

Minutes of the Library Board of Trustees

January 26, 2015

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

Members absent: Marti Pittman

Meeting was called to order by President Scott Boudreaux.

Consent agenda for November/December was approved on motion by Waggoner, 2nd by Latimer.

Committee Reports

Building and Grounds

Boudreaux reported the flag pole needs to be updated: perhaps lighted and a walkway laid to the flag. Jim Dawson is going to evaluate the flag pole situation, advise and perhaps help with the update.

Oliveira reported the lights on the east side of the library drive burn out quickly. It is expensive to have to replace them often. Corky's Electric thinks the lights are too close to the building and getting too hot. Waggoner will check it out and see if the lights could be extended by an arm to correct the situation. He will make a recommendation next month.

Old Business:

Discussed changing our monthly meeting times to avoid conflicts with other meetings of Board members. Was decided to keep February's meeting on the 23rd, then in March to change to the third Monday, the 16th.

New Business:

Oliveira cited problems with One Click and recommended the library switch to Overdrive/MoLib2Go, but also continue with One Click for a while. The library will start out with 15,000 ebooks and 3,100 audio books. Cost will be \$3000/year. Overdrive is compatible with Amazon so can use the ebooks on all Kindles. Motion was made by McGowan, 2nd by Waggoner to switch to Overdrive and continue also with One Click for a while. Motion passed.

Our next meeting will be Monday, February 23, 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

February 23, 2015

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

Members absent: Carolyn McGowan, Patty Freeman

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

Boudreaux reported the flag pole update is still in the works and will be done eventually.

Oliveira reported that Corky's Electric has been shorthanded and not able to check the lights on the east side of the library drive that burn out quickly. Corky's is still planning to come and see if the lights need to be moved farther from the building, or can just be extended by an arm to correct the situation. No time frame was given as to when they would be able to check the lights.

Oliveira reported that the light on the SW corner is out. Pittman reported the light on the NE corner is also out. They both will need to be fixed by Empire, who has been call to come check the lights.

Old Business:

Discussed dates for our monthly meeting times. Was decided to meet at these dates for future meetings: March 23, 2015, April 27, 2015, and May 18, 2015, at 5:45 pm.

New Business:

There was no new business.

Our next meeting will be Monday, March 23, 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

March 23, 2015

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

Members absent: Patty Freeman

Meeting was called to order by President Scott Boudreaux.

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

Committee Reports

Building and Grounds

Waggoner reported that Corky's Electric is still shorthanded and has not yet checked the lights on the east side of the library drive that burn out quickly. Since we are not in a bind timewise, we will stay with Corky's for a short while, but may need to eventually call someone else to come and see if the lights need to be moved farther from the building, or can just be extended by an arm to correct the situation.

Waggoner reported the library air conditioners have been checked and serviced in preparation for warm weather.

Oliveira reported that Empire came and put new bulbs in the light on the SW corner of the library grounds.

Old Business:

McGowan reported she had talked with Doug Goodall, the City Council liaison to the library board, as to his availability to attend board meetings. He is available on the 1st and 3rd Mondays of each month.

After discussion these dates were scheduled for our future meetings: Monday, April 20, Thursday, May 21, Monday, June 22, at 5:45 pm.

New Business:

There was no new business.

Our next meeting will be Monday, April 20, 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

April 20, 2015

Members present: Edy Newby, Sharon Barton, James Latimer, Marti Pittman, Carolyn McGowan

Members absent: Scott Boudreaux, Bruce Waggoner, Patty Freeman

Meeting was called to order by James Latimer in the absence of President Scott Boudreaux.

Consent agenda for March was approved on motion by McGowan, 2nd by Barton.

Committee Reports

Building and Grounds

None

Old Business:

Latimer reported he had talked with Sam Sturgis, artist with "Images in Tile" company from Joplin in regard to designing the library mural. Latimer will talk again with him on 4/21/15 and ask him to attend a Library Board meeting so he can discuss the mural with board members and they can convey their ideas and desires for the mural.

New Business:

Oliveira reported she was to have received information from the Missouri Evergreen Consortium regarding standardized circulation policies, but has not received the information at this time. Evergreen has asked all libraries in the Consortium for a commitment to agree to standardized circulation policies between all libraries in the Consortium. When Evergreen establishes the standardized circulation policies and presents it to the librarians for a vote at their state meeting (they meet on the first Thursday of every month) Oliveira plans to vote 'yes' if the policies are reasonable.

Our next meeting will be Thursday, May 21, 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

May 21, 2015

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

Members absent: Marti Pittman,

Meeting was called to order by President Scott Boudreaux.

Consent agenda for April was approved on motion by McGowan, 2nd by Latimer.

Committee Reports

Building and Grounds

Waggoner reported on a bid received from Watson and Sons Construction for foundation crack repair. Bid was for \$2,385.00 to repair 21 identified cracks in the outside foundation. Any other cracks identified inside/outside will be repaired at the same time. Motion was made by McGowan, 2nd by Barton that we contract Watson and Sons Construction to repair the cracks in the foundation to be paid for from Foundation funds. Motion carried.

