

Minutes of the Library Board of Trustees

January 23, 2012

Members present: Carolyn McGowan, Bruce Waggoner, Patty Freeman, Scott Boudreaux, Marti Pittman, Edy Newby

Members absent: Ron Barton, Mike Kirby, Myrna Dolence

Meeting was called to order by Scott Boudreaux.

Oliveira introduced Brad Baker. He is the current president of the WC Library Development Foundation Board and was invited to speak to the Library Board. He spoke on the background and organization of the Foundation Board, explaining the committee's function and current members. They are:

1. Director At Large – Bill Perry III
2. Director At Large – Mike Moore
3. Director At Large – Brad Baker (President)
4. Director Library Board Member – Ron Barton
5. Director Library Board Member – Marti Pittman (Treasurer)
6. Director Library Board Member – Janet Taylor
7. Director Library Board Member – Myrna Dolence (Secretary)

Consent agenda for December was approved on motion by McGowan, 2nd by Waggoner.

Committee Reports:

Building and Grounds:

Waggoner reported he is planning to spread grass seed/fertilizer on the library lawn within the next month.

Old Business:

Boudreaux announced the Policy Committee would be put on hold for a while. He announced a new committee, the Centennial Committee, to begin making plans for the library centennial celebration to take place in 2013. Committee consists of: McGowan, chairman, Freeman and Waggoner.

Oliveira reported the library has been experiencing serious security problems. She introduced Mark Fisher, owner of Surveillance Tech of Webb City. He explained 2 proposal options for adding more security cameras throughout the building. Motion was made by Waggoner, 2nd by McGowan to go with proposal option #1, to replace the current 16 channel digital video recorder with a 32 channel hybrid video recorder as well as adding 4 more cameras and replacing 1 damaged camera. Motion passed.

New Business:

None

Director's report was given.

Meeting was adjourned. Next meeting will be February 27, 2012, at 6:30 pm.

Scott Boudreaux, Vice-President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

February 23, 2012

Members present: Carolyn McGowan, Bruce Waggoner, Patty Freeman, Scott Boudreaux, Marti Pittman, Edy Newby

Members absent: Mike Kirby, Myrna Dolence

Meeting was called to order by President Scott Boudreaux.

Consent agenda for January was approved on motion by Waggoner, 2nd by Freeman.

Committee Reports:

Building and Grounds:

Waggoner reported he has purchased lawn spray and is planning to spray the library lawn this week, weather permitting.

Old Business:

Oliveira reported 7 new surveillance cameras have been installed, and the old damaged camera is being repaired, if possible. Placing of cameras: 1 front steps, 2 inside and 1 upstairs, 1 in FIC stacks, 1 in computer lab, 1 in children's library.

McGowan gave a Centennial Committee report. She met with Tom Hamsher, present owner of Minerva's Candy store. Minerva's will also be celebrating their 100th centennial in 2013. She talked about the possibility of the library and Minerva's celebrating together. She also is going to see if other downtown businesses may also be having a 100 year centennial in 2013.

New Business:

Non-resident card policy was discussed. Two issues were talked about: 1) increase cost of card, and 2) non-resident student cards for all WC R-7 students only. Was decided Oliveira should do a statistical analysis of numbers of resident adults and report back to the Board next month. Motion to table the discussion of non-resident fees until next month was made by McGowan, 2nd by Freeman. Motion passed.

Oliveira reported money had been donated in memory of Dr. Barton. Discussion followed on how to spend the money and ideas for a memorial were given (marble bench, handprints/retaining wall). Pittman will get information and report to the Board next month on prices.

Roofing problems continue, some old, some new. Waggoner will contact the company that called Sue regarding roof leaks.

Director's report was given.

Meeting was adjourned. Next meeting will be March 26, 2012, at 6:30 pm.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

March 26, 2012

Members present: Carolyn McGowan, Bruce Waggoner, Patty Freeman, Scott Boudreaux, Marti Pittman, Edy Newby

Members absent: Mike Kirby, Myrna Dolence

Meeting was called to order by President Scott Boudreaux.

Consent agenda for February was approved on motion by Waggoner, 2nd by Pittman.

Committee Reports:

Building and Grounds:

Waggoner reported he aerated the library lawn and put down grass seed in March. He will turn in receipts for reimbursement for grass seed and equipment rental.

Waggoner reported there were leaks in Oliveira's office again. Henson and Wilkins came and inspected the spots leaking. Repair cost was quoted at \$390.00. Repairs have been made as of 3/24/12/.

