

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
January 19, 2022 at the Martinsburg Community Room

Call to Order:

The meeting was called to order by President Sims at 10:30 a.m. Board members present included Amy Childs, Kay Dubbert, Jessica Johnson Ekern, Karen Mossman, Kay Robnett, Steve Sims, Sue Waechter and Glenda Williams. Members absent: Connie Hesse
Also present: Library Director, Christal Bruner, and Office Manager, Monica Taylor.

Patron concerns/Public comments: None.

Approval of bills and minutes:

Approval of November and December bills with a motion by Ekern, second by Childs; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Mossman, Robnett, Sims, Waechter and Williams.

Approval of November minutes with a motion by Robnett, second by Williams; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Mossman, Robnett, Sims, Waechter and Williams.

Monthly Reports:

Director's Report – sent in packet

Statistical Reports – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee ***Ekern, Robnett***

Budget amendment: The proposed amended budget which provided allowances for auditor adjustments was rejected, and after much discussion the Board's general consensus was to use the actual unadjusted cash figures. Childs made a motion to amend the 2021 budget to match the actual unadjusted cash figures; Ekern seconded. Motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Mossman, Robnett, Sims, Waechter and Williams.

Audit update: As documented in the August 2015 Board minutes, former auditor Glenn Jensen had told the Library Board that the budget could be amended after the end of the year. The new audit firm has stated that budget amendments must be made prior to December 31 of the budget year. The related statute was written in 1961 and has not changed. The statute does not specifically state when budgets can be amended so it is open to auditor interpretation. 2021 was an unusual year with large, unexpected expenses at year-end, plus the library was billed for the entire Mexico building repair earlier than we were originally told we would be billed, and that changed the timing of when large payments were made. In the future, the library district will hold a special meeting, if needed, to amend the budget in the current budget year.

Endowment Fund CD update: The Endowment Fund CD matured on 1/10/2022. The library had \$430 in endowment contributions to be added to the fund. A new CD was opened at The Bank of Missouri for a 2-year term earning 0.43% interest.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

Vandalia entryway and parking lot: A pre-bid meeting was held on Friday, January 14th with 4 companies attending. Bids are due by noon on Saturday, January 22nd. The committee has a follow-up meeting scheduled on January 27th to review the bids and make a recommendation to the full Board. To move the process forward quickly we will hold a special meeting by email to make the final decision on which company to select for the project.

Mexico Library Building Repairs: Staat has been paid. Their lift is still on the parking lot.

Personnel Committee

Hesse, Mossman, Williams

An update was made to the Personnel Policy to add that the library prohibits employment discrimination on the basis of marital status or sexual orientation.

Unfinished business:

The Open Meetings and Records Policy discussion was tabled until February when the library's attorney may attend virtually to discuss in more detail.

The discussion on Board Bylaw updates was tabled until February.

New business: None.

Staff concerns: None.

Executive Session: None.

Other: None.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m. Wednesday, February 16, 2022 at the Martinsburg Library/Community Room.

Adjournment:

The meeting was adjourned at 11:30 a.m. with a motion by Childs, second by Robnett; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Mossman, Robnett, Sims, Waechter and Williams.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
February 16, 2022 at the Martinsburg Community Room

Call to Order:

The meeting was called to order by President Sims at 10:30 a.m. Board members present included Kay Dubbert, Karen Mossman, Kay Robnett, Steve Sims, Sue Waechter and Glenda Williams. Attending remotely were Amy Childs, Jessica Johnson Ekern, and Connie Hesse.

Also present: Library Director, Christal Bruner, and Secretary to the Board, Monica Taylor.

Attorney Randy Owings appeared via Zoom for a virtual discussion of the importance of the Sunshine Law and how it affects library meetings and correspondence. The statute regarding the Sunshine Law is "liberally construed" and it is a best practice to use a library-issued email address rather than a personal email address. The library district has provided an email address for all Board members to use.

After the virtual meeting with Randy Owings, the Open Meetings and Records Policy and library-issued emails were discussed. Motion to accept the policy by Waechter, second by Mossman; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Ekern, Hesse, Mossman, Robnett, Waechter and Williams. Childs left the meeting during this discussion. Abstain: President Sims

Patron concerns/Public comments: None.

