

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
October 20, 2021 at the Martinsburg Community Room

Call to Order:

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

Approval of bills and minutes:

Approval of September bills with a motion by Hesse, second by Robnett; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Ekern, Hesse, Robnett, Sims, Waechter and Williams.

Approval of September minutes with a motion by Ekern, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Ekern, Hesse, Robnett, Sims, Waechter and Williams.

Amy Childs arrived after approval of September bills and minutes, delayed due to road construction.

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Ekern, Robnett

Robnett and Taylor discussed choices for auditing firms for the coming year. Taylor will check further references and schedule someone from the second firm to meet with the Finance Committee.

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

Mexico Library Building Repairs: The full Property Committee and President Sims met with Director Bruner, Asst. Director Proso and Office Manager Taylor on 10/15 to discuss repairs. Proposals have been received from two reputable companies and a walk-through has been performed with one. A walk-through is scheduled for 10/26 with the second company. References for both companies have been excellent. This project is considered an emergency as the current condition of the building is a safety issue for staff and patrons. The sooner repairs are made; the less additional damage will occur. The Property Committee will gather more information and make a recommendation to the full Board. A special Board meeting may be called to move forward with repairs as soon as possible.

Vandalia entryway: Another local contractor/repairman, at least the 5th one we've contacted, was asked about fixing the entryway concrete but he was not interested. We will try to find someone with a concrete saw who is willing to put a ¼" groove in the concrete so water can drain; this would be a temporary remedy until we move forward with the larger project at Vandalia.

Vandalia parking lot: Childs and Dubbert, along with Director Bruner, Vandalia Branch Manager McCurdy and Office Manager Taylor had an information gathering meeting on 9/22 with a concrete contractor to

discuss correcting the entryway concrete and paving the back portion of the Vandalia parking lot and concerns regarding sloping, drainage, and other issues. He had several good suggestions, such as extending a couple of drains out to the street and including one or two light bollards in our project so that if we decide to add light poles in the future we will already have the wiring in place and would not have to dig up the concrete again to install lights in the back parking area. The City of Vandalia is looking into adding two new drains as part of this project, one of which would affect a city sidewalk.

Personnel Committee

Hesse, Mossman, Williams

Proposed wages/salaries for next year were distributed to all Board members. This will be discussed along with the 2022 Budget Proposal.

Unfinished business:

None.

New business:

The 2022 Annual Operating Budget discussion was tabled until next month pending decisions on Mexico building repairs and the Vandalia parking lot. The 2021 budget may need to be amended depending on when work begins on the Mexico building. As suggested by one of the building repairmen, we should plan to budget \$2,000 per year for tuckpointing on the Carnegie Library building at Mexico.

The Endowment CD matures on 01/10/2022. The Board agreed through general discussion and without a motion that the Finance Committee will decide what is the best decision for the Endowment CD based on interest rates at the time of renewal.

A revised Interlibrary Loan Policy was presented. Motion to accept policy by Robnett, second by Childs; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Robnett, Sims, Waechter and Williams.

For future policy changes, do not label them as “approved” but rather as “revised” and include the revision date on the document. Also, when presenting policy revisions to the Board, highlight or underline the parts that are changed.

There was discussion as to whether the currently observed holiday for the day after Thanksgiving had been approved by the Library Board as it is not mentioned in any Board minutes. Motion to keep the day after Thanksgiving as a paid holiday for staff during which the library will be closed to the public by Hesse, second by Williams; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Robnett, Sims, Waechter and Williams.

Observance of the new federal holiday, Juneteenth, was discussed. Motion to implement Juneteenth as a paid holiday for staff during which the library will be closed to the public by Dubbert, second by Waechter; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Robnett, Sims, Waechter and Williams.

Hesse left the meeting at this time.

A Filming and Photography Policy and two related photography release forms were presented. Motion to accept policy and related forms by Dubbert, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Robnett, Sims, Waechter and Williams.

A Public Participation for Board Meetings Policy was presented which includes making a change to the order of business for future meetings. Motion by Dubbert to approve the policy as presented, to move "Patron concerns/public comments" to be the second item of business on future agendas, and to amend Board Bylaws: Section IV, Subsection D, Order of Business to reflect this change, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Robnett, Sims, Waechter and Williams.

A Domestic or Sexual Violence Victim Leave Time Policy was presented as an addition to the Personnel Policy. This leave time is required per the Missouri Department of Labor effective this month. As an employer with 20 to 49 employees, the library district is required to provide one week of unpaid leave time. Larger employers are required to allow two weeks of unpaid leave time. The Board agreed that if someone is in this situation, they would allow two weeks of unpaid leave time. Motion to approve the policy with two weeks of unpaid leave time by Robnett, second by Ekern; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Robnett, Sims, Waechter and Williams.

An Inclement Weather Policy was presented to clarify procedures. Motion to accept policy by Childs, second by Robnett; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Robnett, Sims, Waechter and Williams.

Patron concerns: None.

Staff concerns: None.

Executive Session: None.

Other: None.

Adjournment:

The meeting was adjourned at 11:45 a.m. with a motion by Robnett, second by Childs; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Robnett, Sims, Waechter and Williams.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m. Wednesday, November 17, 2021 at the Martinsburg Library/Community Room.