Old Business:

Non-resident card policy was discussed. Oliveira reported there are 138 active cards for free non-resident students. Paid non-resident cards were not included in that number. Last year we had 178 paid cards, plus 48 free cards issued to residents in the FEMA park. Motion by Pittman, 2nd by McGowan, to increase non-resident fee to \$25.00 and eliminate free cards for non-residents effective July 1, 2012. Motion passed.

A memorial in memory of Dr. Ron Barton was discussed. Approximately \$800.00 has been donated so far. Pittman will get price quotes for an onyx bench. Motion was made by Waggoner, 2nd by Newby, to proceed with purchase of a memorial bench, with an inscription, in Dr. Barton's memory. Motion passed.

New Business:

Oliveira reported the outside book drop is rusting and needs to be replaced before winter. Waggoner will extend the drain by the current bookdrop. Chris Rogers gave Oliveira an estimate to build a new bookdrop. Motion was made by Freeman, 2nd by McGowan, to authorize Rogers to proceed with building a new bookdrop out of aluminum, with a lock cover/protector. Motion passed.

Director's report was given.

Meeting was adjourned. Next meeting will be April 23, 2012, at 6:30 pm.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

May 14, 2012

Members present: Scott Boudreaux, Myrna Dolence, Bruce Waggoner, Patty Freeman, Marti Pittman, Sharon Barton, Edy Newby

Members absent: Carolyn McGowan

Meeting was called to order by President Scott Boudreaux.

Consent agenda for April was approved on motion by Pittman, 2nd by Waggoner.

Committee Reports:

Building and Grounds:

Waggoner reported an improvement in the library lawn due to reseeding some spots and the recent rain.

Waggoner reported receiving a quote from Jerry Cobble for a black onyx bench (48" X 16", with inscription) for \$1,075 for purchase with funds donated to the library in memory of Dr. Ron Barton. Delivery would be in 60 days. Boudreaux recommended we proceed with purchase of the bench at that price. Waggoner will visit with Friends of the Library regarding a donation to the fund.

Waggoner reported that Eppright Custom Sheet Metal of Webb City will build and install an extension on the drain pipe close to the outside book return.

Old Business:

Boudreaux had written a Non-Resident Card Policy. He read it aloud to the Board and discussion followed. Was decided that people who live outside the city limits of Webb City and do not pay property taxes will pay a non-resident fee of \$25.00 per year for a card. Motion was made by Waggoner, 2nd by Barton, to adopt the new guidelines. Motion passed.

New Business:

Oliveira reported heavy usage of the wireless internet. Discussion followed on requirements for users. Motion was made by Freeman, 2nd by Dolence, to continue with free unrestricted use of the wireless internet for patrons. Motion passed.

Director's report was given.

Meeting was adjourned. Next meeting will be June 25, 2012, at 6:30 pm.

The Library Board went into Executive Session to discuss a personnel matter.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

June 25, 2012

Members present: Scott Boudreaux, Carolyn McGowan, Bruce Waggoner, Patty Freeman, Marti Pittman, Sharon Barton, Edy Newby

Members absent: Myrna Dolence

Meeting was called to order by President Scott Boudreaux.

Consent agenda for May was approved on motion by Pittman, 2nd by Waggoner.

Committee Reports:

Building and Grounds:

Waggoner reported Eppright Custom Sheet Metal will be finished with the drain extension within the week, and they will install it or Waggoner will install it.

Oliveira will check with Ron and have him water the library lawn.

Waggoner reported he and Ron put up light shades in the foyer and all lights are now working.

Old Business:

Oliveira is pricing cost of a 2nd router in the main downstairs room. Cost is approximately \$450.00. Motion was made by Waggoner, 2nd by Newby, to have Skip proceed with purchase and installation. Motion passed.

Discussion continued on the bench to be purchased in memory of Dr. Ron Barton. Was decided to go ahead and order it from Jerry Coble. It will be set and anchored on a concrete pad (48" x48"). Friends of the Library and Sharon Barton will decide what the inscription will say. (Cost is \$1,075 including inscription and setting.)

New Business:

The current "Meeting Room Policy" was discussed. Was decided we needed to revise the old policy. Motion was made by McGowan, 2nd by Pittman, to waive the rental fee to organizations or individuals within the library district. Persons and organizations located outside our district who want to use meeting rooms will be charged \$40 for 4 hours and \$75 for the entire day. Motion passed.

Director's report was given. Oliveira announced that on April 6, 1913, the library district was officially created. A celebration will be planned to celebrate the 100 year anniversary in 2013.

Meeting was adjourned. Next meeting will be July 23, 2012, at 6:30 pm.