Approval of bills and minutes:

Approval of January bills and minutes with a motion by Dubbert, second by Robnett; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Ekern, Hesse, Mossman, Robnett, Waechter and Williams. Abstain: President Sims

Monthly Reports:

Director's Report – sent in packet

Statistical Reports – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Ekern, Robnett

An amended 2021 budget was presented. Dubbert made a motion to approve the amended budget as presented, second by Williams; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Ekern, Hesse, Mossman, Robnett, Waechter and Williams. Abstain: President Sims

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

Vandalia entryway and parking lot project: The Property Committee met on January 27th to review bids and unanimously selected Heimer Construction. A special Board meeting was approved by President Sims so that the full Board could review the bids from all companies and make the final selection. All bidder information was emailed to the full Board on January 28th with a motion to accept the Property Committee's recommendation of Heimer Construction. Motion passed 8-0. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Waechter and Williams. Abstain: President Sims

All bidders were informed of the outcome. The library is working with attorney Randy Owings to prepare a construction contract which will be ready within a week. Also, per the attorney's recommendation, we are obtaining a Builder's Risk and Liability insurance policy for this project.

Mexico's automatic front door is having issues again, possibly due to rotting wood in the door frame. We are looking for a company to assess what is needed.

Personnel Committee

Hesse, Mossman, Williams

No report.

Unfinished business:

Property Committee member, Sue Waechter, brought up the committee's responsibilities as listed in the Bylaws and suggested that the annual building inspection be clarified. Robnett made a motion that the Bylaws state that annual building inspections are to be done only at Mexico and Vandalia as they are the only buildings owned by the district. Dubbert seconded; motion passed 6-0 by roll call vote. Yes votes from Dubbert, Hesse, Mossman, Robnett, Waechter and Williams. Ekern left the meeting during this discussion. Abstain: President Sims

Some proposed updates to the Board Bylaws were discussed, including clarifications related to the Open Meetings and Records Policy. Dubbert made a motion to approve all of the proposed changes, excluding one stating that the Board President would vote on all issues. Voting/not voting by the Board President has been handled in different ways over the years, and current Board members stated that it is not correct parliamentary procedure for the Board President to vote at meetings. Motion was seconded by Mossman; motion passed 6-0 by roll call vote. Yes votes from Dubbert, Hesse, Mossman, Robnett, Waechter and Williams. Abstain: President Sims

New business: None.

Staff concerns: None.

Executive Session: None.

Other: None.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m. Wednesday, March 16, 2022 at the Martinsburg Library/Community Room.

Adjournment:

The meeting was adjourned at 11:30 a.m. with a motion by Hesse, second by Mossman; motion passed 6-0 by roll call vote. Yes votes from Dubbert, Hesse, Mossman, Robnett, Waechter and Williams. Abstain: President Sims

**Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
March 16, 2022 at the Martinsburg Community Room**

Call to Order:

The meeting was called to order by President Sims at 10:30 a.m. Board members present included Kay Dubbert, Jessica Johnson Ekern, Connie Hesse, Karen Mossman, Kay Robnett, Steve Sims, Sue Waechter and Glenda Williams. Amy Childs arrived a bit later during the Director's Report.

Also present: Library Director, Christal Bruner, and Secretary to the Board, Monica Taylor.

It was announced that Ekern was resigning from the Board due to taking a different job that would not allow her the time to attend Board meetings. This was the final meeting she could attend. Everyone expressed appreciation for her excellent service to the library district and wished her well.

Patron concerns/Public comments: None.

Approval of bills and minutes:

Approval of February bills with a motion by Hesse, second by Dubbert; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Ekern, Hesse, Mossman, Robnett, Waechter and Williams.

Abstain: President Sims

Approval of February minutes with a motion by Waechter, second by Ekern; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Ekern, Hesse, Mossman, Robnett, Waechter and Williams.

