

Minutes of the Library Board of Trustees

January 21, 2014

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

Members absent:, Carolyn McGowan, Matt Stovern, Myrna Dolence

Meeting was called to order by President Scott Boudreaux

Consent agenda for October-December was approved on motion by Waggoner, 2nd by Pittman.

Committee Reports

Centennial Committee:

Pittman reported in the absence of McGowan. Trivia Night is scheduled for Sat., Feb. 8. McGowan sent word that she would like for the Board to sponsor a table. There were enough volunteers from the Board, so we will sponsor a table at Trivia Night. McGowan recommended Sat., Feb. 22 as the February activity date. The March date was suggested for Mar. 29 and to add a movie to the showing of the Centennial Power Point slide show.

Building and Grounds:

Oliveira reported the Joplin Fire Protection Company Inc. had made their annual sprinkler inspection at the library. Some repairs are needed. She will get a price quote from them to replace the parts of the sprinkler system that need repaired.

Old Business:

John Biggs, Webb City mayor, has been asked to paint the Centennial Mural, but has had a busy schedule to date. Hopefully he will be able to start by the next Board meeting.

Discussed the library being closed on Mondays. Was decided this is a prudent way to go at this time, but will revisit the issue periodically.

New Business:

Officers for next year were discussed. Motion by Waggoner, 2nd by Barton that the present Board of officers be re-elected by acclamation. Motion passed. Those officers are: Scott Boudreaux-president, Myrna Dolence- vice-president, Edy Newby-secretary, Marti Pittman-treasurer. Boudreaux appointed the following to the Personnel Committee: Sharon Barton, Edy Newby, Myrna Dolance. He appointed Waggoner to the Building and Grounds Committee.

Our next meeting will be February 18, 2014, at 6:30 p.m.

Director's report was given.

Meeting was adjourned.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

February 18, 2014

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

Members absent: Matt Stovern,

Meeting was called to order by President Scott Boudreaux

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

Committee Reports

Building and Grounds:

Waggoner reported the contract was renewed with Heating and Trane. Oliveria reported the push bars on the glass double doors need to be replaced. Parts had to be ordered. Suggestion was made by a library patron to have an electrical door opener put on the glass doors for easier wheelchair access. Oliveria will check into this.

Centennial Committee:

McGowan reported on activities coming up for the Centennial celebration. "Celebration of the 1990's" will take place on Feb. 22, and the "Centennial Celebration Finale" will be on Mar. 29 at the Route 66 Event Center featuring the power point slide show of Webb City's 100 years prepared and presented by Marti Pittman and Mike Moore. She had posters to pass out to publicize the 2 events.

Old Business:

There was no old business.

New Business:

Oliveira gave an update on internet service. A line had been added last summer on U-Verse. It has never worked well and AT&T has never completed the installation or provided sufficient customer service. A Cable One representative talked with Oliveira and said they can now install a phone in the elevator. Oliveira recommended the library switch internet servers to Cable One and get combined internet/cable and upgrade to 30 mg.

Our next meeting will be March 18 at 5:45 pm.

Director's report was given.

Meeting was adjourned.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

April 29, 2014

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

Members absent: Matt Stovern. Carolyn McGowan

Meeting was called to order by President Scott Boudreaux.

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

Committee Reports

Building and Grounds:

Waggoner had nothing to report.

Old Business:

Oliveira reported that John Biggs is still interested in painting the centennial mural but doesn't have a design he is pleased with yet. He said we could get someone else if the Board wanted. Was decided by the Board to wait for Biggs to come up with a design he liked and could present to the Board for approval.

Oliveira reported she had a conversation with a patron re: patron's personal hygiene and problems being caused in the library and for the staff. Boudreaux asked the staff to document any incidents with the patron. Boudreaux and Oliveira are mediating the situation.

Freeman gave an update on the incident in the genealogy area of the library with an irate patron last month. She reported the patron is now using the 2nd floor of the library, but is still upset and wants a book back. Brad Barton was contacted and is mediating the book return and money involved. Boudreaux is sending a letter to the patron re: WCPL building behavior and proper conduct (when an address for the patron can be located.)

Pittman gave 2 copies of the Centennial power point slide show to Oliveira for the library.

New Business:

Oliveira is working on a Smoking Policy for the library. After discussion it was decided the policy should include e cigarettes and tobacco products.

Oliveira questioned the need for a Patron Privacy Policy. After discussion the Board decided to table the issue at this time and support any decisions Oliveira may make.

Our next meeting will be May 27 at 5:45 pm.

Director's report was given.

