

**Neosho/Newton County Library Board Meeting
February 27, 2016 – 9:00 a.m.**

Board Members Present: Kerri Collinsworth, Melanie Cox, Margaret Crook, Jonathan Russell, Beth Styron, Chris Yaudas and Mark Young

Board Members Absent: Phyllis Blackwood and Jann Burnett

Library Staff Present: Carrie Cline, Library Director and Sharon Meredith, Assistant Director

Library Staff Absent:

The meeting was held at the First Community Bank, 3005 Gardner Edgewood Drive, Neosho. Board President Jonathan Russell called the meeting to order at 9:04 a.m.

Introduction of Guests:

There were no guests in attendance.

Correspondence/Public Comment:

Two thank you notes were circulated – one from Annette Thurston of the Ronald McDonald House for our contribution in memory of late board member Connie McClusky and one from Mary Fisher thanking the board for the staff week recognition.

Consent Agenda: Minutes, Budgeted Expenses, Financial Report:

The consent agenda was reviewed. Mark Young moved to accept the agenda and Chris Yaudas seconded the motion, which passed unanimously.

Staff Reports:

Library Director Carrie Cline reported that she had finally received the paperwork to join the Seneca Chamber of Commerce. She reported on the success of Library Advocacy Day at the Capital, which she attended with Board President Jonathan Russell. They met with several of our local legislators in an effort to see that state library funding is restored. Members were encouraged to contact their representatives and senator to ask them to stop “gutting” House Bill 12 and to return library funding to the budget.

Cline reported on upcoming events she will be attending or speaking at, including:

- Thursday, March 10th: Seneca Chamber Meeting
- Wednesday, March 16th: Neosho Rotary Club
- Wednesday, March 23rd: Widow-to-Widow at Northside Baptist Church

The Neosho Business Expo will be held March 18 & 19. Members signed up to staff the library booth on Friday evening from 4-8 p.m. and Saturday from 10 a.m. to 2 p.m.

Cline reported that Story Time is doing well at Neosho and numbers are starting to climb back up at Seneca. Homeschool workshops also are being well attended.

Pam Armstrong has been hired as the new youth services coordinator. She comes to us from Westview School and begins March 14.

Cline discussed three potential new initiatives: library bibs and board books to be distributed by Kerri Collinsworth to new babies up to four-year-old toddlers at their wellness checkups; books to be provided to Ronald McDonald house for those staying there while their children are in the hospital; and partnering with the Jefferson Street Campus (alternative school) to provide members for the Readers Advisory Board for teens for the summer reading program.

Old Business:

There are several certificates of deposit, which are maturing in the near future. Discussion took place on whether or not those should be renewed or if they should be placed in a money market account for the building project. That discussion led to a discussion on how much money should be set aside in a reserve account as an emergency operating fund. Margaret Crook moved that \$500,000 be set aside in a reserve fund for emergencies, which would three-to-six months of operations. Beth Styron seconded the motion. A roll call vote was taken with all those board members in attendance voting in favor of the motion, which carried.

Kerri Collinsworth moved that as the certificates of deposit mature, any funds that are not needed for the reserve account be moved into a new or existing money market account for use in the upcoming building expansion. Melanie Cox seconded the motion. A roll call vote was taken with all those board members in attendance voting in favor of the motion, which carried.

As part of this discussion a member of First Community Bank's staff answered investing questions from board members regarding investing government entity funds, FDIC insurance guidelines and collateral pledges for amounts exceeding \$250,000. This gives the board a better picture of how to proceed with investing and protecting library funds in the future.

New Business:

As part of the investigation into the feasibility of building an expansion to the existing library facility, core sampling needs to be done. Cline obtained bids from three companies, ranging in cost from \$2,475 to \$4,000. Kerri Collinsworth moved to accept the bid for \$2,475 from Anderson for land core sampling. Melanie Cox seconded the motion. A roll call vote was taken with all board members in attendance in favor, except for Jonathan Russell who abstained from the vote.

The heating and air conditioning unit recently was serviced at the Seneca Library. Cline mentioned that Raleigh Ritter, owner of the building where the library is located, approached her about raising the rent of the building, which has remained at \$424 a month for several years, due to significant increases in his building insurance rates. Kerri Collinsworth moved that we raise the monthly rent to \$525 per month, with a month-to-month lease agreement. Mark Young seconded the motion. A roll call vote was taken with all board members in attendance voting yes, and the motion carried.

Adjournment:

Beth Styron moved to adjourn the meeting, and Chris Yaudas seconded the motion. The meeting adjourned at 11 a.m. for lunch followed by an informal planning session.

Respectfully submitted,

