

**Neosho/Newton County Library Board Meeting
October 20, 2015 – 4:00 p.m.**

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

Board Members Absent: Margaret Crook and Mark Young

Library Staff Present: Sharon Meredith, Assistant Director/Acquisitions; Jerry Parker, Systems Administrator; Terri Moser, Neosho Circulation Supervisor

Library Staff Absent:

Board President Jonathan Russell called the meeting to order at 4:03 p.m.

Introduction of Board Members/Guests:

Carrie Cline, the recently hired NNCL director who officially begins work on Nov. 2, was in attendance.

Correspondence/Public Comment:

A letter from Missouri State Auditor Nicole R. Galloway signifying the receipt of the library's financial report for the year ended Dec. 31, 2014, was placed in the record.

Consent Agenda: Minutes, Budgeted Expenses, Financial Report:

Keri Collinsworth moved to accept the minutes for the September 14 board meeting and the September 26 executive session as written. Beth Styron seconded and the motion passed unanimously. The minutes from the September 29 meeting and executive session were reviewed for accuracy and Melanie Cox moved to accept them as presented. Keri Collinsworth seconded the motion, which passed unanimously. The financial statements were reviewed and revised to reflect that the maturity date on the CD recently opened at SMB Bank should be September 12, 2017, not 2015. Phyllis Blackwood moved to accept the amended financial statements. Keri Collinsworth seconded the motion, which passed unanimously.

Staff Reports:

The new carpet has been installed at the Neosho library and the new circulation desk will be installed Wednesday and Thursday. Following that, the carpets behind the circulation desk will be cleaned, completing the scheduled renovations at the library. The new circulation desk was installed at the Seneca library, and the carpets will be cleaned Friday. The staff also has cleaned and reorganized the back room. The bathroom walls need to be patched and painted in the near future, which will complete the scheduled renovations at Seneca. A retirement party for Jerry Parker will be held at the Neosho library on Friday from 4-5 p.m. Parker's last day will be October 30.

Old Business:

The board reviewed and discussed the email from the auditor about reclassifying the two building fund accounts. The decision on how to handle these was tabled until the new library

director is on board and we have a chance to review the matter further based on our future goals and plans.

Staff Appreciation Week will be hosted by the board again this year and is set for November 16-21. Monday: Beth Styron and Mark Young will provide coffee and donuts. Tuesday: Jann Burnett and Chris Yaudas will provide fruit, vegetable and cheese trays with accompanying dips and crackers. Wednesday: Phyllis Blackwood and Keri Collinsworth will provide cookies and souvenir drink containers. Thursday: Jonathan Russell will provide chili from Wendy's. Friday: Melanie Cox will supply \$25 gift cards from Wal-Mart for each employee.

The Neosho Christmas Parade will be held on Saturday, December 5 at 5 p.m. The board asked Sharon Meredith to make sure our entry form is completed and submitted. Ideas were discussed and board members will bring suggestions to the November board meeting for finalizing.

New Business:

Two changes to the circulation policy were proposed and adopted, and one proposal was tabled until the next meeting. Point 1 addition: "Patrons will be asked to allow their photo to be placed in their library record. If a patron chooses not to allow this, he/she will be required to show a photo ID each time when checking out materials or using the public computers. This will help to ensure only the patron has use of his/her library card." Point 2 addition: "Children 6 years of age or older may apply for a library card." A roll call vote of those in attendance resulted in seven yeas and zero nays and abstentions. The changes will become effective December 1, 2015.

Job descriptions and staff evaluations were discussed. The board instructed the new library director to find a simple but effective evaluation tool to use and to conduct annual evaluations with the library staff as she sees fit. After discussion it was decided that the library director's existing job description, which was updated in 2006, is adequate but that goals and objectives should be developed to be used in the director's annual evaluation. Chris Yaudas, Mark Young and Carrie Cline will meet to develop proposed goals and objectives for the coming year to be presented to the board for acceptance.

The board has been approached by a local realtor with a proposal to sell our building to an unnamed buyer and to purchase the Mills Park Centre for a new library. After discussion, the board decided this was not in the best interest of the organization and will decline the offer.

Adjournment:

Kerri Collinsworth moved to adjourn the meeting, and Phyllis Blackwood seconded the motion. The meeting adjourned at 5:10 p.m.

Respectfully submitted,

Chris Yaudas

Chris Yaudas, Secretary