Oliveira reported the hot water heater is not working. She will contact someone to repair it.

Old Business:

Oliveira reported that Missouri Evergreen Consortium still doesn't have a standardized circulation policy drawn up, but still need a reciprocal agreement among all consortium library members. There is a meeting in Springfield on June 4 of Consortium librarians that Oliveira and Jake will attend. She hopes to have a better idea of what will be done after that meeting.

New Business:

Oliveira was requested by the Friends of the Library to come up with a "wish list" as the Friends have some money to give the library.

Oliveira reported that the current library display boards are worn out and need to be replaced. Barton made a motion, 2nd by Waggoner, to buy 4 display boards/1 set of legs for \$1200 to be paid for from the Foundation funds. Motion passed.

Discussed a memorial for Patty Freeman. Motion was made by Waggoner, 2nd by Latimer to donate \$50 to the Genealogy Dept. in memory of Patty Freeman. Motion passed.

Our next meeting will be Tuesday, June 23, 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 23, 2015

Members present: Bruce Waggoner, Edy Newby, Sharon Barton, James Latimer, Carolyn McGowan, Carolyn Warren, Lucinda Copeland, Don Freeman, Marti Pittman. Members absent: None.

Meeting was called to order by President Bruce Waggoner.

Waggoner welcomed new Board members: Carolyn Warren, Lucinda Copeland, and Don Freeman.

Consent agenda for May was approved on motion by McGowan, 2nd by Latimer.

Old Business:

Latimer introduced Sam Sturgis, Jon White and Chris Auckerman from "Images In Tile USA." They will be designing and producing a mural for the WCPL. Discussion followed with Board members giving suggestions and direction as to what their vision is for the mural. Suggestions were also made by Sturgis, White and Aukerman for the Board to consider. Was decided the focus of the mural should be on Library history, present use and vision for the future, rather than on the city of Webb City. Sturgis said he could be emailed with any ideas we have to include. He will have a work-up drawing for review at our next Board meeting

Committee Reports

Building and Grounds

Waggoner reported that in addition to outside foundation cracks needing repair further structural damage inside the Library has been identified by Watson and Sons Construction. The company has submitted a total bid of \$5,490.00 to repair all foundation needs both inside and outside. Cost will be split between inside and outside repairs. The work will be done in 2 stages addressing the most serious inside repairs first. Motion was made by Latimer, 2nd by Barton that we contract Watson and Sons Construction to repair the cracks/structural damage for \$5,490.00 with the cost divided as one contract for inside work and one contract for outside work. Motion carried.

New Business:

Oliveira presented proposed changes to the Library By-Laws. (See attached for proposed changes.) Motion was made by McGowan, 2nd by Pittman to accept the proposed changes. Motion carried.

Due to Scott Boudreaux's term on the WCPL Board expiring on May 31, 2015, Waggoner, as vice-president, moved into the president's chair on June 1, 2015. He appointed Latimer to finish out his term as vice-president.

Future meeting dates were discussed. The Board will not meet in July. Was decided to begin meeting on the third Tuesday of each month at 6:30 p.m.. Dates are: August 18, September 15, October 20, November 17, no meeting in December.

Our next meeting will be Tuesday, August 18, at 6:30 p.m.

Director's report was given.

Meeting was adjourned.

Bruce Waggoner, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

August 18, 2015

Members present: Bruce Waggoner, Edy Newby, Sharon Barton, James Latimer, Carolyn McGowan, Carolyn Warren, Lucinda Copeland, Don Freeman, Marti Pittman. Members absent: None.

Meeting was called to order by President Bruce Waggoner.

Consent agenda for June/July was approved on motion by Pittman, 2nd by Copeland.

Committee Reports

Building and Grounds

Waggoner reported the outside foundation repair work has been completed. Also the inside foundation repair has been completed. The 2 jobs were invoiced separately, and both have been paid.

Waggoner got an estimate of \$2,300 to repair the collection unit by the outside book return. Was decided to possibly have Webb City city workers do the repair work. He will give a more complete report at our September Board meeting.

The air conditioner has not been repaired at this time, but should be done soon.

Old Business:

Latimer reported that representatives from "Images in Tile USA" were not in attendance at the Board meeting as was expected. Oliveira will call and inform them with date and time of our next meeting so they can attend. Sam Sturgis of "Images in Tile USA" should have a work-up drawing for review by the Board at our next meeting.

New Business:

Oliveira presented the preliminary proposed budget for 2016. She gave a report on what a raise for all WCPL employees would cost. Was decided we would revisit this discussion/decision at our September and October meetings (as the raise wouldn't go into effect until November, 2015). Motion to accept the preliminary proposed budget for 2016 was made by Barton, 2nd by Warren. Motion carried.

Our next meeting will be Tuesday, September 15, at 6:30 p.m.

Director's report was given.

Meeting was adjourned.

Bruce Waggoner, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

September 15, 2015

Members present: Bruce Waggoner, Edy Newby, Sharon Barton, James Latimer, Carolyn Warren, Lucinda Copeland, Don Freeman, Marti Pittman. Members absent: Carolyn McGowan.

