

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
August 18, 2021

Call to Order:

The meeting was called to order by President Sims at 10:30 a.m. Board members present included Amy Childs, Kay Dubbert, Jessica Johnson Ekern, Connie Hesse, Karen Mossman, Kay Robnett, Steve Sims, Sue Waechter and Glenda Williams. Also present: Library Director, Christal Bruner, and Office Manager, Monica Taylor. Our new Board member from Mexico, Sue Waechter, was welcomed.

Approval of bills and minutes:

Approval of June and July bills, with a motion by Ekern, second by Williams; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

Approval of June minutes, with a motion by Robnett, second by Mossman; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Ekern, Robnett

Taylor reported that the annual audit report has been submitted to the State Auditor. Copies of the audit report were distributed.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

Director Bruner will consult with a concrete contractor and members of the Property Committee at the Vandalia Library to develop a plan for the parking lot project. After this meeting, they will share their recommendations with the Board. The parking lot improvement will be a project for 2022.

The Heartland Restoration window project at Mexico was completed in early August and there have been many positive comments about them from the public and the staff.

Personnel Committee

Hesse, Mossman, Williams

The committee will meet with Director Bruner in the coming month to discuss staff pay rates for 2022. This meeting will take place prior to the preparation of the 2022 library budget.

Unfinished business:

None.

New business:

Committee members for the 2021-2022 term were assigned by Board President, Steve Sims, as follows:

Finance/Endowment/Investment Fund Committee: Ekern, Robnett

Property/Equipment/Building Committee: Childs, Dubbert, Waechter

Personnel Committee: Hesse, Mossman, Williams

Hesse made a motion to accept the committee members as assigned by President Sims; Mossman seconded. Motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

A Sale of Surplus Property policy was presented, along with an update to the Asset Disposal policy. The Sale of Surplus Property policy authorizes the Library Director to approve the sale or disposition of assets with a current market value of less than \$1,000. These changes help remove unusable items from the library's limited storage area in a timely manner. Items valued at \$1,000 or more require Board approval before sale or disposition.

Patron concerns:

A concern was discussed regarding possible changes to library hours to allow for extra cleaning due to rising COVID-19 cases. Instead of the library closing early to allow for extra cleaning at the end of the day, the suggestion is that the library open later in the morning and then stay open until the normal closing time at the end of the day. This would allow people who work to have time to make it to the library at the end of the day. This change would only be implemented if it is deemed necessary to adjust hours in response to COVID-19.

Staff concerns: None.

Executive Session: None.

Other: None.

Adjournment:

The meeting was adjourned at 11:25 a.m. with a motion by Robnett, second by Ekern; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m. Wednesday, September 15, 2021 at the Martinsburg Library/Community Room.