

Minutes of the Library Board of Trustees

January 18, 2010

Members present: Ron Barton, Carolyn McGowan, David Storm, Mike Kirby, Edy Newby

Members absent: Scott Boudreaux, Bob Waters, Myrna Dolance, Marti Pittman

Meeting was called to order by President Ron Barton.

Consent agenda was approved. on motion by Newby, second by Storm.

Committee Reports:

Building and Grounds:

Oliveira reported the library had to close 10 days at the end of December and beginning of January due to heat and boiler problems. Boudreaux is going to look into a maintenance agreement with the Trane Company in Springfield. Oliveira suggested replacing the control system with Foundation money. The current system is 5 years and has a 9 year operational life. More information will be gathered before a decision is made.

Nominating Committee:

McGowan suggested the current slate of officers remain for next year. Was voted on and passed by acclamation.

Old Business:

Was discussed whether the library would show old movies again this year. Oliveira will check with Friends of the Library to see if they would help with this program.

New Business:

Oliveira requested a Policy Review Committee be appointed. Dr. Barton appointed David Storm as chairman, members Mike Kirby and Edy Newby.

There was no other new business.

Director's report was given.

Meeting was adjourned. Next meeting will be February 15, 2010, at 6:30 pm.

Ron Barton, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

February 15, 2010

Members present: Ron Barton, Carolyn McGowan, David Storm, Marti Pittman, Edy Newby

Members absent: Scott Boudreaux, Bob Waters, Myrna Dolance, Mike Kirby

Meeting was called to order by President Ron Barton.

Consent agenda was approved on motion by Pittman, second by Storm. Correction to the January minutes: add Carolyn McGowan to the Policy Review Committee.

Committee Reports:

Building and Grounds:

Dr. Barton reported that Boudreaux is going to look into a maintenance agreement with the Trane Company in Springfield to replace the entire control system for the heating/cooling system using Foundation money.

Discussed the leak at the North entrance. Was decided we should seek advice from a roofer on how to alleviate the leak.

Storm reported the Policy Review Committee met on February 9 and worked on the Technology Plan. Pittman made a motion, second by Storm to accept the Technology Plan. The Policy Review Committee will continue to meet on the second Tuesday of each month at the library at 7:00pm as long as needed.

Old Business:

Dr. Barton commended Oliveira on the outstanding Egyptian exhibit the library displayed. Oliveira told about upcoming exhibits.

Discussed publicizing library events. Was decided Oliveira would write a weekly column for the Sentinel listing new books, upcoming exhibits and events scheduled at the library.

New Business:

There was no new business.

Director's report was given.

Meeting was adjourned. Next meeting will be March 22, 2010, at 6:30 pm.

Ron Barton, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

March 22, 2010

Members present: Ron Barton, Carolyn McGowan, David Storm, Marti Pittman, Bob Waters, Scott Boudreaux, Mike Kirby, Edy Newby

Members absent: Myrna Dolance

Meeting was called to order by President Ron Barton.

Consent agenda was approved on motion by Boudreaux, second by Storm.

Committee Reports:

Building and Grounds:

Boudreaux reported he is continuing to work with Trane (out of Springfield) to get our H/AC system to proper settings. A Trane representative will be present for the changeover from heat to air conditioning.

The library will be seeking bids on new fans (with covers) located at the back of the library inside the fence. This should help improve operation of what we have. Boudreaux will have our bid person work with Trane.

Old Business:

Storm reported the Policy Review Committee met on March 9. He presented a Mission Statement from the committee. After discussion and one change, Pittman made a motion, second by Storm to accept the Mission Statement. Motion passed. The Policy Review Committee will continue to meet on the second Tuesday of each month at the library at 7:00pm as long as needed.

Dr. Barton commended Oliveira on the Egyptian and Indian exhibits displayed by the library. Oliveira told about upcoming exhibits. Boudreaux suggested Oliveira contact Jim Taylor for a display/presentation on "railroads" at the library.

Pittman asked about the leaky wall at the North entrance. It will be looked at.

