

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**January 18, 2023**

**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, Kathleen Robnett, Steve Sims, Sue Waechter, John Walker, and Glenda Williams.

Members arriving later: Connie Hesse

Members absent: None

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

**Patron concerns:** None.

**Approval of bills and minutes:**

Hesse arrived during this discussion. Approval of November and December bills with a motion by Walker, second by Mossman; 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 November minutes with a motion by Walker, second by Robnett; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Robnett, Waechter, Walker, and Williams.

Abstain: President Sims

There were no minutes for December as no meeting was held.

**Monthly Reports:**

***Director's Report*** – sent in packet

Director Bruner discussed that the library had a ransomware attack on Monday, January 16<sup>th</sup>. Several technical experts have been contacted for assistance in resolving this issue and the district will be upgrading to Oracle Cloud Hosting at a cost of \$6,399 per year. The district has cyber-attack insurance and is working with Gallaher and Cincinnati Insurance on a claim. Walker recommended that the incident be reported to the police.

***Statistical Report*** – sent in packet

**Committee reports:**

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

Treasurer Robnett reported that all financial activities are going well.

We have already received a large portion of our tax revenue for the year.

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

The committee has no pending projects at the moment.

Waechter suggested tuckpointing the Carnegie Library building soon. In October 2021, Dan Staat from Staat Tuckpointing recommended that it be done in the next 5 years.

Walker suggested pursuing solar power for the two locations owned by the library district, Mexico and Vandalia. We are working on it.

***Personnel Committee***

***Hesse, Mossman, Williams***

The committee will be performing the annual review of the Director in the Spring.

**Unfinished business:** None

**New business:** None

**Staff concerns:** None.

**Executive Session:** None.

**Adjournment:**

The meeting was adjourned at 11:00 a.m. with a motion by Childs, second by Dubbert; 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:**

The next regular meeting is scheduled for 10:30 a.m., February 15<sup>th</sup>, 2023 at the Martinsburg Library/Community Room.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee’s Monthly Meeting**  
**February 15, 2023**

**Call to Order:**

The meeting was called to order by President Sims at 10:30 a.m.

Board members present: Connie Hesse, Karen Mossman, Kathleen Robnett, Steve Sims, Sue Waechter, John Walker, and Glenda Williams.

Members arriving later: None

Members absent: Amy Childs and Kay Dubbert

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

**Patron concerns:** None.

**Approval of bills and minutes:**

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

Abstain: President Sims

Approval of January minutes with a motion by Robnett, second by Walker; motion passed 6-0 by roll call vote. Yes votes from 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***

Robnett reported that all financial activities are going well.

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

See unfinished business below for Carnegie Tuckpointing and Solar Power Conversion.

***Personnel Committee***

***Hesse, Mossman, Williams***

No report.

**Unfinished business:**

***Ransomware*** – Director Bruner gave an update on the 01/16/2023 ransomware attack. All patron services have been restored. We have changed to Cloud hosting for our data instead of internal computer servers. A police report was filed. The insurance will not cover this particular incident. If the district had allowed patrons to be without service for weeks longer while we shipped our corrupt computer servers off to be restored (as there is no one nearby who can do this work), then insurance would have covered that cost. It was agreed that being without services for a much longer period of time was not an acceptable solution.

*Carnegie tuckpointing* – Director Bruner would like the Property Committee to look at the building to review the current condition of the tuckpointing. There is no current issue with the building; this is a preventive maintenance project.

*Solar power conversion at Mexico and Vandalia* – This month we began gathering information from Ameren and solar installer, Missouri Solar Apps. A representative from Missouri Solar Apps came by the Mexico location to assess our needs and we are waiting for them to get back with us. Waechter suggested talking with Mommen’s Heating and Cooling as they have solar panels on their buildings.

There was general discussion that the clay tile roof on the Carnegie Library building may not work well for solar panels. It was also discussed that with all of the structural issues we’ve had with the Vandalia Library, there is a lack of confidence in the roof’s workmanship to be able to handle solar panels.

