

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
January 17, 2024

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, and Sue Waechter

Members absent: John Walker, Glenda Williams, and Ruth Etta Williams.

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

Patron concerns: None.

Approval of bills and minutes:

Approval of November and December bills with a motion by Waechter, second by Dubbert; motion passed 5-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, and Waechter.

Abstain: President Sims

Approval of November minutes with a motion by Robnett, second by Dubbert; motion passed 5-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, and Waechter.

Abstain: President Sims

There were no minutes for December 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

The Endowment CD matured last week. We added \$735 of memorial funds and put this in a 13-month CD at 5.25% at Bank of Missouri. Current balance of Endowment CD is 55,058.41.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

The new shingles and flagpole have been installed at Vandalia. Both look very nice.

Personnel Committee

Hesse, Mossman, Williams

Interviews have been conducted for a new Laddonia Branch Manager. The decision will be made soon.

Unfinished business:

Board email discussion in November:

The L & J Contracting bid for a new roof for the Vandalia Library was approved by email on 11/16/2023.

Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, Glenda Williams, and Ruth Williams.

New business:

The Mexico Library elevator was out of service for several weeks while waiting for repairs. There was general discussion regarding the elevator being over 50 years old and that additional repairs/upgrades are likely to be needed in the future. It would be prudent to allocate funds for that purpose. Per our Capital Fund Policy, all or part of our 2023 surplus could be moved to our Capital Fund for this purpose, and/or we could add a line item to the annual budget as we currently do for the future Carnegie Library Tuckpointing. Currently, the Fund has \$50,000 available for any capital project, and another \$4,000 allocated for Carnegie Tuckpointing. We will discuss options in more detail next month.

Staff concerns: None.

Executive Session: None.

Adjournment:

The meeting was adjourned at 11:23 a.m. with a motion by Childs, second by Mossman; motion passed 6-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Sims, and Waechter.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m., February 21st, 2024 at the Martinsburg Library/Community Room.

Mexico-Audrain County Library District
Minutes for Board of Trustee’s Monthly Meeting
February 21, 2024

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, Steve Sims, Sue Waechter, John Walker, Glenda Williams, and Ruth Etta Williams.

Members absent: Kathleen Robnett

Also present: Library Director, Christal Bruner

Patron concerns: None.

Approval of bills and minutes:

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

Abstain: President Sims

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

There was general discussion regarding the allocation of funds for future Mexico elevator upgrades/repairs, which are expected to be over \$120,000. Some board members were in favor of the allocation while others were not. No motion was made.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

No discussion.

Personnel Committee

Hesse, Mossman, Williams

No discussion.

Unfinished business:

Charitable Gift Annuities and 501(c)(3) Foundation – Walker will talk to the library’s attorney and report on this topic at next month’s meeting.

New business:

An updated Wireless Access Policy was presented. Wording changes were made to include wireless devices that have become much more common, such as smartphones, which were not mentioned in the previous version of the policy. Childs made a motion to accept the updated policy, Walker seconded; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Waechter, Walker, G. Williams and R. Williams. Abstain: President Sims

Board members reviewed and completed information forms for the annual audit as needed.

Expiring insurance policies were discussed and rate comparisons were presented.

AM Best ratings were requested. We will have an email vote if needed prior to the next meeting.

AM Best ratings of insurance companies from whom we had quotes were shared with the Board by email on 2/23/2024. As the current policy expires on 3/1/2024, an email vote was taken. Childs made a motion to accept the quote from Cincinnati Insurance for our "Package Policy" consisting of Property insurance (including Mexico and Vandalia buildings and the contents of all 5 locations), Liability, Floater, Crime, Auto, Umbrella, and Terrorism insurance, as well as accepting the quote from Cincinnati Insurance for a stand-alone Cyber Liability policy. Robnett seconded the motion. The motion passed 6-0. Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, and R. Williams.

Staff concerns: None.

Executive Session: None.

Adjournment:

The meeting was adjourned at 11:34 a.m. with a motion by Childs, second by Waechter; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Sims, Waechter, Walker, G. Williams and R. Williams.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m., March 20th, 2024 at the Martinsburg Library/Community Room.

