

**Neosho/Newton County Library Board Meeting
August 17, 2015 – 4:00 p.m.**

Board Members Present: Phyllis Blackwood, Jann Burnett, Melanie Cox, Margaret Crook, Jonathan Russell, Beth Styron, Chris Yaudas

Board Members Absent: Kerri Collinsworth, Mark Young

Library Staff Present: Ginny Ray, NNCL director; Sharon Meredith, assistant directors; Jerry Parker, systems administrator

Library Staff Absent: None

Board President Jonathan Russell called the meeting to order at 4 p.m.

Introduction of Board Members/Guests

None

Correspondence

None

Consent Agenda: Minutes, Budgeted Expenses, Financial Report

Minutes of the July 21, 2015 NNCL board meeting and all financial statements were reviewed and discussed. Library Director Ginny Ray pointed out the certificate of deposit at First Community Bank, which matured on July 16, 2015, was renewed. Phyllis Blackwood moved to accept the consent agenda with a second by Beth Styron. The motion carried unanimously.

Staff Reports

Another successful summer reading program was successfully completed. Sharon Meredith reported that the auditors completed their work and requested that we hold a special meeting to discuss some issues. The decision was made by the board to have the auditor attend the September meeting and a significant amount of time on the agenda will be allocated to the audit discussion. Ginny Ray initiated a discussion regarding which statistics generated by the library each month are of most value to the board. Jerry Parker presented a report on the type of information that is available. The board decided that this topic will require further review and discussion. Ginny also discussed the 10 Launch Pads for kids, which were purchased for circulation. Each one contains literacy tools that are targeted by age group.

Old Business

Discussion took place on the \$10 per pay deduction that the staff contributes toward defraying the cost of the library's medical insurance. The new insurance contract for next year reduces the

5

overall cost of the plan to the library by 16 percent. However, the out-of-pocket costs to the employees will increase significantly. It was felt that with the reduction to the library and the increased cost to the employees, the \$10 per paycheck deduction was no longer necessary. Beth Styron moved to eliminate the \$10 per pay insurance deduction for both part-time and full-time staff. Melanie Cox seconded the motion, which carried unanimously.

New Business

Ginny Ray presented the Tax Rate Form A calculation to the board for review. Jann Burnett moved that the tax levy for 2016 be set at \$0.0996. Beth Styron seconded the motion. The carried unanimously.

The first reading took place for the 2016 budget as prepared and submitted by the budget committee. Discussion included a recommendation to list the contract labor cost for the tech support company as a separate line item and to check with the accountant where best to include that. Phyllis Blackwood raised the question about why the equipment/furniture line item was significantly increased and it was determined that was a data entry error and the excess funds will be moved to the appropriate capital outlay line item.

Jonathan Russell reviewed the process and the progress made on the search for a new director. A number of good applicants have responded. The search committee will meet on Sept. 2 at 1:30 p.m. to review all the applications and select the top candidates to present to the full board and to invite for interviews on Saturday, Sept. 26. Board members were encouraged to send potential interview questions to Sharon Meredith for compilation. Chris Yaudas raised the question about whether the board would offer travel and/or relocation expenses to the candidates. Ginny Ray reported that this is not a standard practice in the library world, and after discussion it was decided that relocation expenses could be considered if necessary to entice a qualified candidate to the job.

Ginny Ray discussed the proposed resolution that needs to be signed and notarized by each elected officer. After discussion, the decision was made to table those until a new library director has been hired so that they only need to be signed and presented once.

Informal discussion took place on proposed upgrades (carpet and a new circulation desk) for the Neosho and Seneca (new circulation desk) buildings. Bids for the various items and further discussion will be placed on the September agenda.

Motion to Go Into Closed Session

A motion was made by Beth Styron to go into closed session, which was seconded by Jann Burnett. A roll call vote was taken among those in attendance (Phyllis Blackwood, Jann Burnett, Margaret Crook, Jonathan Russell, Beth Styron and Chris Yaudas) with all in favor. Melanie Cox, who was in attendance at the regular meeting, left prior to the executive session.

A motion to adjourn the open session was made by Chris Yaudas and seconded by Beth Styron. A roll call vote was taken among those in attendance (Phyllis Blackwood, Jann Burnett,

Margaret Crook, Jonathan Russell, Beth Styron and Chris Yaudas) with all in favor. The open meeting was adjourned at 5:00 p.m.

The next regular board meeting is scheduled for Tuesday, Sept. 15, 2015, at 4 p.m.

Respectfully submitted,

Chris Yaudas

Chris Yaudas, Secretary

5

Neosho/Newton County Library Board
Executive Session
August 17, 2015 – 5:00 p.m.

Board Members Present: Phyllis Blackwood, Jann Burnett, Margaret Crook, Jonathan Russell, Beth Styron, Chris Yaudas

Board Members Absent: Kerri Collinsworth, Melanie Cox, Mark Young

Library Staff Present: Ginny Ray, NNCL director

Board President Jonathan Russell called the special session to order at 5:00 p.m.

Board members discussed the need to appoint an interim library director after Ginny Ray retires on Aug. 31, until a new director is hired and on the job, as well as the need to provide a salary differential during the period of service. Phyllis Blackwood moved that Sharon Meredith, assistant director, be appointed as interim director and that her salary be increased to \$50,000 during the period she serves as interim director. Beth Styron seconded the motion. A roll call of those in attendance resulted in six yeas and zero nays. The motion carried.

Board members discussed an appropriate hourly rate to pay retiring library director Ginny Ray during her 30-day consulting agreement following her retirement. Margaret Crook moved that we offer a rate of \$25 per hour. Jann Burnett seconded the motion. A roll call vote of those present resulted in six yeas and zero nays. The motion carried.

Phyllis Blackwood moved to adjourn the meeting. Margaret Crook seconded the motion. A roll call vote resulted in six yeas and zero nays, and the executive session was adjourned at 5:30 p.m.

Respectfully submitted,

Chris Yaudas

Chris Yaudas, Secretary