

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
September 15, 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 Amy Childs, Kay Dubbert, Connie Hesse, Karen Mossman, Steve Sims, Sue Waechter and Glenda Williams. Members absent: Jessica Johnson Ekern and Kay Robnett. Also present: Library Director, Christal Bruner, and Office Manager, Monica Taylor.

Approval of bills and minutes:

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

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

Monthly Reports:

Director's Report – sent in packet

Director Bruner mentioned that she would like to meet with the Personnel Committee to discuss their thoughts regarding observance of the new federal holiday, Juneteenth, as patrons have already asked about this topic. There was also general Board discussion about reviewing policies on a rotating schedule so that every policy is scheduled for review at least once every five (5) years. This was not voted on or finalized, only discussed as something to think about for the future.

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Ekern, Robnett

Property/Equipment/Building Committee

Childs, Dubbert, Waechter

Two different concrete contractors will try to meet with Director Bruner and the Property Committee in the next few weeks to discuss paving the back portion of the Vandalia parking lot and concerns regarding sloping, drainage, and any other issues. As this project is in the information gathering phase, another local contractor was suggested to possibly fix the entryway concrete that still needs re-done.

Personnel Committee

Hesse, Mossman, Williams

The committee met with Bruner and Taylor on August 30th to discuss 2022 raises prior to the 2022 budget preparation.

Unfinished business:

None.

New business:

New Code of Ethics-Public Disclosure Policy

The library's total annual revenue from all sources now slightly exceeds \$1,000,000. Due to reaching this level, the district is required to implement a Code of Ethics-Public Disclosure policy. This policy must be updated every other year, be signed by the Board President and Secretary, and then submitted to the Missouri Ethics Commission. The Commission provides the requirements for the policy.

A Code of Ethics-Public Disclosure Policy was presented. Childs moved to approve the policy as presented, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Sims, Waechter and Williams. The policy was signed by President Sims and Secretary Williams as required. Monica Taylor submitted the signed policy to the Missouri Ethics Commission and received confirmation of receipt.

Mexico Library building needs some exterior repairs

The Mexico Library building is having an issue with leaking when we have rain combined with a strong wind that causes the rain to come at a particular angle. Heartland Restoration assessed the situation and the leaking issue is with the building itself and not the new windows. They evaluated the windows, both inside and outside, and the windows are properly sealed. During the assessment, several cracks were found in the limestone, numerous joints are missing mortar and caulk, and a stone has fallen off the building. Heartland is experienced with this type of building restoration and is preparing a bid for these repairs. We will contact other companies to secure additional bids.

Board member Sue Waechter's son is an architect and she mentioned this issue to him. It was discussed that the issue could be caused by a problem with the roof or cracks in the internal gutters, so that will need to be considered as well.

Patron concerns: None.

Staff concerns: None.

Executive Session: None.

Other: Director Bruner gave the Board a quick overview of the library district website and online catalog of materials for adults and children.

Adjournment:

The meeting was adjourned at 11:30 a.m. with a motion by Childs, second by Hesse; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Sims, Waechter and Williams.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m. Wednesday, October 20, 2021 at the Martinsburg Library/Community Room.