Mexico-Audrain County Library District
Minutes for Board of Trustee’s Monthly Meeting
March 20, 2024

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, Glenda Williams, and Ruth Etta Williams.

Members absent: None

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

Patron concerns/Public comments: None.

Approval of bills and minutes:

Approval of February bills with a motion by Waechter, second by R. Williams; 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

Approval of February minutes with a motion by Robnett, second by Childs; 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

Monthly Reports:

Director’s Report

The Laddonia open house will be Tuesday, April 23rd from 5:00 p.m. to 7:00 p.m.

Blood pressure cuffs will be available at all library locations in May. This will be a collaboration with CMCA and the American Heart Association. Some units will stay in the library and some units will be available for checkout.

Director Bruner and Mare Proso recently met with State Representative Kent Haden. They discussed the district’s guidelines for the protection of minors, and Representative Haden was pleased with the library’s policies and procedures. The proposed legislation that would require Library Board members to be elected rather than appointed was also discussed.

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Robnett and Walker

The annual audit is moving forward with no issues. Fieldwork has been completed.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

There was a general discussion of doing some work on the Mexico parking lot in the near future. No motions were made.

Personnel Committee

Mossman, G. Williams, R. Williams

The committee will be evaluating the Director this month.

Unfinished business:

Allocation of funds for future Mexico elevator upgrades/repairs were discussed. A current price estimate for an upgrade is around \$125,000. Dubbert moved to allocate \$95,000 (a portion of our 2023 surplus) to the Capital Fund to be used as needed for any capital project, possibly for future elevator upgrades/repairs. Mossman seconded. 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

There was discussion regarding the benefits of forming a 501(c)(3) Foundation to help support the Library. Recommendations from other libraries were discussed. Public funds from the library cannot be converted to private funds to use for the Foundation. It was suggested that we ask our CPA firm for a cost estimate to do the initial paperwork, and schedule a meeting with someone experienced in forming a foundation for more in-depth information.

The Foundation discussion led to discussion of the Mexico Friends of the Library group as they are a 501(c)(3). The Friends are a separate entity from the Library District. There are plans to try to revitalize this organization and make more people aware of it. The Board requested more information about who runs this organization and when meetings are held.

New business:

A wind/hail buy back quote from Cincinnati insurance was presented. Currently this is a 1% deductible based on the value of the building and contents at Mexico and Vandalia. The proposed coverage would lower the deductible to \$10,000 which is a significant reduction. Dubbert made a motion to accept this coverage for both Mexico and Vandalia, Waechter seconded; 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

A minor update to the Public Participation at Board Meetings Policy was discussed. This change gives first priority to Mexico-Audrain County Library District cardholders. Dubbert moved to accept the updated policy, second by Robnett; 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

The Board recommended adding brief guidelines for public participation at Board meetings to the monthly agenda.

Staff concerns: None.

Executive Session: None.

Adjournment:

The meeting was adjourned at 11:44 a.m. with a motion by Childs, second by R. Williams; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Sims, Waechter, Walker, G. Williams and R. Williams.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m., April 17th, 2024 at the Laddonia Library.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
April 17, 2024

Call to Order:

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

Board members present: Amy Childs, Kay Dubbert, Kathleen Robnett, Sue Waechter, John Walker, Glenda Williams, and Ruth Etta Williams.

Members absent: Steve Sims and Karen Mossman

Also present: Library Director, Christal Bruner; Laddonia Branch Manager, Nicki Mitchell-Bartels; and Secretary to the Board, Monica Taylor.

Patron concerns: Director Bruner shared one patron's concern with the Board and how it was handled. The situation has been satisfactorily resolved.

Approval of bills and minutes:

Approval of March bills with a motion by Waechter, second by G. Williams; motion passed 6-0 by roll call vote. Yes votes from Childs, Robnett, Waechter, Walker, G. Williams and R. Williams.