New Business:

Oliveira reported Chuck Surface had visited with her regarding the Flex Plan. Motion was made by Boudreaux, second by Kirby to allow Webb City library employees to participate in the Flex Spending Account for medical expenses and dependent daycare provided by the city of Webb City. The library will handle any difference that may arise from a prefunded portion of the Flex Spending Account that remains unearned due to dismissal or termination. Motion passed.

Director's report was given.

Meeting was adjourned. Next meeting will be April 20, 2010, at 6:30 pm.

Ron Barton, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees
April 19, 2010

Members present: Ron Barton, Carolyn McGowan, Myrna Dolence, David Storm, Marti Pittman

Members absent: Edy Newby, Scott Boudreaux, Bob Waters, Mike Kirby

Meeting was called to order by President Ron Barton

Consent agenda was approved with the addition of the Mission Statement approved in March, as follows: The mission of the Webb city Public Library is to promote lifelong learning by providing resources, programs and services for people of all ages. Motion by McGowan, second by Dolence.

Committee Reports:

Buildings and Grounds – Oliveira reported on an estimate from Trane of over \$1500 to replace parts on the air handlers damaged by ice falling from roof. She will contact Boudreaux to review the bid.

Policy – Storm reported that the Policy Committee met to begin work on circulation policies. He asked whether or not the board as a whole wanted the inclusion of statements concerning equality of access and patron confidentiality. It was agreed to include them.

Old Business:

Dolence has received questions about hanging the dedication plaque. She was authorized to contact the mayor regarding the repair of the roof which still leaks water over the limestone wall where the plaque is to hang. She will also investigate using an easel or some other way to display the plaque until it can be placed in its permanent location.

There was no other old business.

New Business:

A motion was made by Dolence and seconded by McGowan to close the foundation account at Mid-Missouri bank and move those funds into the library checking account at the same bank. These funds will cover the cost to Trane of the latest repairs to the air conditioning system.

There was no other new business

Director's report was given. Oliveira reported that the library would begin offering ePrep at no cost to all students in the RVII school district.

Meeting was adjourned. Next meeting will be May 17, 2010

Ron Barton, President

Marti Pittman, Acting Secretary

Minutes of the Library Board of Trustees

May 17, 2010

Members present: Ron Barton, Carolyn McGowan, David Storm, Myrna Dolance, Bob Waters, Mike Storm, Edy Newby

Members absent: Marti Pittman, Mike Kirby, Scott Boudreaux

Meeting was called to order by President Ron Barton.

Consent agenda was approved on motion by McGowan, second by Storm.

Committee Reports:

Building and Grounds:

Oliveira reported she has a price quote from Trane for more repairs.

Old Business:

Dolance reported that she and Oliveira visited with Troy Salchow, city attorney, concerning the ongoing problems experienced with the heating/cooling system. He said to give him 60-90 days and he will pull and review reports Scott has given him. He will then write a letter from the city to Larry Snyder & Co., general contractor. If nothing happens as a result of the letter then we need to make a decision of what we will do.

Oliveira reported that the dedication plaque has been hung on the wall in the library by Glen Dolance. Was suggested we have a public reception; no decision was made.

Dr. Barton commended Oliveira on the most recent display at the library. Said it was "outstanding."

New Business:

Circulation policy: Storm gave a report on progress of the committee and passed out a copy of the new suggested circulation policy. Dolance made a motion, second by Waters to accept the circulation policy as presented. Motion passed. The committee will meet again on Sept. 14, 2010, at 7 pm.

Director's report was given. Oliveira gave an overview of library activities planned for the coming year, with room for more events to be added.

Meeting was adjourned. Next meeting will be Aug. 16, 2010, at 6:30 pm.

Ron Barton, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees
August 16, 2010

Members Present: Ron Barton, Myrna Dolence, David Storm, Mike Kirby, Scott Boudreaux

Members Absent: Edy Newby, Marti Pittman, Carolyn McGowan, Bob Waters

Meeting was called to order by President, Ron Barton.

Consent agenda was approved. Motion by Boudreaux; second by Kirby.

