

**LIBRARY MINUTES
BOARD OF TRUSTEES
JOPLIN PUBLIC LIBRARY
15 MARCH 2021**

The regular meeting of the Joplin Public Library Board of Trustees was called to order at 4:01 p.m. by President Mary Gaarder. Board Members Nicole Shoaf, Barbara Hicklin, David Layne, Jim Fleischaker, Lisa Erickson, Andrea Cullers and Jennifer Baldwin, and Library Director Jeana Gockley were present.

EXCUSED ABSENCES: Emily Stanley.

BOARD EDUCATION: None.

MINUTES: Minutes from the regular February 2021 meeting were approved as distributed. (Hicklin/Fleischaker) 5/0

VOUCHERS: February non-salary expenditures in the amount of \$41,880.56 were approved. (Baldwin/Fleischaker) 5/0

COMMITTEE REPORTS: None.

UNFINISHED BUSINESS:

1. **Memorial endowment policy.** Jeana presented a proposed revised policy for memorial endowments. The proposed changes are: raising the minimum to \$10,000 for a fund to become perpetual, and using the prime rate as the annual rate of return. There was a motion by Ms. Hicklin and a second by Mr. Fleischaker to approve the proposed revised policy; motion passed. (7/0)
2. **Friends of the Library update.** The Board provided feedback on the current draft of the Friends group bylaws and asked questions.

NEW BUSINESS:

1. **Insurance proposals.** Jeana provided background on the Library's insurance needs. According to the lease agreement with the City, we need general liability, personal property and commercial coverage. Jeana has issued an RFP for the insurance pieces we need. This is not a budgeted expense.

LIBRARIAN'S REPORT:

Announcements:

Media Engagement

- On March 2, Jeana appeared live on KSN's Living Well and shared information about the PAL Mail Art Projekt and the Children's Book Club.
- On March 9, we issued a press release about our newly crafted strategic plan.

- The [Joplin Globe](#) featured a story on their front page.
 - [KSN](#) covered the story and aired a segment about it.
 - [KOAM](#) covered the story and aired a segment about it.
- On March 13, the [Joplin Globe](#) shared information about our vaccine registration help event scheduled for March 17.

Programs

- A two-day blood drive was held on February 18 and 19. Even with all the snow, 56 pints of blood were collected (21 units Thursday, and 35 Friday). It will help save the lives of over 160 people!
- Take Home Kits were in full force for February! Adult - Cat Diorama; Teen - Two handwarmer options - Hearts and Among Us themed; and Children's - STEM and Explore & Play.

Building & Grounds

- HVAC system was repaired on February 25.
- Lighting issue, affecting the lights above the Computer Lab. An electrical box in the LH storage room malfunctioned; Jeff and Josh replaced the whole box.
- Guarantee Roofing made repairs to the roof on March 12. (Areas of leaking: Children's storage, receiving room, and Chelsey's office)

Outreach

- Attended a SMART Cities work group meeting on February 24.
- Virtually attended Library Advocacy Day on February 22. Spoke to Senator Bill White on February 26.

Services Affected by COVID-19

- Preparing to expand some services and hours on April 5:
 - Expand hours to 57 per week (9-6 Monday through Friday; 9-5 Saturday and 1-5 Sunday)
 - Allow bookings for the community room and conference rooms
 - The Makerspace will be available for appointment only use
 - Cease quarantining of materials
- Services that remains affect:
 - Study rooms remain closed due to stored furniture
 - Some furniture remains stored or blocked off
 - Children's toys, games and computers remain stored or blocked off
 - Computers remain distanced in the Computer Lab
 - All programming remains virtual or as a "to-go," pick up format

Miscellaneous

- Purchased an electrostatic sprayer backpack unit and disinfectant.
- ILS update: The committee has watched seven ILS demos and discussed options. We are on track to make a decision.

STAFF COMMENTS: The Library was closed for five days in February due to weather, so numbers are down a bit. Hoopla numbers are up, probably due to bonus borrows and an email Chelsey Gatewood sent out promoting the ability to use Hoopla while the Library is closed.

BOARD COMMENTS: Ms. Baldwin asked about the ILS update taking place this week. Jeana explained that during the update process, patrons will not be able to use the catalog or check out. However, we will utilize off-line checkout.

The meeting adjourned at 5:06 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, 19 April 2021.