Meeting was called to order by President Bruce Waggoner.

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

Financial report for August was approved on motion by Warren, 2nd by Copeland.

Committee Reports

Building and Grounds

Waggoner appointed Latimer to the Building and Grounds Committee.

Waggoner reported that WC Public Works workers will do the repair work on the collection unit by the outside book return.

Old Business:

Sam Sturgis of "Images in Tile USA" was present at the Board meeting. He presented a work-up of glass panels, as well as a drawing, of the suggested design for the library mural for input/approval from the Board. Cost estimate for the project was submitted at \$15,350 (for design work, installation, graphics, and custom glass used), with a possible price increase depending on material choices, number/size of panels, seam choices, etc. A 75% deposit will be required at time of order, with 25% due upon completion/installation of the mural. Time frame will be 3 weeks from time of final order to "Images in Tile USA." Motion was made by Latimer, 2nd by Barton that we accept the design as presented, pending a decision on the size of each panel and whether they will be seamless or have seams. Motion carried. Sturgis will email a color picture showing the 3 panels with seams to Oliveira. She will then phone poll the Board for final approval of size and seams.

Waggoner reported a bid of \$2,735 from Trane to repair an AC unit. Pittman made a motion, 2nd by Warren to ask Trane to put in writing as to what exactly is covered in our contract with them, and to authorize the repair and payment of \$2,735 to Trane. Motion carried.

New Business:

There was no new business.

Our next meeting will be Tuesday, October 20, at 6:30 p.m.

Director's report was given.

Meeting was adjourned.

Bruce Waggoner, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

October 20, 2015

Members present: Bruce Waggoner, Edy Newby, Sharon Barton, James Latimer, Carolyn Warren, Lucinda Copeland, Don Freeman, Marti Pittman, Carolyn McGowan, Doug Goodall, City Council Liason, and Sue Oliveira, WCPL Director. Members absent: none.

Meeting was called to order by President Bruce Waggoner.

Consent agenda and financial report for September was approved on motion by Copeland, 2nd by Latimer. There were no corrections or additions. Motion carried.

Committee Reports

Building and Grounds

Waggoner reported the parking lot stripes are faded. He will call the city to see if they will restripe the parking lot.

Old Business:

All Board members had previously received an email from Oliveira with pictures of the proposed final copy of the glass panels for the library mural submitted by "Images in Tile USA". Motion was made by Copeland, 2nd by Latimer that we approve the stained glass design as presented with the 5 panels and proceed with ordering the mural. Motion carried. Waggoner will check with Glenn Dolance (who hung the dedication plaque) as to how he hung it, as it will need to be taken down and relocated to make room for the mural.

Waggoner reported there has been no response as yet from Trane regarding our request to repair an AC unit and for Trane to put in writing as to what exactly is covered in our contract with them.

New Business:

Oliveira suggested replacing Chad Goswick as groundskeeper for the library. Was agreed she would.

Our next meeting will be Tuesday, November 17, at 6:30 p.m.

Director's report was given.

Meeting was adjourned.

Bruce Waggoner, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

November 17, 2015

Members present: Bruce Waggoner, Edy Newby, Sharon Barton, Carolyn Warren, Lucinda Copeland, Don Freeman, Carolyn McGowan, and Sue Oliveira, WCPL Director. Members absent: James Latimer, Marti Pittman, Doug Goodall, City Council Liason.

Meeting was called to order by President Bruce Waggoner.

Consent agenda for October was approved on motion by Copeland, 2nd by Barton, with no corrections or additions. Motion carried. Financial report for October was approved on motion by Warren, 2nd by Copeland, with no corrections or additions. Motion carried.

Committee Reports

Building and Grounds

Waggoner reported the light installed by Empire in back of the library is out again. Oliveira will call Empire and report it.

Waggoner reported that he, Oliveira and Ron Kent relocated the dedication plaque to the wall against the elevator to make room for the new mural to be installed.

Old Business:

Waggoner reported the Trane representative was in town and they were able to meet. He visited with the rep about our contract with Trane, as to what exactly is covered in our contract with them regarding questions from the Board. Was explained to Waggoner that our HVAC system is not all Trane which makes it harder to find a company to work on our system and interfacing electronics. The rep said there are 17 VAV boxes in our system. He is going to give Waggoner a quote on replacing them. The Trane rep said with our contract we get a 15% discount on parts and get preferential treatment.

Oliveira is going to replace Chad Goswick as library groundskeeper. When a new groundskeeper is hired trimming and caring for the fence row on the north parking lot will be included in the contract.

New Business:

Oliveira reported the carpet in the children's library and the computer lab needs to be cleaned. Freeman and Waggoner volunteered to clean it on Wednesday afternoon before Thanksgiving, giving it time to dry more completely while the library is closed for the holiday.

Our next meeting will be Tuesday, January 19, 2016, at 6:30 p.m.

Director's report was given.

Meeting was adjourned.

Bruce Waggoner, President

Edy Newby, Secretary