Abstain: President Sims

Monthly Reports:

Director's Report: Despite several closures for bad weather in February, overall circulation was higher than last February. The Vandalia parking lot project has begun. The front door at Mexico needs to be repaired. National Library Week is April 3rd – 9th. The next Night Owls Book Club is on April 19th.

Statistical Reports: Sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Ekern, Robnett

The investment CD at the Bank of Missouri matures on 4/6/2022. We will compare interest rates, and depending on what is most beneficial, either move or renew the CD early next month.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

Vandalia entryway and parking lot: The contract with Heimer Construction has been signed. Work began on Monday, March 14th and all is going smoothly.

Personnel Committee

Hesse, Mossman, Williams

Due to numerous winter storms in February, the library was closed several times for severe weather. This brought up the need for some minor updates to the Personnel Policy regarding weather-related closures. Motion by Robnett to accept these changes, second by Mossman; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Waechter and Williams. Abstain: President Sims

Unfinished business: None.

New business: None.

Staff concerns: None.

Executive Session: None.

Other: None.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m. Wednesday, April 20, 2022 at the Martinsburg Library/Community Room.

Adjournment:

The meeting was adjourned at 11:00 a.m. with a motion by Hesse, second by Robnett; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Waechter and Williams. Abstain: President Sims

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
April 20, 2022 at the Martinsburg Community Room

Call to Order:

The meeting was called to order by President Sims at 10:30 a.m. Board members present included Kay Dubbert, Connie Hesse, Karen Mossman, Kay Robnett, Steve Sims, Sue Waechter and Glenda Williams. Members absent: Amy Childs
Also present: Library Director, Christal Bruner, and Secretary to the Board, Monica Taylor.

Patron concerns/Public comments: Director Bruner discussed a Facebook post with a negative comment about library service. Director Bruner took the opportunity to remind all staff members to be aware of public perception at all times and the services we provide.

Approval of bills and minutes:

Approval of March bills with a motion by Hesse, second by Waechter; motion passed 6-0 by roll call vote. Yes votes from Dubbert, Hesse, Mossman, Robnett, Waechter and Williams.

Abstain: President Sims

Approval of March minutes with a motion by Mossman, second by Robnett; motion passed 6-0 by roll call vote. Yes votes from Dubbert, Hesse, Mossman, Robnett, Waechter and Williams.

Abstain: President Sims

Monthly Reports:

Director's Report – The Vandalia parking lot project is complete and everyone is happy with Heimer Construction and the work they did. Next month's Board meeting will be in Vandalia so all Board members can see the finished work. Mexico front door repairs are in progress.

Statistical Reports – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Robnett

Investment CD 11 at the Bank of Missouri matured on 4/6/2022 with an ending balance of \$105,362.22. After checking many local rates, the CD was renewed at the Bank of Missouri with an interest rate of 0.40%. The new maturity date is 10/06/2023.

The audit with Gerding, Korte and Chitwood is moving along well.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

Vandalia entryway and parking lot: Project complete.

Personnel Committee

Hesse, Mossman, Williams

The committee met with Director Bruner on April 4th and will meet with her again on April 26th for her annual evaluation and to discuss next year's employment contract. There will also be a preliminary discussion about wages for the 2023 budget. Dubbert left the Board meeting during this discussion.

Unfinished business: The Mexico front door is partially fixed; other repairs are pending.

New business: We're looking for a Board member to fill the current vacancy.

Staff concerns: None.

Executive Session: None.

Other: None.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m. Wednesday, May 18, 2022 at the Vandalia Branch Library.

Adjournment:

The meeting was adjourned at 11:15 a.m. with a motion by Hesse, second by Waechter; motion passed 5-0 by roll call vote. Yes votes from Hesse, Mossman, Robnett, Waechter and Williams.

Abstain: President Sims

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
May 18, 2022 at the Vandalia Branch Library

Call to Order:

The meeting was called to order by President Sims at 10:30 a.m. Board members present included Connie Hesse, Kay Robnett, Steve Sims, Sue Waechter and Glenda Williams.

Members absent: Amy Childs, Kay Dubbert and Karen Mossman.