Committee Reports:

- Building and Grounds – Boudreaux reported that various parts of the HVAC system have been repaired but the control system is still problematic. He will consult with Trane about an estimate for any remaining repairs and an estimate for replacing the controls software. There are still some cosmetic issues resulting from water damage that we will need to address.

Old Business:

- There was no old business.

New Business:

- The preliminary budget for FY 2011 was presented. Oliveira reported that the 2010 FY has seen both less income and higher building expenditures than anticipated. For this reason the 2011 budget calls for a reduction in the number of hours each week that the library is open to the public; a reduction in staff hours; no increases in wage rates and a reduction in expenditures for both programming and materials. These measures are necessitated in order to cover rising building expenses. Motion to approve by Boudreaux, second by Storm. Motion carried.
- Since the library is now closed on Monday evenings, board members were asked to consider moving the meeting time. A decision will be made at the September meeting.

Meeting adjourned. The next meeting will be September 20, 2010 at 6:30 pm

Ron Barton, President

Myrna Dolence, Acting Secretary

Minutes of the Library Board of Trustees

September 20, 2010

Members present: Ron Barton, David Storm, Marti Pittman, Scott Boudreaux, Mike Kirby, Edy Newby

Members absent: Myrna Dolence, Carolyn McGowan, Bob Waters

Meeting was called to order by President Ron Barton.

Consent agenda was approved on motion by Boudreaux, second by Kirby.

Committee Reports:

Building and Grounds:

Boudreaux reported that he met with a representative from Trane in Springfield. He requested a comprehensive study of the HVAC system focusing on maximum efficiency instead of maximum control. They will get back to him in 2-3 weeks with a recommendation and quote.

Old Business:

Dr. Barton brought to the attention of the Board that when the new budget was passed at the August Board meeting there was a cut in pay for hourly employees resulting from cutting hours of operation of the library. He, as well as others on the Board, had not realized that when the Board voted and passed the new budget. Discussion ensued as to how we could remedy this cut in their pay. Involved were 4 full time and 2 part time employees. After much discussion and looking at the budget again, Boudreaux made a motion that we reinstate hours to all employees and go back to regular hours of operation, second by Storm. Motion carried.

Was discussed whether to move the monthly Board meeting to another time. Motion was made by Kirby, second by Pitman, to move the meetings to the 4th Monday night of each month. Motion carried.

New Business:

Dr. Barton appointed a new nominating committee: Edy Newby, Chair, Myrna Dolence and Marti Pittman.

Director's report was given on coming events at the library.

Meeting was adjourned. Next meeting will be October 25, 2010, at 6:30 pm.

Ron Barton, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

October 25, 2010

Members present: Ron Barton, David Storm, Marti Pittman, Scott Boudreaux, Myrna Dolence, Carolyn McGowan, Edy Newby

Members absent: Bob Waters, Mike Kirby

Meeting was called to order by President Ron Barton.

Consent agenda was approved on motion by Boudreaux, second by Pittman.

Committee Reports:

Building and Grounds:

Boudreaux reported that he met with a representative from Trane in Springfield. The preliminary report says we have a good HVAC system. The control system continues to be the issue. There are 2 levels of "fixes." 1) Put on a unit that will overrun the present master controller, or 2) buy a complete new master controller unit. Trane representatives will try the new unit to overrun the present master controller first, as it will be considerably cheaper than having to purchase an entire new master controller unit.

Boudreaux said he would contact a contractor to repair the library wall/ceiling damaged from the roof leak since the leak appears to have been fixed.

Old Business:

Newby reported the Nominating Committee had a new slate of officers to present to the Board at the November meeting. After discussion McGowan made a motion to amend the bylaws to remove any restrictions on term limits for officers, second by Dolence. Motion passed.

Storm reported the Policy Committee will meet on January 11, 2011 at 6:30 pm at the library.

New Business:

The amended budget for FY 2011, beginning November 1, 2010, was discussed. Motion by Storm to adopt the amended budget, second by Dolence. Motion passed.

Director's report was given on coming events at the library.

Meeting was adjourned. Next meeting will be November 22, 2010, at 6:30 pm.

Ron Barton, President

Edy Newby, Secretary