

**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 Stryon 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

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.

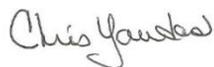
Staff Appreciate Week has been scheduled for November 16 – 21. Plans for specific activities and board assignments will be determined at the October meeting.

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