The Library Board went into Executive Session to discuss a personnel matter.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

August 27, 2012

Members present: Scott Boudreaux, Myrna Dolence, Bruce Waggoner, Patty Freeman, Marti Pittman, Sharon Barton, Carolyn McGowan, Edy Newby

Members absent: None

Meeting was called to order by President Scott Boudreaux.

Consent agenda for July was approved on motion by Waggoner, 2nd by Pittman.

Committee Reports:

Building and Grounds:

Waggoner had an estimate for \$1,754.21 from Furniture Rescue to refinish the west library doors. Motion by Waggoner, 2nd by Barton to authorize Waggoner to go ahead and have this work done. Motion passed.

Pittman reported on the black onyx bench to be set on library grounds in Dr. Barton's memory. After discussion was decided the inscription should read: "Dr. Ron Barton respected educator and citizen who served and loved our library 1937 – 2012".

Waggoner reported the new drain by the book drop from Eppright Custom Sheet Metal of Webb City has been installed and seems to be working well. A new book drop has been ordered. The company is busy and behind on orders, but hopefully the new book drop will be installed before winter.

Old Business:

Centennial Committee chair McGowan had nothing new to report.

New Business:

Oliveira presented the WCPL Preliminary Budget for FY 2013. Was approved on motion by Waggoner, 2nd by McGowan to accept the preliminary budget as presented.

The Personnel Committee reported they liked a 3% across the board raise for all employees, but were unsure where the additional funding would come from. After discussion, Chairman of the Personnel Committee, Dolence, made a motion, 2nd by Pittman, recommending a 3% across the board raise for all library employees beginning with fiscal year starting November 1, 2012. Motion passed.

Director's report was given. Oliveira reported on a workshop she attended on eBooks. The library will not purchase any at this time, but will provide library patrons with a list of books they can download for free.

Meeting was adjourned. Next meeting will be Sept. 24, 2012, at 6:30 pm.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

September 24, 2012

Members present: Scott Boudreaux, Myrna Dolence, Bruce Waggoner, Patty Freeman, Sharon Barton, Carolyn McGowan, Edy Newby.

Members absent: Marti Pittman

Meeting was called to order by President Scott Boudreaux.

Consent agenda for July was approved on motion by Waggoner, 2nd by Freeman.

Committee Reports:

Building and Grounds:

Waggoner reported the black onyx bench to be set on library grounds in Dr. Barton's memory has been ordered. No delivery date has been set. The pad has been poured in preparation for delivery.

Waggoner reported the roof leaked around the skylight again during the recent rains. Repairman said he needed to see the leak while the roof is leaking and will come back again when it rains.

Waggoner reported that "Furniture Rescue" company is waiting until the weather is below 90 degrees before beginning work on refinishing the library front doors.

Boudreaux reported he will visit again with Carl Francis and remind him that the weeds on the north parking lot need to be trimmed back. City workers will do that.

Old Business:

Centennial Committee chair McGowan reported the committee has met and will continue to meet each month to plan the centennial events. Plans are to celebrate a decade per month, beginning with a tea in April 2013, and concluding the centennial celebration in March 2014.

New Business:

Oliveira reported the library projector no longer works and needs to be replaced. Discussion followed as to whether to replace the projector with another projector or to purchase a flat screen TV to use in place of the projector. Boudreaux will make some phone calls and contacts re: possible donation of a flat screen TV.

Oliveira gave a MOREnet update. Due to cost increases the library had to drop MOREnet a couple of years ago. Presently the library gets internet connection/service from CableOne. Current funding cuts through the Missouri legislature now make it possible to once again subscribe to MOREnet databases (not internet). Cost now would be \$2470/yr with a three year membership, which would include EBSCO, Gale, Newsbank, Learning Express Library and other databases. A one year commitment would be \$400 more. The library would keep our internet service with CableOne and add the REAL Program through MOREnet. Newby will visit with the WCHS librarian as to use and availability by high school students with these databases. The MOREnet decision was tabled until more information can be gathered and reported on next meeting.

Director's report was given.

(1) The library staff has planned a "Lunch & Craft Day" on Sat., Oct. 27, at 12:30 at the library (in place of the annual autumn tea).

(2) Staff change: Rachel is leaving and Jake (presently volunteering) will be hired part time.

(3) Christmas Parade will be Sat., Dec. 8, at 2:00. Theme is "Christmas on Broadway." Discussed decorating a float for the parade.

(4) The library will decorate a table for the Chamber banquet on Thurs., Oct. 11. Theme is "Blueprint for Success."

(5) Theme for the summer reading program was chosen: "Dig Into Reading."

