Gage were present.

EXCUSED ABSENCES: Dorothy Willcoxon and Lisa Erickson.

MINUTES: Minutes from the regular September 2017 meeting were approved as distributed, with amendments. **(Myers/Layne) 6/0**

EXPENDITURES: September non-salary expenditures in the amount of \$32,705.85 were approved. **(Myers/Glynn) 6/0**

COMMITTEE REPORTS: Administration and Finance. See New Business.

NEW BUSINESS:

1. **FY18 budget.** Jacque and the Administration and Finance Committee presented a proposed FY18 budget. There is one new element: makerspace revenues and expenses. The personnel cost includes a 2% cost of living raise for staff. There are many unknowns, particularly in regards to utilities. Motion by Layne to approve the FY18 budget as presented, with the addition of moving \$60,000 from the capital expenditures account. Second by Myers. Motion passed. **6/0**

UNFINISHED BUSINESS:

1. **Tech Logic: Moving the small AMH.** Tech Logic will add an 18-inch extension and realign the machine at no charge, if Jacque buys a three-year preventive maintenance agreement. She is currently awaiting paperwork. The plan will cost around \$8,000 per three years for both machines.
2. **Landscaping.** Six firms attended the mandatory meeting; four submitted a quote. The Building and Grounds Committee met to review the bids and chose Weed Whackers. Weed Whackers will handle weeding as well as lawn care. The irises have been overwatered and will be removed; they will probably be replaced with fountain grass to match the other beds. In addition, some trees and coneasters will be replaced.

LIBRARIAN'S REPORT:

Announcements:

- Six staff members attended the MLA conference in St. Louis (two on a Show-Me Steps to Career Development grant).
- Quentin Batson and Lee Cushing attended the MOREnet technical conference (one on a Show-Me Steps to Career Development grant).
- Wayne Pease Jr. of the custodial staff is out for six weeks recovering from surgery; a worker from a temp agency will be hired in his absence.
- Have begun accepting applications for an additional 20 hpw maintenance/custodial worker. (The hours have been shifted from a full-time position left open by a Technical Services assistant who retired during the summer. The remaining 20 hpw will be dispersed elsewhere.)
- Working on a partnership with NALA for digital literacy skills.
- Working on a partnership with Disney and First Book to receive children's materials for both the collection and programming.
- Working on Staff Day, scheduled for Nov. 10. Partnering with Missouri Department of Mental Health for front-line staff training in mental health while working with patrons.
- Had the makerspace grand opening. It was a busy day. Kudos to Jill Sullivan, Beth Snow, Leslie Hayes, Lisa Brown, and more for pulling it off.
- Community Clinic has held two flu shot clinics here for the public. The City also held one for employees.
- Rebecca Dudley left her circulation assistant position for full-time employment, so library page Breana Clark was promoted. Now hiring for a new page.
- Paul Whitehill and Art Weiss would like to install a replica of the Wyland orca mural from the old building. The City has no issues with this.
- Got information to the accountant to work on the Form 990.
- More furnishings have come. There is a new play kitchen and a dinosaur mirror infant play area in the Children's Department. Have been working with Grooms on the acquisition of tables and chairs as discussed in a previous meeting.
- Will be gone next Wednesday through the following Tuesday.
- A Summer Reading conference will be held in the community room on Thursday.

Statistics: We have surpassed circulation from last year's totals and still have a month to go. Use of study rooms continues to be a draw.

The meeting adjourned at 5:00 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, 20 November, in Conference Room 1 of the Library.