**New business:** Director Bruner suggested holding Board meetings at a couple of the branch locations in April and May this year, and at a couple of others in the Fall. That way we would have a chance to visit all of them while the weather is good. It was agreed that this a good plan.

**Staff concerns:** None.

**Executive Session:** None.

**Adjournment:**

The meeting was adjourned at 11:12 a.m. with a motion by Hesse, second by Waechter; motion passed 6-0 by roll call vote. Yes votes from Hesse, Mossman, Robnett, Waechter, Walker, and Williams.  
Abstain: President Sims

**Next meeting:**

The next regular meeting is scheduled for 10:30 a.m., March 15<sup>th</sup>, 2023 at the Martinsburg Library/Community Room.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee’s Monthly Meeting**  
**March 15, 2023**

**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 arriving later: None

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

Abstain: President Sims and Kay Dubbert

**Monthly Reports:**

***Director’s Report*** – sent in packet

***Statistical Report*** – sent in packet

**Committee reports:**

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

***Robnett and Walker***

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

***Personnel Committee***

***Hesse, Mossman, Williams***

Hesse mentioned that the June meeting of the Library Board should be held one week earlier than usual in order to approve Director Bruner’s new employment agreement. Mossman made a motion to hold that meeting on June 14<sup>th</sup>, second by Waechter; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Robnett, Waechter, Walker, and Williams.

Abstain: President Sims

**Unfinished business:**

Carnegie tuckpointing – The Property Committee will set a date in April to meet with Director Bruner and assess the building’s current condition. Waechter suggested that someone from the City of Mexico who knows more about tuckpointing might come and provide more information for us.

Possible solar conversion at Mexico and Vandalia – We were told by MO Solar Apps that the tile roof on the Mexico Carnegie Library building would not work well for solar panels. More information will be provided from MO Solar Apps soon. Another installer, Sun Solar, is coming to Mexico on March 16<sup>th</sup> to look at our facility and discuss possible plans.

**New business:**

Robnett made a motion to update the discrimination statement in the Personnel Policy as presented, 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

**Staff concerns:** None.

**Executive Session:** None.

**Adjournment:**

The meeting was adjourned at 11:15 a.m. 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

**Next meeting:**

The next regular meeting is scheduled for 10:30 a.m., April 19th, 2023 at the Vandalia Library.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**April 19, 2023**

**Call to Order:**

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

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

Members arriving later: None

Members absent: Kathleen Robnett and Steve Sims

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

**Patron concerns:** None.

**Approval of bills and minutes:**

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

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

**Monthly Reports:**

***Director's Report*** - Approval of Director's Report with a motion by Walker, second by Dubbert; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Waechter, Walker, and Williams.

***Statistical Reports*** - Approval of Statistical Reports with a motion by Walker, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Waechter, Walker, and Williams.

**Committee reports:**

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

Senate Bill 8 (which could result in a potential reduction of Property Tax) and State Aid status (House has voted to remove all State Aid to libraries – Senate wants to restore the State Aid) are still pending in the legislature.

Investment CD #7 matures 4/30/2023. We will compare interest rates at that time and decide on the best course of action.

The annual governmental audit is moving forward. All fieldwork has been completed.

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

*Mexico Carnegie Library tuckpointing* – Director Bruner and the Property Committee will assess the building's current condition.

*Vandalia Library tuckpointing* – We may be able to use a suggestion from our handyman to take care of this project.

*Possible solar conversion at Mexico and Vandalia* – Sun Solar has provided a proposal for solar conversion. During discussion, there was some hesitation regarding the feasibility of moving forward with this project, particularly in light of the potential revenue reductions we may be facing due to legislative changes. Lack of confidence in the Vandalia Library building structure is a consideration. The negative impact to the historical aesthetics of the Mexico Library building, as well as possible damage to the internal guttering in the building, are also considerations.