Abstain: Vice-President Dubbert

Approval of March minutes with a motion by R. Williams, second by Waechter; motion passed 6-0 by roll call vote. Yes votes from Childs, Robnett, Waechter, Walker, G. Williams and R. Williams.

Abstain: Vice-President Dubbert

Monthly Reports:

Director's Report – sent in packet

The Laddonia open house will be Tuesday, April 23rd from 5:00 p.m. to 7:00 p.m.

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Robnett and Walker

The annual audit is complete. Audit reports were distributed.

There was discussion regarding forming a 501(c)(3) Foundation to support the Library or possibly working with the Friends of the Library as they are already a 501(c)(3) organization and have the Friends handle larger donations and offer charitable gift annuities in the future. A Special Committee will be formed to work on this project. Members who volunteered are John Walker and Kay Robnett. Members who were not in attendance today will also be given the opportunity to join the committee.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

No discussion.

Personnel Committee

Mossman, G. Williams, R. Williams

At 10:51 a.m., R. Williams made a motion to go into Executive Session pursuant to Section 610.021(3) of the Revised Statutes of Missouri pertaining to personnel; G. Williams seconded. Motion passed 6-0 by roll call vote. Yes votes from Childs, Robnett, Waechter, Walker, G. Williams and R. Williams.

Abstain: Vice-President Dubbert

Open session resumed at 10:57 a.m.

Action: The motion came from the Personnel Committee for a 5% increase in compensation for the Director on 1/1/2025. Vote on the motion was taken by roll call. Yes votes from Childs, Robnett, Waechter, Walker, G. Williams and R. Williams. Abstain: Vice-President Dubbert

Also, a motion came from the Personnel Committee for an increase in compensation on 6/2/2024 for several staff members in order to remain competitive with new employee wages while also being fair to employees who have been with the library for years. Vote on the motion was taken by roll call. Yes votes from Childs, Robnett, Waechter, Walker, G. Williams and R. Williams. Abstain: Vice-President Dubbert

Unfinished business: None.

New business: None.

Staff concerns: None.

Adjournment:

The meeting was adjourned at 11:10 a.m. with a motion by Childs, second by Walker; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Robnett, Waechter, Walker, G. Williams and R. Williams.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m., May 15th, 2024 at the Farber Library.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
May 15, 2024

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 Ruth Etta Williams.

Members arriving later: Glenda Williams

Also present: Library Director, Christal Bruner, 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 Walker, second by Dubbert; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, Walker, and R. Williams.

Abstain: President Sims

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

At 10:40 a.m., Walker made a motion to close the open meeting, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, Walker, and R. Williams. Abstain: President Sims

At 10:41 a.m., Dubbert made a motion to go into Executive Session pursuant to Section 610.021(3) of the Revised Statutes of Missouri pertaining to personnel; Walker seconded. Motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, Walker, and R. Williams. Abstain: President Sims

Action: A motion was made to approve the 4/17/2024 Executive Session minutes. Vote on the motion was taken by roll call. Yes votes from Childs, Dubbert, Mossman, Robnett, Waechter, Walker, and R. Williams. Abstain: President Sims

Open session resumed at 10:44 a.m.

Glenda Williams arrived at this time.

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Robnett and Walker

There was further discussion regarding forming a 501(c)(3) Foundation to support the Library or possibly working with the Friends of the Library as they are already a 501(c)(3) organization and have the Friends handle larger donations and offer charitable gift annuities in the future. A Special Committee has been formed to work on this project. Last month John Walker and Kay Robnett volunteered for the special committee. Members who were not in attendance at last month's meeting were given the opportunity to join the committee today. President Sims said he would be glad to help if he can.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

The Mexico parking lot needs some repairs to cracks and needs to be re-sealed. We will work on getting estimates for this work. It was discussed that this project was not in this year's budget, so the budget may need to be amended or the work could be scheduled for 2025.

Personnel Committee

Mossman, G. Williams, R. Williams

Director Bruner's new employment agreement will be ready at next month's meeting.

Unfinished business: None.

New business: None.

Staff concerns: None.