Meeting was adjourned.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

May 27, 2014

Members present: Scott Boudreaux, Edy Newby, Marti Pittman, Bruce Waggoner, Sharon Barton

Members absent: Matt Stovern, Carolyn McGowan, Patty Freeman, Myrna Dolence

Meeting was called to order by President Scott Boudreaux.

Consent agenda for April was approved on motion by Pittman, 2nd by Waggoner, with 1 correction: Barton's name was left out. She was absent.

Committee Reports

Building and Grounds:

Waggoner reported Friends of the Library would like to maintain the Library grounds. They will have David Babbitt get the grounds in order, then the Friends will maintain the grounds. Motion was made by Waggoner, 2nd by Barton to allow the Friends of the Library to maintain the Library grounds. Motion passed.

Old Business:

Oliveira passed out a copy of the Smoking Policy she wrote. Motion by Waggoner, 2nd by Pittman, to adopt the Smoking Policy as written. Motion passed.

Boudreaux reported that a letter was recently sent from him to the patron involved in the genealogy incident 2 months ago.

New Business:

Oliveira reported receiving a call from Brad Baker representing the Foundation Committee. He wanted to know if she had any special needs for the library at this time. The Foundation had approximately \$30,000 to give to the Library for special projects. Oliveira identified 4 areas needing to be improved: 1) computer lab system (16 computers), 2) electronic doors at the North entrance, 3) sprinkler system needs to be updated, 4) inventory computer and scanner. The Board accepted a recommendation from Oliveira to go ahead and contact Baker with these requests.

Summer meeting dates were set: June 17, July 22 and August 19, all to begin at 5:45 p.m.

Director's report was given.

Meeting was adjourned.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

June 17, 2014

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

Members absent: Matt Stovern, Carolyn McGowan

Meeting was called to order by President Scott Boudreaux.

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

Committee Reports

Building and Grounds:

Waggoner reported he met with Eileen Nichols, president of the Friends of the Library and David Babbitt, landscaper. Babbitt declined the landscaping job and a landscaper is still being sought to get the grounds in order. This will be paid for by the Friends of the Library. Friends of the Library will then maintain the library grounds with a monthly work day. Motion was made by Waggoner, 2nd by Barton to proceed. Motion passed.

Waggoner reported a price quote of \$1993.95 for a new electronic door opener to allow better handicapped access to the north entrance of the library.

Waggoner reported a price quote of \$2479.79 for the Joplin Fire Inspection fee.

Oliveira reported that Corky's Electric is making ongoing electrical repairs. She will get price quotes for a notifier and buzzer to be installed upstairs for the genealogy department.

Old Business:

Oliveira is waiting for Brad Baker to return her call regarding availability of Foundation funds per his phone call in June. She is going ahead and getting bids on replacement computers.

New Business:

There was no new business.

Our next meeting will be July 22, 2014 at 5:45 p.m.

Director's report was given.

Meeting was adjourned.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

August 19, 2014

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

Members absent: James Latimer

Meeting was called to order by President Scott Boudreaux.

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

Committee Reports

Building and Grounds:

Waggoner reported the Friends of the Library had a workday Saturday, Aug. 16 to work in the library yard. Had a good turnout and the yard looks very nice. The library experienced a power outage that afternoon due to a squirrel on a high wire. This caused the elevator to stop between floors with 1 person in the elevator. The WCFD responded and Empire restored the power a couple of hours later. Oliveira learned she could order a battery backup so the elevator won't get stuck again during a power outage. She is waiting on a price quote at this time.

Waggoner looked at different wireless alert systems to put on the 3rd floor in the genealogy department. Freeman said the Genealogy Society would be glad to pay for the wireless alert system from their funds. Waggoner made a motion to allow the Genealogy Society to purchase a wireless alert system from TEC for \$369.50, 2nd by McGowan. Motion passed.

Old Business:

Pittman reported 5 bids to be presented to the WC Library Development Board per a phone call in June from Brad Baker offering the money for special library projects. The bid breakdown is as follows: Computers-\$23,884.00, Ballasts-\$701.00, Joplin Fire Protection-\$2,479.79, Automatic Door Access-\$1,993.15, Air Handler Repair to HVAC-\$1,648.00. Motion was made by Pittman, 2nd by McGowan to present these figures to the WC Library Development Board at their August 20, 2014 meeting. Motion passed.

New Business:

Boudreaux opened the floor for nominations for vice-president. Newby nominated Waggoner, 2nd by McGowan. He was elected unanimously.

Oliveira presented a preliminary budget for FY 2015. Was calculated with 2 fewer staff members and some hourly shifts. Waggoner made a motion to approve the preliminary budget for FY 2015 as presented, 2nd by Pittman. Motion passed.

