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**Neosho/Newton County Library Board Meeting**  
**Sept. 14, 2015 – 4:00 p.m.**

**Board Members Present:** Phyllis Blackwood, Jann Burnett, Kerri Collinsworth, Melanie Cox, Margaret Crook, Beth Styron, Chris Yaudas, Mark Young

**Board Members Absent:** Jonathan Russell

**Library Staff Present:** Sharon Meredith, Acting Library Director; Jerry Parker, Systems Administrator

**Library Staff Absent:**

Vice President Beth Styron called the meeting to order at 4:00 p.m.

**Introduction of Board Members/Guests:**

Dawnata Hopkins with The CPA Group, who will present the audit report, was introduced.

**Correspondence:**

A thank you card to the board from retired Library Director Ginny Ray was circulated.

**Consent Agenda: Minutes, Budgeted Expenses, Financial Report:**

The financial report was amended to reflect that the certificate of deposit at First Community Bank, which matured on July 18, 2015, was renewed on timely basis at 0.95 percent with a new maturity date of August 29, 2017. The new information should have been included in the prior month's financial report.

A certificate of deposit at SMB Bank matured on September 12, 2015. We have 10 days to renew it without penalty. Discussion took place on where best to invest those funds. Treasurer Mark Young and Acting Library Director Sharon Meredith will investigate CD rates and determine where best to invest the money. Funds will be kept at SMB if they have the best rates, but otherwise the money will be moved if a better interest rate is found.

Discussion took place on two interest-bearing business checking accounts, one at Community Bank and Trust, and one at Hometown Bank. The CB&T account has been dormant, and we now are paying a monthly fee for lack of use of the account. Upon recommendation of the auditor, discussion took place on moving the funds from those two accounts, which are designated as "building funds," into the general fund and re-designate them as "capital improvement" funds. Doing so will clean up some issues surrounding prior accounting entries discovered in the audit that were entered into the wrong category. A decision was tabled until next month to allow the auditor to provide us with specific language on how to address these issues.

The auditor also discussed with the board ways to better manage our investment accounts to be able to consolidate funds at fewer institutions without exposing the funds to lack of FDIC protection for amounts more than \$250,000.

Mark Young moved to accept the consent agenda as amended and Phyllis Blackburn seconded the motion, which passed unanimously.

**Staff Reports:**

The Friends of the Library made more than \$1,000 on their recent used book'sale. They have about \$5,000 in their account to spend on behalf of the library, and they are soliciting our ideas on how we want those funds to be spent. Possibilities included supplies for the Neosho Fall Festival and the Christmas Parade. The decision was made to not participate in the Fall Festival due to scheduling conflicts with the board members, but to participate in the Christmas Parade. Any decisions on funds requested for the parade was tabled until the October meeting.

**Old Business:**

Second reading took place on the proposed 2016 budget. Since last month, expenses for the proposed IT contract were moved from the Salaries line item to the more appropriate Contractual Services line item, and a mistake in the amounts allocated to the Equipment/Furniture and Capital Outlay line items was corrected. Kerri Collinsworth moved to accept the 2016 budget. Jann Burnett seconded the motion, which passed unanimously.

The proposed Service Contract Agreement with Midwest Services to provide IT support was reviewed and discussed. It was decided that the initial contract should be for a period of six months to allow for the new library director to review the contract and determine if this is the direction he/she wishes to continue. Language for a missing "escape clause" also was reviewed. *{If for any reason the parties decide that the job being performed is not as agreed upon or that the work being done is not what the parties need performed, they may this contract with two weeks written notice.}* Kerri Collinsworth moved to accept the contract as amended. Margaret Crook seconded the motion, which passed unanimously.

Beth Stryon reviewed the results from the search committee, which was tasked with selecting candidates to interview for the library director's position. Fifteen applied and four have been contacted to interview on Saturday, Sept. 26. Resumes for the four candidates were distributed to the board members, along with proposed questions, and procedures for the interviews were discussed.

**New Business:**

The board reviewed several bids and carpet samples to replace the flooring for the Neosho building. Joplin Floor Design submitted the low bid of \$160 to replace the entry grate and \$13,734.75 for the carpet squares for the rest of the main floor space. Melanie Cox moved to accept the Joplin Floor Design bid, which was seconded by Kerri Collinsworth. The motion

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passed unanimously. Sharon Meredith reported that the supplier also recommended that the carpet be cleaned at least four times a year to keep it in optimal shape.

Several bids for a new circulation desk at the Neosho building were reviewed. The bid of \$5,375 for a custom desk from Twin Oaks Cabinets in Neosho included installation. A depressible book drop to be installed in the desk from Brodart had the lowest bid at \$685.44. Melanie Cox moved to accept the bids from Twin Oaks Cabinets and Brodart, which was seconded by Jann Burnett. The motion passed unanimously.

Sharon Meredith reported that new slat walls for the center of the library already have been ordered from Demco in the amount of \$4.762 and will ship on Nov. 9.

A proposed design and bid of \$3,730 from Twin Oaks Cabinets for a new custom-built circulation desk at the Seneca Library was presented. Phyllis Blackwood moved to accept the bid. Mark Young seconded the motion, which passed unanimously.

The board also recommended that the carpets at the Seneca Library should be cleaned before the new desk is installed.

Sharon Meredith reported that Monday, October 12 has been scheduled as a staff day. These usually are used as training days. However, this year the staff will be using the time to clean and organize the attic area, which is being used as storage space.

Staff Appreciate Week has been scheduled for November 16 – 21. Plans for specific activities and board assignments will be determined at the October meeting.