Also present: Library Director, Christal Bruner; Vandalia Branch Manager, Crystal McCurdy; and Secretary to the Board, Monica Taylor.

Patron concerns/Public comments: None.

Approval of bills and minutes:

Approval of April bills with a motion by Hesse, second by Robnett; motion passed 5-0 by roll call vote. Yes votes from Hesse, Robnett, Sims, Waechter and Williams.

Approval of April minutes with a motion by Waechter, second by Williams; motion passed 5-0 by roll call vote. Yes votes from Hesse, Robnett, Sims, Waechter and Williams.

Monthly Reports:

Director's Report – sent in packet

Statistical Reports – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee ***Robnett***

The audit report is almost done. Gerding, Korte and Chitwood have been excellent to work with.

Property/Equipment/Building Committee ***Childs, Dubbert, Waechter***

Vandalia parking lot project is complete and looks good.

Personnel Committee ***Hesse, Mossman, Williams***

The committee met with Director Bruner on April 26th for her annual evaluation and to discuss next year's employment contract. There was also a preliminary discussion about wages for the 2023 budget.

Executive Session:

At 10:50 a.m., Robnett made a motion to go into executive session pursuant to Section 610.021 (3) of the Revised Statutes of Missouri pertaining to personnel, second by Waechter. Motion passed 5-0 by roll call vote. Yes votes from Hesse, Robnett, Sims, Waechter and Williams.

At 11:07 a.m., Hesse made a motion to leave the executive session and return to the regular session, second by Robnett. Motion passed 5-0 by roll call vote. Yes votes from Hesse, Robnett, Sims, Waechter and Williams.

Sims reported that the Board of Trustees approved a motion to extend Bruner's contract for the 2022-2023 term with a 6% increase in salary to go into effect in July 2022, and for the 2023-2024 term with an 11% increase in salary to go into effect in July 2023.

Unfinished business: Mexico front door repair still pending and vacant seat on Board still pending.

New business: None.

Staff concerns: None.

Other: None.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m. Wednesday, June 15, 2022 at Farber.

Adjournment:

The meeting was adjourned at 11:20 a.m. with a motion by Hesse, second by Waechter; motion passed 5-0 by roll call vote. Yes votes from Hesse, Robnett, Sims, Waechter and Williams.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
June 15, 2022 at the Farber Branch Library

Call to Order:

The meeting was called to order by President Sims at 10:30 a.m. Board members present included Amy Childs, Kay Dubbert, Connie Hesse, Kay Robnett, Steve Sims, Sue Waechter and Glenda Williams.

Members absent: Karen Mossman

Also present: Library Director, Christal Bruner; Farber Branch Manager, Brenda Gower; Secretary to the Board, Monica Taylor.

Patron concerns/Public comments: None.

Approval of bills and minutes:

Approval of May bills with a motion by Waechter, second by Dubbert; motion passed 6-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Robnett, Waechter and Williams.

Abstain: President Sims

Approval of May regular session and executive session minutes with a motion by Robnett, second by Williams; motion passed 5-0-2 by roll call vote. Yes votes from Hesse, Robnett, Sims, Waechter and Williams. Abstain: Childs and Dubbert as they were not present at that meeting.

Monthly Reports:

Director's Report – sent in packet

Statistical Reports – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee ***Robnett***

The 2021 Gerding, Korte and Chitwood audit report was distributed. They were prompt, helpful, and knowledgeable, and submitted the report to the State in mid-May well before the June 30th deadline.

Property/Equipment/Building Committee ***Childs, Dubbert, Waechter***

No report.

Personnel Committee ***Hesse, Mossman, Williams***

The personnel committee brought the 2022-2023 employment agreement for Director Bruner. The agreement was signed by Board President, Steve Sims, and Library Director, Christal Bruner. Williams will deliver the original, signed document to the attorney's office.

Executive Session: None.

Unfinished business: Mexico front door repair and vacant seat on Board still pending

New business: President Sims appointed a nominating committee to present a slate of officers for election at the August meeting. Nominating committee members are Childs, Hesse, and Robnett.

Staff concerns: None.

Other: None.

Next meeting:

A meeting will not be held in July.