***Personnel Committee***

***Hesse, Mossman, Williams***

No report.

**Unfinished business:** None.

**New business:** None.

**Staff concerns:** None.

**Executive Session:** None.

**Adjournment:**

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

**Next meeting:**

The next regular meeting is scheduled for 10:30 a.m., May 17th, 2023 at the Farber Library.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**May 17, 2023**

**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 arriving later: None

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 April bills with a motion by Walker, second by Waechter; 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 April minutes with a motion by Robnett, second by Dubbert; motion passed 8-0

by roll call vote. Yes votes from Childs, 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***

State Aid has been restored by the legislature.

Investment CD 7 was moved to a 5% interest, 13-month CD at the The Bank of Missouri.

The audit report will be completed soon.

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

***Carnegie tuckpointing at the Mexico Library:*** Upon inspection, the building doesn't need any work for a few years.

***Vandalia Library tuckpointing:*** The handyman hasn't had a chance to look at this yet.

***Hail damage to VA roof:*** We have one quote and have contacted another roofer but haven't heard back. Since there was quite a bit of damage in Mid-Missouri, they are all busy right now.

*Possible solar conversion at Mexico and Vandalia:* Kay Robnett moved that this project be tabled for one year, second by Mossman; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Robnett, Waechter, Walker, and Williams.

Abstain: President Sims

***Personnel Committee***

***Hesse, Mossman, Williams***

Director Bruner's evaluation has been completed and the 2023-2024 Director's employment agreement will be ready at next month's Board meeting.

**Unfinished business:** None.

**New business:** None.

**Staff concerns:** None.

**Adjournment:**

The meeting was adjourned at 11:10 a.m. with a motion by Dubbert, 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:**

The next regular meeting is scheduled for 10:30 a.m., June 14th, 2023 at the Martinsburg Library.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee’s Monthly Meeting**  
**June 14, 2023**

**Call to Order:**

The meeting was called to order by President Sims at 10:30 a.m.

Board members present: Kay Dubbert, Karen Mossman, Kathleen Robnett, Steve Sims, Sue Waechter, John Walker, and Glenda Williams.

Members absent: Amy Childs and Connie Hesse

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

**Patron concerns:** None.

**Approval of bills and minutes:**

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

Abstain: President Sims

Approval of May minutes with a motion by Robnett, second by Walker; motion passed 6-0 by roll call vote. Yes votes from Dubbert, 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***

Audit report distributed – all went well - no issues

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

Vandalia tuckpointing – Handyman hasn’t had a chance to look at this project yet.

Hail damage to VA roof – We will accept the bid from L & J Seamless Gutters.

***Personnel Committee***

***Hesse, Mossman, Williams***

Dubbert made a motion to approve the Director’s annual employment agreement for 2023-2024.

Robnett seconded. Motion passed 6-0 by roll call vote. Yes votes from Dubbert, Mossman, Robnett, Waechter, Walker, and Williams.

Abstain: President Sims

**Unfinished business:** None

**New business:**

As Hesse's 9 years of service on the Board ends this month, a new Vice President is needed. Williams nominated Dubbert; Walker seconded. Motion passed 6-0 by roll call vote. Yes votes from Dubbert, Mossman, Robnett, Waechter, Walker, and Williams.  
Abstain: President Sims

As required by the new Library Certification Requirements for the Protection of Minors, 15 CSR 30-200.015, several policies were distributed for review.

**Staff concerns:** None.

**Adjournment:**

The meeting was adjourned at 11:17 a.m. with a motion by Walker, second by Dubbert. Motion passed 6-0 by roll call vote. Yes votes from Dubbert, Mossman, Robnett, Waechter, Walker, and Williams.  
Abstain: President Sims

**Next meeting:**

The next regular in-person meeting is scheduled for 10:30 a.m., August 16, 2023 at Mexico.

