

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
August 15, 2018

Call to Order:

The meeting was called to order by President Deimeke at 10:31 a.m. Board members present included Amy Childs, Aggie Deimeke, Roslyn Dial, Bob Fenlon, Connie Hesse, Kay Robnett, and Steve Sims. Gina Gilman was not present. Also present: Library Director, Christal Bruner; Assistant Library Director, Mare' Proso; and Office Manager, Monica Taylor.

Approval of bills and minutes:

Approval of June and July bills with a motion by Fenlon, second by Sims; motion passed 6-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, and Sims. Robnett abstained.

Approval of minutes for June 20 with a motion by Dial, second by Fenlon; motion passed 6-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse and Sims. Robnett abstained.

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee ***Fenlon, Sims***

We received the Mexico air conditioner repair invoice so we can now re-open the Restricted CD. Robnett joined the Finance Committee. A committee meeting is scheduled for September 17th to discuss the library's investment plan.

Property/Equipment/Building Committee ***Childs, Fenlon, Sims***

Vandalia building repairs are moving forward. The branch needs a larger water heater. Fenlon motioned to authorize the director to spend up to \$600 for a hot water heater in Vandalia, Sims seconded; motion passed 7-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Robnett, and Sims.

Personnel Committee ***Dial, Gilman, Hesse***

No report.

Unfinished business: Taylor updated the board about the audit progress and an HR Law class she attended. Mexico air conditioning is working again.

Mexico sidewalk repairs are partially done pending an issue with the contractor. The building committee will negotiate a settlement.

A plaque for Kathy Craghead will be made at a later date.

New business:

Discussion of the proposal to change evening hours at Mexico. Proso explained that staffing is needed more during peak times in the day, rather than in the evening which has much less traffic. Motion made by Childs to change hours to be open only two evenings per week during winter hours from Labor Day to Memorial Day; second by Dial. Motion passed 7-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Robnett, and Sims.

Due to numerous employee complaints about our current payroll processor, other options were discussed. Fenlon will talk with our current processor. (Childs left the meeting at this time.)

Discussion of Sunshine Law requirements:

It is recommended to record the date and time the agenda is posted.

An email retention policy is being researched. For now, board members will send copies of all emails to Taylor and Bruner; Taylor will keep a copy as public record.

The reason for closed meetings should be stated in the minutes. For example, if a personnel issue is to be discussed, minutes should state that the closed meeting is personnel related.

Real estate is for sale across the street from the library. The board is not interested in purchasing the property.

The library board needs another City board member representing Mexico.

The library district has old shelving that is unusable. Motion to declare the shelving surplus by Dial, second by Fenlon; motion passed 6-0 by roll call vote. Yes votes from Deimeke, Dial, Fenlon, Hesse, Robnett, and Sims.

Patron concerns: None.

Staff concerns: None.

Executive Session: None.

Adjournment: The meeting was adjourned at 11:45 a.m. with a motion by Hesse; second by Fenlon. Motion passed 6-0 with a roll call vote. Yes votes from Deimeke, Dial, Fenlon, Hesse, Robnett, and Sims.

Next meeting: The next regular meeting is scheduled for 10:30 a.m. Wednesday, September 19th at the Mexico Library.