The next regular meeting is scheduled for 10:30 a.m. Wednesday, August 17, 2022 at Mexico.

Adjournment:

The meeting was adjourned at 11:24 a.m. with a motion by Childs, second by Dubbert; motion passed 6-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Robnett, Waechter and Williams.

Abstain: President Sims

The Mexico-Audrain County Library
District Board of Trustees did not meet
in the month of July 2022.

Next scheduled meeting:

August 17, 2022 at the Mexico Library

Mexico-Audrain County Library District
Minutes for Board of Trustee’s Monthly Meeting
August 17, 2022

Call to Order:

The meeting was called to order by President Sims at 10:30 a.m. Board members present: Kay Dubbert, Connie Hesse, Karen Mossman, Kay Robnett, Steve Sims, Sue Waechter, John Walker and Glenda Williams. Members absent: Amy Childs. Also present: Library Director, Christal Bruner, and Office Manager, Monica Taylor. Our new Board member from Mexico, John Walker, was welcomed.

Tax Rate Hearing:

At 10:30, President Sims stated that the tax rate hearing was open. No members of the public were present at that time. It was decided to proceed with the Board meeting, and should anyone come to discuss the tax rate, the regular Board meeting would be suspended to allow for public comments.

Public input – There was no public input on the tax rate.

Set 2023 tax rate – At the end of the Board meeting, hearing no public comments, Robnett made a motion to set the 2023 tax rate at \$0.2238 as calculated in the County Clerk’s Proforma. Mossman seconded the motion. Motion passed 7-0 by roll call vote. Yes votes from Dubbert, Hesse, Mossman, Robnett, Waechter, Walker and Williams. Abstain: President Sims

Approval of bills and minutes:

Approval of June and July bills, with a motion by Hesse, second by Walker; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Hesse, Mossman, Robnett, Waechter, Walker and Williams. Abstain: President Sims

Approval of June minutes, with a motion by Robnett, second by Dubbert; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Hesse, Mossman, Robnett, Waechter, Walker and Williams. Abstain: President Sims

Monthly Reports:

Director’s Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Robnett and Walker

New Board member, John Walker, joined the Finance Committee.

Robnett discussed that the Property Committee proposed the allocation of \$2,000 per year for future tuckpointing on the Carnegie Library Building in Mexico, as recommended by Staat Tuckpointing when they did some major repair work in December 2021. The \$2,000 would be transferred to the Committed Capital Fund annually. Dubbert made a motion to allocate \$2,000 annually to future tuckpointing of the Carnegie building, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Hesse, Mossman, Robnett, Waechter, Walker and Williams. Abstain: President Sims

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

Mexico front door repairs are pending. The door frame needs to be repaired or replaced as it is deteriorating. Since early March, we have checked with eight companies around Mexico, Centralia, Columbia and Quincy. None of them are willing to do this small job. We have now reached out to Heartland Restoration and Staat as we know they do quality work. Even if they can't do the work, maybe they can recommend someone.

Board members suggested two more people who may be able to do the work. Taylor and Bruner will follow up on those suggestions.

After the door frame is satisfactorily completed, stronger mechanisms for all 3 automatic doors will be installed by DH Pace/Overhead Doors from Columbia. The current quote for this is \$8,200.

Personnel Committee

Hesse, Mossman, Williams

July raises for library staff were implemented as approved by the Board in November 2021.

Unfinished business:

None.

New business:

Selection of Officers for 2022-2023:

The nominating committee presented a slate of officers to be voted on by the full Board as follows:

President: Steve Sims

Vice-President: Connie Hesse

Treasurer: Kay Robnett

Secretary: Glenda Williams

Dubbert made a motion to accept the slate of officers as presented by the committee; Waechter seconded. Motion passed 7-0 by roll call vote. Yes votes from Dubbert, Hesse, Mossman, Robnett, Waechter, Walker and Williams. Abstain: President Sims

Committee Member Assignment for 2022-2023:

Committee members for the 2022-2023 term were assigned by Board President, Steve Sims, as follows:

Finance/Endowment/Investment Fund Committee: Robnett and Walker

Property/Equipment/Building Committee: Childs, Dubbert, Waechter

Personnel Committee: Hesse, Mossman, Williams

Patron concerns: None.