Adjournment:

The meeting was adjourned at 11:20 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, G. Williams and R. Williams.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m., June 12th, 2024 at the Mexico Library.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
June 12, 2024

Call to Order:

The meeting was called to order by President Sims at 10:43 a.m.

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

Members absent: None.

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

This was the last meeting for Amy Childs as she has served three terms on the Board.

Amy was presented with a plaque of appreciation and was thanked for her loyalty, dedication and excellent service to the library district.

Patron concerns: None.

Approval of bills and minutes:

Approval of May bills with a motion by Waechter, second by Walker; 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

Approval of May minutes with a motion by Walker, second by R. Williams; 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

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Robnett and Walker

Two CDs at Central Bank matured and were moved to Home Bank for better interest rates.

Both CDs at Home Bank have a 17-month term at a rate of 4.75%.

One CD at Bank of Missouri matured and was renewed there for a 13-month term at a rate of 5.25%.

501(c)(3) Foundation Special Committee

Robnett and Walker

The Board discussed that a foundation seems redundant when there is a Friends group that is already a 501c3 organization. Work needs to be done to revitalize the Friends group. A 2017 promotional flyer for the Friends will be updated. A few ideas were discussed for increasing membership.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

We are working on getting quotes from companies to repair and reseal the Mexico parking lot.

Personnel Committee

Mossman, G. Williams, R. Williams

The Director's new employment agreement was prepared by the library attorney and reviewed by the Personnel Committee. Childs made a motion to approve the Director's annual employment agreement for 2024-2025. Robnett seconded. 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: None.

New business: None.

Staff concerns: None.

Adjournment:

The meeting was adjourned at 11:40 a.m. with a motion by Waechter, second by R. Williams; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Mossman, Robnett, Sims, Waechter, Walker, G. Williams and R. Williams.

Next meeting:

There will be no meeting in the month of July.

The next regular meeting is scheduled for 10:30 a.m., August 21st at the Mexico Library.

The Mexico-Audrain County Library
District Board of Trustees did not meet
in the month of July 2024.

Next scheduled meeting:

August 21, 2024 at the Mexico Library

Mexico-Audrain County Library District
Minutes for Board of Trustee’s Monthly Meeting
August 21, 2024

Call to Order:

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

Board members present: Kathleen Robnett, Steve Sims, Sue Waechter, John Walker, Glenda Williams, and Ruth Etta Williams.

Members absent: Karen Mossman

Also present: Library Director, Christal Bruner, and Secretary to the Board, 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 2025 tax rate – At the end of the meeting, hearing no public comments, Robnett made a motion to set the 2025 tax rate at \$0.2261 as calculated in the County Clerk’s Proforma. Walker seconded the motion. Motion passed 5-0 by roll call vote. Yes votes from Robnett, Waechter, Walker, Glenda Williams and Ruth Williams. Abstain: President Sims

Patron concerns:

Approval of bills and minutes:

Approval of June and July bills with a motion by Walker, second by R. Williams; motion passed 5-0 by roll call vote. Yes votes from Robnett, Waechter, Walker, G. Williams and R. Williams.

Abstain: President Sims

Approval of June minutes with a motion by Walker, second by Robnett; motion passed 5-0 by roll call vote. Yes votes from Robnett, Waechter, Walker, G. Williams and R. 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

Special Committee on 501c3 Foundation

Robnett and Walker

Walker made a motion to retire this committee, second by Robnett; motion passed 5-0 by roll call vote.

Yes votes from Robnett, Waechter, Walker, G. Williams and R. Williams. Abstain: President Sims

Property/Equipment/Building Committee

Waechter

The Mexico parking lot repairs will be completed on the weekend of August 31st.

Personnel Committee

Mossman, G. Williams, R. Williams

The committee recommended that starting on 1/1/2025, all 5-year staff work anniversaries (5, 10, 15, 20, etc) be acknowledged with the staff member receiving a half-day off with pay at a time that is convenient to the library within 30 days of their anniversary. Waechter moved to accept the committee's recommendation, R. Williams seconded; motion passed 5-0 by roll call vote. Yes votes from Robnett, Waechter, Walker, G. Williams and R. Williams. Abstain: President Sims

Unfinished business: None.