The Mexico-Audrain County Library  
District Board of Trustees did not meet  
in the month of July 2023.

Next scheduled meeting:

August 16, 2023 at the Mexico Library

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee’s Monthly Meeting**  
**August 16, 2023**

**Call to Order:**

The meeting was called to order by President Sims at 10:30 a.m.

Board members present: Amy Childs, Karen Mossman, Kay Robnett, Steve Sims, Sue Waechter, and Glenda Williams.

Our new Board member from Farber, Ruth Etta Williams, was welcomed.

Members absent: Kay Dubbert and John Walker

Also present: Library Director, Christal Bruner, and Office Manager, Monica Taylor.

**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 2024 tax rate*** – At the end of the Board meeting, hearing no public comments, Mossman made a motion to set the 2024 tax rate at \$0.2238 as calculated in the County Clerk’s Proforma. Waechter seconded the motion. Motion passed 6-0 by roll call vote. Yes votes from Childs, Mossman, Robnett, Waechter, Glenda Williams and Ruth Williams. Abstain: President Sims

**Approval of bills and minutes:**

Approval of June and July bills with a motion by Childs, second by Waechter. Motion passed 6-0 by roll call vote. Yes votes from Childs, Mossman, Robnett, Waechter, Glenda Williams and Ruth Williams. Abstain: President Sims

Approval of June minutes with a motion by Robnett, second by Mossman. Motion passed 6-0 by roll call vote. Yes votes from Childs, Mossman, Robnett, Waechter, Glenda Williams and Ruth Williams. Abstain: President Sims

There were no minutes for July as no meeting was held.

**Monthly Reports:**

***Director’s Report*** – sent in packet

***Statistical Report*** – sent in packet

**Committee reports:**

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

***Robnett and Walker***

None

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

None

**Personnel Committee**

**Mossman and Williams**

July raises for library staff were implemented as approved by the Board in October 2022.

**Unfinished business:**

Board email discussions in July:

New policies and forms related to the State's Library Certification Requirements for the Protection of Minors, 15 CSR 30-200.015, were approved as presented by the full Board on 7/17/2023. Yes votes from Childs, Dubbert, Mossman, Robnett, Sims, Waechter, Walker and Glenda Williams.

Policies and forms approved were:

1. Collection Development Policy
2. Reconsideration of Library Materials Policy
3. Reconsideration Request Form
4. Informed Consent for Use of Library for Minor Child
5. Library Card Policy
6. Display, Event, Program, and Presentation Policy
7. Exhibitor's Agreement and Release Form
8. Parental Consent and Release Form for a Minor Attending an Adult Program
9. Meeting Room Use Policy combined with Reservation Form - one for Mexico and one for Vandalia

Pat Clithero, Vandalia resident and long-time library supporter, would like to donate to the Vandalia Library - in memory of her son - a lighted flagpole and flag. She will pay for everything, including having it set up and electric run for the light. The full Board approved accepting this donation on 7/28/2023. Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, Walker and Glenda Williams.

Abstain: President Sims

Jim Deppe from Vandalia will purchase and install the pole, and Wright Electric will install any necessary electric and lighting. The work will be done sometime after Labor Day.

**New business:**

***Selection of Officers for 2023-2024:***

Secretary Glenda Williams presented a slate of officers to be voted on by the full Board as follows:

President: Steve Sims

Vice-President: Mary "Kay" Dubbert

Treasurer: Kathleen Robnett

Secretary: Glenda Williams

Childs made a motion to accept the slate of officers as presented; Waechter seconded.

Motion passed 6-0 by roll call vote. Yes votes from Childs, Mossman, Robnett, Waechter, Ruth Williams and Glenda Williams. Abstain: President Sims

***Committee Member Assignment for 2023-2024:***

Committee members for the 2023-2024 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: Mossman, Glenda Williams and Ruth Williams

***Re-adopt Code of Ethics-Public Disclosure policy:***

This policy must be re-adopted every other year, be signed by the Board President and Secretary, and submitted to the Missouri Ethics Commission. The Commission provides the requirements for the policy.