Staff concerns: None.

Executive Session: None.

Other: Tax Rate Hearing

Public input – There was no public input on the tax rate.

Set 2023 tax rate – At the end of the meeting, hearing no public comments, Robnett made a motion to set the 2023 tax rate at \$0.2238 as calculated in the County Clerk's Proforma. Mossman seconded the motion. Motion passed 7-0 by roll call vote. Yes votes from Dubbert, Hesse, Mossman, Robnett, Waechter, Walker and Williams. Abstain: President Sims

President Sims signed the Proforma Summary Page which will be delivered to the County Clerk.

Adjournment:

The meeting was adjourned at 11:20 a.m. with a motion by Hesse, second by Dubbert; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Hesse, Mossman, Robnett, Waechter, Walker and Williams. Abstain: President Sims

Next meeting:

The next regular meeting is scheduled for 10:30 a.m. Wednesday, September 21, 2022 at the Martinsburg Library/Community Room.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
September 21, 2022

Call to Order:

The meeting was called to order by President Sims at 10:30 a.m. Board members present: Amy Childs, Kay Dubbert, Karen Mossman, Kay Robnett, Steve Sims, and Glenda Williams.

Members arriving later: Connie Hesse

Members absent: Sue Waechter and John Walker.

Also present: Library Director, Christal Bruner, and Secretary to the Board, Monica Taylor.

Patron concerns: None.

Approval of bills and minutes:

Approval of August bills with a motion by Childs, second by Dubbert; motion passed 6-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Sims, and Williams.

Approval of August minutes with a motion by Robnett, second by Mossman; motion passed 6-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Sims, and Williams.

Monthly Reports:

Director's Report – sent in packet

Hesse arrived during Director's report.

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Robnett and Walker

No report.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

The Vandalia Library exterior is developing mold spots. We will find someone to pressure wash the building. Amy Childs gave us the name of a possible person to do this work.

Farber interior walls got a fresh coat of paint this month and look good.

Farber had a baby changing station installed in the bathroom.

Personnel Committee

Hesse, Mossman, Williams

No report.

Unfinished business:

The Mexico front door repair is moving forward. The framework has been repaired so now we can move forward with new, sturdier automatic mechanisms.

New business:

RFID conversion at Mexico headquarters:

Motion to accept RFID quote from TechLogic by Williams; second by Robnett; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Robnett, Sims, and Williams.

Materials Selection Policy updates:

Motion to approve the recommended updates to the Materials Selection Policy by Childs; second by Mossman; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Robnett, Sims, and Williams.

Staff concerns: None.

Executive Session: None.

Adjournment:

The meeting was adjourned at 11:05 a.m. with a motion by Hesse, second by Childs; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Robnett, Sims, and Williams.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m. Wednesday, October 19th, 2022 at the Martinsburg Library/Community Room.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
October 19, 2022

Call to Order:

The meeting was called to order by Vice-President Connie Hesse at 10:30 a.m.

Board members present: Amy Childs, Kay Dubbert, Connie Hesse, Karen Mossman, Sue Waechter, and John Walker.

Members absent: Kathleen Robnett, President Steve Sims, and Glenda Williams

Also present: Library Director, Christal Bruner, and Secretary to the Board, Monica Taylor.

Patron concerns: None.

Approval of bills and minutes:

Approval of September bills with a motion by Walker, second by Dubbert; motion passed 6-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Waechter, and Walker.

Approval of September minutes with a motion by Mossman, second by Childs; motion passed 4-0-2 by roll call vote. Yes votes from Childs, Dubbert, Hesse, and Mossman.

Abstain: Sue Waechter and John Walker

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Robnett and Walker

Two investment CDs at Central Bank will mature next month. We will compare interest rates and discuss at the November meeting.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

The Vandalia Library exterior was pressure washed and looks good.

Mexico's front door frame and automatic doors have been repaired.