New business:

Selection of Officers for 2024-2025:

There was discussion regarding officers for the coming year. President Sims suggested that the officers remain the same and noted that a new Vice-President is needed. Robnett made a motion that Ruth Etta Williams become the Vice-President and all other officers remain in the same position, G. Williams seconded; motion passed 5-0 by roll call vote.

Yes votes from Robnett, Waechter, Walker, G. Williams and R. Williams. Abstain: President Sims

President: Steve Sims

Vice-President: Ruth Etta Williams

Treasurer: Kathleen Robnett

Secretary: Glenda Williams

Committee Member Assignment for 2024-2025:

Committee members for the 2024-2025 term were assigned by Board President, Steve Sims, as follows:

Finance/Endowment/Investment Fund Committee: Robnett and Walker

Property/Equipment/Building Committee: Waechter and our next new Board member

Personnel Committee: Mossman, Glenda Williams and Ruth Williams

Staff concerns: None.

Other: Tax Rate Hearing

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

Set 2025 tax rate – At the end of the meeting, hearing no public comments, Robnett made a motion to set the 2025 tax rate at \$0.2261 as calculated in the County Clerk's Proforma. Walker seconded the motion. Motion passed 5-0 by roll call vote. Yes votes from Robnett, Waechter, Walker, Glenda Williams and Ruth Williams. Abstain: President Sims

President Sims signed the Proforma Summary Page which Taylor will deliver to the County Clerk immediately following the meeting.

Adjournment:

The meeting was adjourned at 11:18 a.m. with a motion by R. Williams, second by Waechter; motion

passed 6-0 by roll call vote. Yes votes from Robnett, Sims, Waechter, Walker, G. Williams and R. Williams.

Next meeting:

The next regular meeting will be at 10:30 a.m., Wednesday, September 18th at the Vandalia Library.

Mexico-Audrain County Library District
Minutes for Board of Trustee’s Monthly Meeting
September 18, 2024

Call to Order:

The meeting was called to order by Vice President Ruth Etta Williams at 10:30 a.m.

Board members present: Kathleen Robnett, Sue Waechter, John Walker, Glenda Williams, and Ruth Etta Williams.

Members absent: Karen Mossman, 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 August bills with a motion by Walker, second by Waechter; motion passed 5-0 by roll call vote. Yes votes from Robnett, Waechter, Walker, G. Williams and R. Williams.

Approval of August minutes with a motion by Robnett, second by Waechter; motion passed 5-0 by roll call vote. Yes votes from Robnett, Waechter, Walker, G. Williams and R. Williams.

Monthly Reports:

Vandalia Branch Manager, Crystal McCurdy, gave an update on activities at Vandalia. Everything is going well.

Director’s Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Robnett and Walker

John Walker gave an update regarding a County Commission hearing related to an Ameren solar project.

Property/Equipment/Building Committee

Waechter

The Mexico parking lot has been resealed and striped and looks good.

Personnel Committee

Mossman, G. Williams, R. Williams

No report.

Unfinished business: None.

New business:

Director Bruner told the group that two days ago Board President Steve Sims informed her he is resigning his position as he is moving out of the state. Once we receive a written resignation, Vice President Ruth Etta Williams will officially take over the role of Interim Board President.

A new Vice President will be selected at the next Board meeting.

Staff concerns: None.

Other: None.

Adjournment:

The meeting was adjourned at 11:28 a.m. with a motion by Walker, second by Waechter; motion passed 5-0 by roll call vote. Yes votes from Robnett, Waechter, Walker, G. Williams and R. Williams.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m., October 16th at the Martinsburg Library.

Mexico-Audrain County Library District
Minutes for Board of Trustee’s Monthly Meeting
October 16, 2024

Call to Order:

The meeting was called to order by Interim President Ruth Etta Williams at 10:30 a.m.

Board members present: Karen Mossman, Kathleen Robnett, Becky Schafer, Sue Waechter, John Walker, and Glenda Williams.

Members absent: None.