Our Code of Ethics-Public Disclosure Policy was presented. Robnett moved to approve the policy as presented, second by Glenda Williams; motion passed 6-0 by roll call vote. Yes votes from Childs, Mossman, Robnett, Waechter, Glenda Williams and Ruth Williams. Abstain: President Sims

The policy was signed by President Sims and Secretary Williams as required. Monica Taylor submitted the signed policy to the Missouri Ethics Commission and received confirmation of receipt.

**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 2024 tax rate*** – At the end of the meeting, hearing no public comments, Mossman made a motion to set the 2024 tax rate at \$0.2238 as calculated in the County Clerk’s Proforma. Waechter seconded the motion. Motion passed 6-0 by roll call vote. Yes votes from Childs, Mossman, Robnett, Waechter, Ruth Williams and Glenda Williams. Abstain: President Sims

President Sims signed the Proforma Summary Page, which Taylor later delivered to the County Clerk.

**Adjournment:**

The meeting was adjourned at 11:16 a.m. with a motion by Childs, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Childs, Mossman, Robnett, Sims, Waechter, Glenda Williams and Ruth Williams.

**Next meeting:**

The next regular meeting is scheduled for 10:30 a.m. Wednesday, September 20, 2023 at the Laddonia Library.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**September 20, 2023**

**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, Sue Waechter, John Walker, Glenda Williams, and Ruth Etta Williams.

Members absent: None

Also present: Library Director, Christal Bruner; Office Manager, Monica Taylor; and former Board member, Connie Hesse.

**Patron concerns/Public comments:** None.

**Approval of bills and minutes:**

Approval of August bills with a motion by Dubbert, second by Waechter. Motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, Walker, Glenda Williams and Ruth Williams. Abstain: President Sims

Approval of August minutes with a motion by Robnett, second by Mossman. Motion passed 7-1-0 by roll call vote. Yes votes from Childs, Mossman, Robnett, Waechter, Walker, Glenda Williams and Ruth Williams. Abstain: Kay Dubbert and 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***

Everything going smoothly. A 2024 Budget meeting is scheduled directly following this Board meeting.

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

The Vandalia roof repair and lighted flagpole installation projects are scheduled to be completed soon.

***Personnel Committee***

***Mossman, G. Williams, and R. Williams***

Mossman presented the committee's proposal that the annual change in salary increases be made in January to coincide with the start of our fiscal year, as well as having the director's employment agreement extended to 18 months upon renewal next year, so that the director's raise will also be implemented in January moving forward. Robnett made a motion to approve these changes, second by Walker. Motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, Walker, Glenda Williams and Ruth Williams. Abstain: President Sims

**Unfinished business:**

None.

**New business:**

Photo Release Forms were reviewed and updated. Motion to approved the revised forms by Childs, second by Walker. Motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, Walker, Glenda Williams and Ruth Williams. Abstain: President Sims

John Walker proposed that we look into Charitable Gift Annuities as a way to encourage more people to give to the library.

**Staff concerns:** None.

**Other:** None.

**Adjournment:**

The meeting was adjourned at 11:10 a.m. with a motion by Dubbert, second by Waechter; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Sims, Waechter, Walker, Glenda Williams and Ruth Williams.

**Next meeting:**

The next regular meeting is scheduled for 10:30 a.m., Wednesday, October 18, 2023 at the Martinsburg Library.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**October 18, 2023**

**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, Sue Waechter, John Walker, Glenda Williams, and Ruth Etta Williams.

Members absent: None

Also present: Library Director, Christal Bruner and Office Manager, Monica Taylor.