Meeting was adjourned. Next meeting will be October 29, 2012, at 6:30 pm.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

October 22, 2012

Members present: Scott Boudreaux, Bruce Waggoner, Patty Freeman, Sharon Barton, Carolyn McGowan, Marti Pittman, Edy Newby.

Members absent: Myrna Dolence

Meeting was called to order by President Scott Boudreaux.

Consent agenda for September was approved on motion by Pittman, 2nd by Barton, with correction to consent agenda date changed from July to August.

Committee Reports:

Building and Grounds:

Waggoner reported the west doors have been refinished and work completed. The inside doorframe has come loose and needs to be repaired. Bid was \$444.29 from Furniture Rescue. Motion by Pittman, 2nd by Freeman to have the doorframe repaired after Nov. 1 by Furniture Rescue. Motion passed

Waggoner reported the roof is not leaking at this time.

Boudreaux will contact Carl Francis again regarding weeds on the north parking lot that need to be trimmed back. City workers will do that.

Old Business:

Centennial Committee chair McGowan reported the committee has met. Plans are being made for musicians, and entertainment from June, 2013 to March, 2014 to perform monthly. Freeman will create a narrated power point on Webb City history. Their next committee meeting is Nov. 13th. Kick-off is April 6, 2012 with a women's tea.

Pittman will check with Cobble's regarding delivery date of bench being given in memory of Dr. Barton.

MOREnet subscription use and cost was discussed. Report was given by Newby on her visit with the Webb City High School and Junior High School librarians regarding student use and accessibility to MOREnet. Students are required to use MOREnet resources in many classes, and all students have access to MOREnet from any computer using their school ID number. Motion by Waggoner, 2nd by Barton, to table MOREnet membership for the public library for now. Motion passed.

Oliveira reported Jacob Johnson will officially start work and be added to the library payroll on Nov. 1. He has been volunteering.

Oliveira ask for ideas for the library float in the Christmas parage. Newby presented 2 ideas of Tracy Craig (in Craig's absence): "Get your wise on.....read" and "Be wise.....read", having the library board members and staff dressed as wise men on the float. "Get your wise on.....read" was enthusiastically chosen for the float theme. Barton and Boudreaux will check on availability of flat bed trucks to be used for the parade.

Oliveira went over the amended budget for FY 2012. She reported it was in balance and was pleased with the results. Motion by Waggoner, 2nd by Freeman, to accept the amended budget. Motion passed.

New Business:

None

Director's report was given.

- (1) WiFi has been installed in the basement of the library and is working well.
- (2) GED classes will begin using computers in the next few months, using the WiFi.
- (3) Library is having a "Lunch & Craft Day" this Sat., Oct. 27 at 12:30 pm (in place of the annual autumn tea).

Meeting was adjourned. Next meeting will be November 26, 2012, at 6:30 pm.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

November 26, 2012

Members present: Scott Boudreaux, Bruce Waggoner, Patty Freeman, Sharon Barton, Myrna Dolence, Edy Newby.

Members absent: Carolyn McGowan, Marti Pittman

Meeting was called to order by President Scott Boudreaux.

Consent agenda for October was approved on motion by Waggoner, 2nd by Dolence.

Committee Reports:

Centennial Committee:

Oliveira reported on the Centennial Committee in the absence of chairwoman Carolyn McGowan. The committee is scheduling bands at this time, waiting for dates to be confirmed. A grant was submitted to Walmart by Oliveira for \$4000.00 to help fund the centennial celebration activities. The Missouri Arts Council is going to help publicize centennial activities.

Building and Grounds:

Waggoner reported the west doors have been repaired and worked completed on the inside door frame.

There is a new leak in the southwest corner of the building. A roofer has been contacted to repair the roof by the leak.

Waggoner reported the arches in the windows have caused some of the stained glass to crack in 10 windows. Will have someone to look at the windows for repair, but will need to wait until springtime and warmer weather to have the work done.

Boudreaux appointed a nominating committee for next year: Chair: Sharon Barton, members Myra Dolence and Edy Newby. The committee will recommend a slate of officers for 2013 at the January Board meeting.

Old Business:

Oliveira reported the bench given in Dr. Barton's memory is ready and will be delivered within the week.

Oliveira reported that local artist Kyle McKenzie is interested in painting the 3 window panels in the library.

New Business:

Freeman requested permission for the Genealogy department staff to post a couple of signs in the library informing the public of the third floor records. Was granted permission to do that.

Director's report was given.

Meeting was adjourned. There will be no Board meeting in December. Next meeting will be January 28, 2013, at 6:30 pm.

Scott Boudreaux, President

Edy Newby, Secretary