

**Neosho/Newton County Library Board Meeting
November 17, 2015 – 4:00 p.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, Sharon Meredith, Assistant Director; and Terri Moser, Neosho Circulation Supervisor

Library Staff Absent:

Board President Jonathan Russell called the meeting to order at 4:00 p.m. Melanie Cox moved to accept the meeting agenda as presented. Beth Styron seconded the motion, which passed unanimously.

Introduction of Guests:

There were no guests in attendance.

Correspondence/Public Comment:

There was no correspondence or

Consent Agenda: Minutes, Budgeted Expenses, Financial Report:

Sharon Meredith pointed out that the expiration date for the SMB CD, which was recently renewed, needs to be changed on the financial statements. The board reviewed the various financial statements included in the monthly board packet and discussed if any of them needed to be eliminated, but decided each one provided valuable information. Kerri Collinsworth moved to accept the consent agenda. Melanie Cox seconded the motion, which passed unanimously.

Staff Reports:

Carrie reported on staff and library accomplishments during October, which included installation of new carpet and a new circulation desk at Neosho, and a new circulation desk at Seneca. Jerry Parker retired at the end of the month, and a retirement reception was held in his honor on October 23. The circulation staff is shifting and cleaning the adult fiction and large print collections, and the entire staff is reviewing the procedure manual. There were four story times at Neosho, and a number of outreach efforts at local schools and events. Derek Sanders from Midwest IT was trained to replace Jerry Parker as tech supervisor. Carrie spoke to the Lion's Club.

Old Business:

Discussion took place on the reserve/building accounts. CB&T is now charging a monthly fee for use of the money market account designated as a building fund. The board requested that the library staff investigate closing that account and consolidating it with the money market building fund account at Hometown Bank. Those accounts can be consolidated without going over the \$250,000 FDIC cap. A recommendation will be presented at the December board meeting.

The board discussed moving forward with expanding the Neosho facility by using some of the reserve funds to build some additional square footage in the space located behind the existing building. Carrie presented a rough idea of how space could be configured to include a nice-sized community/conference room and expand some existing areas such as the teen space, etc. The board authorized Carrie to make an initial approach to an architect to determine the feasibility and the cost of the project.

Staff appreciation week is ongoing and Carrie and Sharon thanked the board for their efforts to coordinate the project.

The library is signed up for the Neosho Christmas parade on Saturday, December 5. Parade lineup is at 3:30 p.m. We plan to use a pickup truck and decorate the bed for the event. There also is a Breakfast with Santa event that morning from 8:00 a.m. to about 11:00 a.m. Library staff also will be participating in that event, with about 800 children expected. Small holiday ornament scratch kits have been ordered to give to each child.

New Business:

Officers were asked to go to Hometown Bank and sign a new signature card for the accounts housed there. Copies of drivers' licenses were made for other bank records.

Three policy changes were presented and discussed.

- The date on the Expiration and Invalidation of Library Cards was revised downward from 999 days to 365 days. Kerri Collinsworth moved to accept the change, and Beth Styron seconded the motion. A roll call vote of those present resulted in seven "yes" votes, and the motion passed.
- A proposal was presented to reestablish the reciprocal agreement with the McDonald County Library, pending agreement and approval by the board of the McDonald County Library. The proposal reads *"The Neosho Newton County Library has a reciprocal borrowing agreement with the McDonald County Library. A person who does not live in Newton County, Mo., and has a card at the McDonald County Library in good standing may apply for a reciprocal borrower's card."* Beth Styron moved to accept the proposal, and Melanie Cox seconded the motion. A roll call vote of those present resulted in seven "yes" votes, and the motion passed.
- A proposal was presented to update and simplify the library's vacation, sick leave and holiday policies for both part-time and full-time employees. (See attached) After discussion, Kerri Collinsworth moved to accept the policy as proposed, and Mark Young seconded the motion. A roll call vote of those present resulted in six "yes" votes and one "no" vote by Melanie Cox. The motion passed six to one.

Adjournment:

Kerri Collinsworth moved to adjourn the meeting, and Margaret Crook seconded the motion. The meeting adjourned at 5:20 p.m.

Respectfully submitted,



Chris Yaudas, Secretary