**Patron concerns/Public comments:** None.

**Approval of bills and minutes:**

Approval of September bills with a motion by Dubbert, second by Waechter. Motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, Walker, Glenda Williams and Ruth Williams. Abstain: President Sims

Approval of September minutes with a motion by Walker, second by Ruth Williams. Motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, Walker, Glenda Williams and Ruth 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***

CD 11 was renewed at The Bank of Missouri on 10/6 for 13 months at 5.25% interest.

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

The Vandalia roof repair and lighted flagpole installation projects are scheduled to be completed soon.

***Personnel Committee***

***Mossman, G. Williams, and R. Williams***

The 2024 Wage Proposal was presented.

Motion by Childs to approve the proposal as presented, second by Dubbert.

Motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, Walker, G. Williams and R. Williams. Abstain: President Sims

**Unfinished business:**

At last month's meeting it was proposed that we look into Charitable Gift Annuities as a way to encourage more people to give to the library. We talked to some other libraries and researched this further. We will need to set up a 501(c)(3) Foundation to handle the finances. We contacted attorney Randy Owings on 9/20 and are waiting to hear back.

Unfortunately, the Vandalia Book Walk has been permanently discontinued due to continuing vandalism.

**New business:**

Additional documentation for the 2024 Operating Budget was distributed. The budget will be discussed at next month's meeting after everyone has had time to thoroughly review it.

**Staff concerns:** None.

**Other:** None.

**Adjournment:**

The meeting was adjourned at 11:36 a.m. with a motion by Walker, second by Robnett motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Sims, Waechter, Walker, Glenda Williams and Ruth Williams.

**Next meeting:**

The next regular meeting is scheduled for 10:30 a.m., Wednesday, November 15, 2023 at the Martinsburg Library.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**November 15, 2023**

**Call to Order:**

The meeting was called to order by President Sims at 10:30 a.m.

Board members present: Amy Childs, Karen Mossman, Kay Robnett, Steve Sims, Sue Waechter, Glenda Williams, and Ruth Etta Williams.

Members absent: Kay Dubbert and John Walker

Also present: Library Director, Christal Bruner and Office Manager, Monica Taylor.

**Patron concerns/Public comments:** None.

**Approval of bills and minutes:**

Approval of October bills with a motion by Waechter, second by Robnett. Motion passed 6-0 by roll call vote. Yes votes from Childs, Mossman, Robnett, Waechter, Glenda Williams and Ruth Williams.

Abstain: President Sims

Approval of October minutes with a motion by Mossman, second by Waechter. Motion passed 6-0 by roll call vote. Yes votes from Childs, Mossman, Robnett, Waechter, Glenda Williams and Ruth 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***

We are looking for a Fine Art/Special Collections appraiser to value paintings, sketches, the genealogy collection, and the Mexico Ledger Collection for insurance purposes.

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

The Vandalia lighted flagpole may be in place in the next few weeks.

More problems were found with the Vandalia roof/shingles. We received a bid for a full roof replacement. No action was taken at this time.

***Personnel Committee***

***Mossman, G. Williams, and R. Williams***

Laddonia Branch Manager, Pam Mozee, is moving out of the area. Her last day is December 14<sup>th</sup>.

**Unfinished business:**

We are still researching and learning more about Charitable Gift Annuities and 501c3 Foundations.

We contacted attorney Randy Owings on 9/20 and are waiting to hear back.

**New business:**

The 2024 Operating Budget was discussed.

Motion by Childs to approve the 2024 Operating Budget as presented, second by Robnett.

Motion passed 6-0 by roll call vote. Yes votes from Childs, Mossman, Robnett, Waechter, G. Williams and R. Williams. Abstain: President Sims

**Staff concerns:** None.

**Executive Session:** None.

**Other:**

**Adjournment:**

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

**Next meeting:**

The next regular meeting is scheduled for 10:30 a.m., Wednesday, January 17, 2024 at the Martinsburg Library.

The Mexico-Audrain County Library  
District Board of Trustees did not meet  
in the month of December 2023.

Next scheduled meeting:

January 17, 2024 at the  
Martinsburg Library/Community Room