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

New Board member Becky Schafer from Martinsburg was welcomed.

Patron concerns: None.

Approval of bills and minutes:

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

Abstain: Interim President Ruth Williams

Approval of September minutes with a motion by Robnett, second by G. Williams; motion passed 6-0 by roll call vote. Yes votes from Mossman, Robnett, Schafer, Waechter, Walker, and G. Williams.

Abstain: Interim President Ruth Williams.

Monthly Reports:

Director’s Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Robnett and Walker

We have a CD maturing at The Bank of Missouri on November 6th.

The 2025 budget proposal was presented. The budget will be discussed at next month’s meeting after everyone has time to thoroughly review it.

Property/Equipment/Building Committee

Waechter

A bid from Allen Floors for new tile and carpeting on the lower level of the Mexico Library was presented in the amount of \$22,364.00. Robnett made a motion to accept the bid, Schafer seconded; motion passed 6-0 by roll call vote. Yes votes from Mossman, Robnett, Schafer, Waechter, Walker, and G. Williams. Abstain: Interim President Ruth Williams.

Personnel Committee

Mossman, G. Williams

No report.

Unfinished business: None.

New business:

A new President and Vice President need to be selected.

Robnett made a motion to select Ruth Etta Williams as the Board President, Walker seconded; motion passed 6-0 by roll call vote. Yes votes from Mossman, Robnett, Schafer, Waechter, Walker, and G. Williams. Abstain: Interim President Ruth Williams.

Glenda Williams made a motion to select Sue Waechter as the Vice President, Mossman seconded; motion passed 6-0 by roll call vote. Yes votes from Mossman, Robnett, Schafer, Waechter, Walker, and G. Williams. Abstain: President Ruth Williams

Becky Schafer will join the Property Committee as there is currently only one member serving on this committee.

Staff concerns: None.

Other: None.

Adjournment:

The meeting was adjourned at 11:10 a.m. with a motion by Walker, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Mossman, Robnett, Schafer, Waechter, Walker, G. Williams and R. Williams.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m., November 20th at the Martinsburg Library.

Mexico-Audrain County Library District
Minutes for Board of Trustee’s Monthly Meeting
November 20, 2024

Call to Order:

The meeting was called to order by Board President Ruth Etta Williams at 10:30 a.m.

Board members present: Karen Mossman, Kathleen Robnett, Becky Schafer, 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 Waechter; motion passed 6-0 by roll call vote. Yes votes from Mossman, Robnett, Schafer, Waechter, Walker, and G. Williams.

Abstain: President Ruth Williams

Approval of October minutes with a motion by Walker, second by Robnett; motion passed 6-0 by roll call vote. Yes votes from Mossman, Robnett, Schafer, Waechter, Walker, and G. Williams.

Abstain: President Ruth Williams.

Monthly Reports:

Director’s Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Robnett and Walker

The 2025 Operating Budget, including the 2025 Salary and Wage Proposal, was discussed.

Motion by Robnett to approve the 2025 Operating Budget as presented, second by Waechter.

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

Abstain: President Ruth Williams.

Property/Equipment/Building Committee

Schafer and Waechter

The deteriorating concrete curb at the Mexico Library was discussed. The committee will look at some repair options and report back at the next meeting.

Personnel Committee

Mossman and G. Williams

No report.

Unfinished business: None.

New business:

A list of dates for 2025 Board meetings was distributed. Schaefer made a motion to accept the 2025 dates and not to have a December 2024 meeting. Motion was seconded by Robnett.

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

Abstain: President Ruth Williams.

Staff concerns: None.

Other: None.

Adjournment:

The meeting was adjourned at 11:32 a.m. with a motion by Walker, second by Schafer; motion passed 7-0 by roll call vote. Yes votes from Mossman, Robnett, Schafer, Waechter, Walker, G. Williams and R. Williams.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m., Wednesday, January 15th, 2025 at the Martinsburg Library.

The Mexico-Audrain County Library
District Board of Trustees did not meet
in the month of December 2024.

Next scheduled meeting:

January 15, 2025 at the Martinsburg Library