The library's handyman suggested that we tuckpoint the stones on the Vandalia building to keep moisture from getting underneath them. He thought that might help prevent them from detaching from the building. We will work on finding someone to do this project.

Personnel Committee

Hesse, Mossman, Williams

The 2023 Salary and Wage Proposal to be voted on today was prepared earlier in the year to allow for budget planning.

Unfinished business: None

New business:

Presentation of the 2023 Annual Budget and 2023 Salary and Wage Proposal:

Motion by Walker to approve the 2023 Budget and 2023 Salary and Wage Proposal as presented, second by Childs. Dubbert expressed concern that proposed budget expenditures will exceed revenues. Walker stated that it was a valid concern, however historically the district receives more revenue than budgeted each year and often has less expenditures than budgeted, resulting in Revenue exceeding Expenditures. We don't know exactly what 2023 will bring, however the district has ample financial reserves to cover the proposed budget. Hearing no further discussion, the motion was brought to a vote. Motion passed 6-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Waechter, and Walker.

The Secretary of State's Proposed Rule regarding Library Certification Requirements for the Protection of Minors was discussed. The Proposed Rule was released this week and lists many new requirements for all public libraries in Missouri. There is still much to be decided at the State level and Director Bruner has created a committee to follow the progress of this rule and implement changes accordingly.

Staff concerns: None.

Executive Session: None.

Adjournment:

The meeting was adjourned at 11:27 a.m. with a motion by Waechter, second by Dubbert; motion passed 6-0 by roll call vote Yes votes from Childs, Dubbert, Hesse, Mossman, Waechter, and Walker.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m., Wednesday, November 16th, 2022 at the Martinsburg Library/Community Room.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
November 16, 2022

Call to Order:

The meeting was called to order by President Sims at 10:30 a.m. Board members present: Amy Childs, Kay Dubbert, Connie Hesse, Karen Mossman, Kathleen Robnett, Steve Sims, Sue Waechter, John Walker, and Glenda Williams.

Members absent: None

Also present: Library Director, Christal Bruner, and Secretary to the Board, Monica Taylor.

Patron concerns: None.

Approval of bills and minutes:

Approval of October bills with a motion by Walker, second by Childs; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Robnett, Waechter, Walker, and Williams.

Abstain: President Sims

Approval of October minutes with a motion by Robnett, second by Walker; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Robnett, Waechter, Walker, and Williams.

Abstain: President Sims

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Robnett and Walker

Two investment CDs at Central Bank mature this month. Our auditor stated that, based on guidance from the State of Missouri, it was not appropriate for the Library to invest with firms such as Charles Schwab or Edward Jones, even for certificates of deposit. After checking with all local banking institutions, the committee recommends transferring these to new CDs at a higher interest rate where they are currently located at Central Bank.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

Wright Electric installed the new light pole in the Vandalia Library parking lot, and it works great. Someone will look at possibly tuckpointing the stones on the Vandalia Library in the spring.

Personnel Committee

Hesse, Mossman, Williams

No report.

Unfinished business: None

New business:

Policy for Public Participation at Board Meetings update:

Motion to approve the recommended updates to the Policy for Public Participation at Board Meetings by Walker; second by Williams; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Robnett, Waechter, Walker, and Williams.

Abstain: President Sims

Secretary of State Proposed Rule:

Kay Dubbert made a motion that the Board collectively draft a letter expressing their concerns with the rule. The letter will be sent during the public comment period which ends on December 15th. Walker seconded the motion. Motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Robnett, Waechter, Walker, and Williams. Abstain: President Sims

Staff concerns: None.

Executive Session: None.

Adjournment:

The meeting was adjourned at 11:20 a.m. with a motion by Hesse, second by Childs; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Robnett, Waechter, Walker, and Williams. Abstain: President Sims

Next meeting:

There will be no meeting in December 2022.

The next regular meeting is scheduled for 10:30 a.m., January 18th, 2023 at the Martinsburg Library/Community Room.

The Mexico-Audrain County Library
District Board of Trustees did not meet
in the month of December 2022.

Next scheduled meeting:

January 18, 2023 at the
Martinsburg Library/Community Room