Dawnata Hopkins with The CPA Group presented the audit report, followed by a question and answer period. No material issues were discovered in the audit, although some minor accounting entry reclassifications were discussed. Information was discussed on obtaining a letter of intent or pledge collateral from the banks to secure FDIC protection if the board determines it is expedient to deposit more than \$250,000 at any one bank, rather than use multiple banks. Phyllis Blackwood moved to accept the audit report as presented. Kerri Collinsworth seconded the motion, which passed unanimously.

**Adjournment:**

Margaret Crook moved to adjourn. Phyllis Blackburn seconded the motion, which passed unanimously. The meeting adjourned at 6:22 p.m.

Respectfully submitted,



Chris Yaudas, Secretary

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**Neosho/Newton County Library Board  
Executive Session  
Sept. 29, 2015 – 5:30 p.m.**

**Board Members Present:** Phyllis Blackwood, Jann Burnett, Kerri Collinsworth, Melanie Cox, Margaret Crook, Jonathan Russell, Beth Styron, Chris Yaudas, Mark Young

**Board Members Absent:**

**Library Staff Present:**

Board President Jonathan Russell called the executive session to order at 5:35 p.m. to review the qualifications and experience of the two finalists – Carrie Cline and John Jasumback – and to narrow the field to one candidate to be voted upon in open session. Discussion also took place on a proposed salary and benefits package for new director.

Kerri Collinsworth moved to offer a salary of \$55,000, plus benefits to the candidate. Beth Styron seconded the motion. A roll call vote to approve the motion resulted in seven (7) yeas and two (2) nays (Phyllis Blackwood and Melanie Cox). The motion carried.

**Adjournment:**

Phyllis Blackwood moved to adjourn the closed session, which was seconded by Melanie Cox. A roll call vote resulted in nine (9) yeas and zero (0) nays.

The closed session adjourned at 5:50 p.m.

**Reconvening of Closed Session:**

President Jonathan Russell reconvened the special session at 6:05 p.m. to discuss results of his initial phone call offering the job to Carrie Cline who was voted on in the open session as the final candidate.

Discussion took place about the proposed salary and benefits package being offered.

Discussion also ensued on how to proceed if Cline declines the job offer.

**Adjournment:**

Beth Styron moved to adjourn the executive session. Melanie Cox seconded the motion. A roll call vote was taken with everyone voting in the affirmative.

The executive session adjourned at 6:28 p.m.

Respectfully submitted,

*Chris Yaudas*

Chris Yaudas, Secretary

# Neosho/Newton County Library Board Meeting

Sept. 29, 2015 – 5:30 p.m.

**Board Members Present:** Phyllis Blackwood, Jann Burnett, Keri Collinsworth, Melanie Cox, Margaret Crook, Jonathan Russell, Beth Styron, Chris Yaudas, Mark Young

**Board Members Absent:**

**Library Staff Present:** Sharon Meredith, Acting Library Director/Technical Services

President Jonathan Russell called the meeting to order at 5:30 p.m.

Keri Collinsworth made a motion to go into closed session to discuss hiring of a new library director. Beth Styron seconded the motion. A roll call vote resulted in nine (9) yeas and zero (0) nays.

Following the adjournment of the closed session, Keri Collinsworth moved to hire Carrie Cline as the new library director for the Neosho/Newton County Library system at a salary of \$55,000 plus benefits. The motion was seconded by Beth Styron. A roll call vote resulted in eight (8) yeas and one (1) abstention by Mark Young who was not present for the candidate interviews. The motion carried.

President Jonathan Russell will make the offer to Cline, and members were reminded to observe the 72-hour quiet period surrounding the offer and acceptance.

**Adjournment:**

Margaret Crook moved to adjourn the open session. Mark Young seconded the motion, which passed unanimously. The meeting adjourned at 6:00 p.m.

**Reconvening of Open Session:**

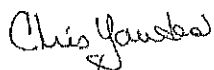
Following a phone call to the candidate by President Jonathan Russell, the meeting was reconvened at 6:04 p.m. to discuss the details of the conversation.

Phyllis Blackwood moved to go into closed session. Keri Collinsworth seconded the motion. A roll call vote resulted in nine (yeas) and zero (0) nays.

**Adjournment:**

Following the adjournment of the closed session, Phyllis Blackwood moved to adjourn the meeting. Melanie Cox seconded the motion. The meeting adjourned at 6:29 p.m.

Respectfully submitted,



Chris Yaudas, Secretary

Neosho/Newton County Library Board  
Executive Session  
Sept. 26, 2015 – 8 a.m.

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

**Board Members Absent:** Mark Young

**Library Staff Present:** Sharon Meredith, Acting NNCL Director/Technical Services

Board President Jonathan Russell called the special session to order at 8 a.m.

Four candidates – Carrie Cline, Michael Burris, Nancy Studebaker and John Jasumback – were interviewed from a list of prepared questions for the NNCL library director position. Following each interview, the candidates and their abilities were reviewed. Chris Yaudas also reported on findings from calls made the prior day to individuals who wrote letters of recommendation for each candidate. At the end of the day the candidates were narrowed down to two individuals – Carrie Cline and John Jasumback – and discussion ensued on the pros and cons of hiring each.

A final vote was tabled to allow board members to reflect on their impressions from each candidate's interview, and a special session to take a final vote to select a director was scheduled for Tuesday evening, September 29 at 5:30 p.m.

The meeting was adjourned at 4:45 p.m.

Respectfully submitted,

*Chris Yaudas*

Chris Yaudas, Secretary