Our next meeting will be Sept. 16, 2014 at 5:45 p.m.

Director's report was given.

Meeting was adjourned.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

September 16, 2014

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

Members absent: Carolyn McGowan

Meeting was called to order by President Scott Boudreaux.

Consent agenda for August was approved on motion by Waggoner, 2nd by Latimer.

Committee Reports

Building and Grounds:

Freeman reported a wireless alert system has been installed and is working well in the Genealogy Department. Oliveira gave Freeman an invoice from TEC for \$369.50 as the Genealogy Society is paying for the system.

Boudreaux commented we need to clean brush from the fencerow in the north parking lot before winter. Oliveira will contact someone to cut and clear the brush.

Old Business:

Oliveira presented a price quote of \$3,877.00 from Schindler Elevator Corp. for a battery backup so the elevator won't get stuck between floors in the event of a power outage. That price includes labor and materials. Motion was made by Waggoner, 2nd by Latimer to table this purchase until library funds are available. Motion passed. Oliveira informed the Board that a message is automatically sent to the Schindler Elevator Corp. if a power outage does occur and a fee is incurred. Motion was made by Pittman, 2nd by Barton for Oliveira to have that changed and have the call ring directly to the WC Fire Department instead of to Schindler Elevator Corp. Motion passed.

Oliveira reported that the electric handicap door has been ordered from Overhead Door.

New Business:

Oliveira reported that Barbara Hunt's son had asked if he could purchase a bench to give to the library in her memory. The Board was agreeable to this, and would like for Oliveira to tell him the Board would to see and approve the bench plans before it is ordered.

Our next meeting will be Sept. 21, 2014 at 5:45 p.m.

Director's report was given.

Meeting was adjourned.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

October 21, 2014

Members present: Scott Boudreaux, Edy Newby, Sharon Barton, James Latimer, Carolyn McGowan

Members absent: Marti Pittman, Bruce Waggoner, Patty Freeman

Meeting was called to order by President Scott Boudreaux.

Consent agenda for September was approved on motion by Latimer, 2nd by Barton.

Committee Reports

Building and Grounds:

Boudreaux reported brush from the fencerow in the north parking lot has been cut and cleared.

Old Business:

Oliveira reported on our service agreement with the Schindler Elevator Corp. Their representative comes every 2 months to check and service the elevator, if needed. The message automatically sent to the Schindler Elevator Corp. in the event of a power outage cannot be changed to ring directly to the Fire Dept. in WC. It will stay the same and a fee would be incurred if that happened. Emergency calls are not part of our contract with Schindler.

Oliveira reported that the electric handicap door purchased from Overhead Door Co. in Springfield has been installed and is working well.

Copies of the amended budget for FY 2014 were passed out. Motion was made by McGowan, 2nd by Latimer to approve the amended budget for FY 2014. Motion passed.

New Business:

Boudreaux appointed a Nominating Committee for 2014: Sharon Barton and Edy Newby. They will present a slate of officers for the Board's approval at the November Board meeting.

Was decided to move the monthly Board meetings back to the third Monday of each month at 5:45 pm, since the library will again be open on Mondays beginning in November. Updated library hours are: M W F Sat. 9-5, and T Th 8-8.

Our next meeting will be Monday, November 17, 2014 at 5:45 p.m.

Director's report was given.

Meeting was adjourned.

Scott Boudreaux, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

November 24, 2014

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

Members absent: Patty Freeman

Meeting was called to order by President Scott Boudreaux.

Consent agenda for October was approved on motion by Barton, 2nd by Latimer.

Committee Reports

Building and Grounds:

Waggoner reported the NW corner hole in the roof has been filled. Was recommended sealing around the stones in the SE corner when the weather permits. Ron Kent will do this.

Old Business:

Report was given by the Nominating Committee (Sharon Barton and Edy Newby). Newby presented a slate of officers for 2015: President—Scott Boudreaux (until May 31, 2015), Vice-President—Bruce Waggoner, Secretary—Edy Newby, Treasurer—Marti Pittman. Waggoner would move into the president's chair on June 1, 2015 and a member of the Board would be appointed to finish out his term as VP. Motion was made by Newby, 2nd by Barton to accept the slate of officers as presented. Motion carried.

New Business:

After much discussion was decided to move the monthly Board meetings back to the 4th Monday of each month at 5:45 pm. Beginning in February, 2015.

Our next meeting will be Tuesday, January 26, at 5:45 p.m.

Director's report was given.

Meeting was adjourned.

Scott Boudreaux, President

Edy Newby, Secretary