

Minutes of the Library Board of Trustees

January 26, 2016

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

Meeting was called to order by President Bruce Waggoner.

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

Committee Reports

Building and Grounds

Waggoner reported he contacted 2 roofing companies for estimates on repairing the SE corner of the library roof: Bridgewater Co. and John Cotton Co. After discussion a motion was made by Copeland, 2nd by Warren to accept Bridgewater's quote of \$1,450.00 to repair the roof. Motion carried.

Old Business:

Waggoner and Oliveira reported there has been no communication from "Images in Tile USA" regarding completion and delivery/hanging of the mural. The company has not returned Oliveira's phone calls. Waggoner will try to contact them for an update on the mural.

New Business:

Waggoner appointed Warren, Barton and Newby to the nominating committee. A new slate of officers will be presented in April for the Board to vote on.

Oliveira reported having two problems with the library security cameras. There are some blind spots not covered by security cameras at this time, and the existing cameras are beginning to wear out due to age. She suggested we try to solve the camera issue in house by buying a camera to replace one worn out camera and to have Jake Johnson, library employee, to add some more cameras (external and internal) before contacting a security company. Was decided to have Oliveira proceed with that plan.

Oliveira reported the library had purchased a carpet cleaner, but haven't had opportunity to use it yet.

Waggoner recognized and congratulated Oliveira for her efforts on the Christmas programming with the school children. It was a very successful program with many children and adults involved.

Our next meeting will be Tuesday, February 16, 2016, 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

February 16, 2016

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

Meeting was called to order by President Bruce Waggoner.

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

Committee Reports

Building and Grounds

Waggoner reported repairs on the SC corner of the library roof have been completed by Bridgewater Co. at the quoted price of \$1,450.00.

Waggoner reported he had talked with Sam Sturgis from "Images In Tile USA" regarding the mural. Sturgis said there had been problems with glass breaking on the top panels, and he is trying to resolve the issue. The 3 large panels may be completed in about 4 weeks, probably longer for the 3 top panels. Waggoner asked Sturgis to please keep the Board updated with progress on the mural.

Oliveira reported the library has purchased 3 reconditioned cameras identical to the main camera needing to be replaced. One camera worked a day and quit. It is under warranty and the library will be reimbursed for the price of the camera. A second camera is working well, leaving the library with 1 camera as a back up. If these cameras quit working the entire system will need to be rewired.

Old Business:

Waggoner reported he had received a bid from Trane to replace part of the fan coil unit. Quote was for \$2,747.00. Motion was made by Pittman, 2nd by McGowan to approve the expenditure from Trane to replace part of the fan coil unit. Motion passed. After discussion McGowan made a motion, 2nd by Copeland, that the \$2,747.00 be funded as a capital expense through the Webb City Library Foundation. Motion passed.

New Business:

Oliveira reported at this point all public access computers have been replaced with Macs. Now the library is experiencing problems with the Circ 2 PC. She suggested moving it to the boiler room and to replace it with a new Mac for approximately \$1,200.00. Motion was made by Warren, 2nd by Latimer to combine the 2 projects (Trane fan coil unit replacement and new Mac computer purchase), and pay for them both from the Webb City Library Foundation. Motion passed.

Our next meeting will be Tuesday, March 15, 2016, 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

March 15, 2016

Members present: Bruce Waggoner, Jim Latimer, Marti Pittman, Carolyn McGowan, Sharon Barton, Don Freeman, Lucinda Copeland, Carolyn Warren and Sue Oliveira, WCPL Director. Member absent: Edy Newby.

The meeting was called to order by President Bruce Waggoner.

The Consent Agenda for February was approved with no corrections or additions. Motion by McGowan; second by Latimer. Motion carried.

Committee Reports

Buildings and Grounds

Waggoner reported that Images in Tile told him that our glass panels are in production and will ship soon from California. He will be notified when they arrive in Joplin.

The roof repair was apparently successful. There were no leaks during the last rain event.

Old Business

There was no old business to come before the board.

New Business

Oliveira requested that board members begin thinking of ways to use the remaining balance of the major anonymous donation made last fiscal year that will respect the wishes of the donor. Suggestions included meeting room furniture, a portable stage and risers for programming, and additional security cameras.

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

The Director's Report was given. More reliability running reports through Evergreen makes it possible to produce accurate statistical reports again. Our exhibit featuring the art of Hokusai will open on April 18 and run through May 13.

The meeting was adjourned.

Bruce Wagoner, President

Sue Oliveira, Acting Secretary

Minutes of the Library Board of Trustees

April 19, 2016

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

Meeting was called to order by President Bruce Waggoner.

Financial report was approved on motion by Pittman, 2nd by Warren, with no corrections or additions. Motion carried.

Minutes from the March 15 meeting were approved on motion by McGowan, 2nd by Barton with no corrections or additions.. Motion carried.

Committee Reports

Building and Grounds

Waggoner reported the mural pieces are finally finished and here. They will be installed this Thursday. He said "Images in Tile USA" representative said there was a malfunction with a furnace in California preventing the glass from getting hot enough. That has been corrected and the mural is now finished.

Waggoner reported the Bridgewater Co. has repaired all leaks. No leaks showed up during the rainy weather.

Old Business:

Oliveira asked Board members for suggestions of ways to use the remaining balance of the major anonymous donation made last fiscal year. Suggestion was made to get edging for the landscaping as well as improving the library lawn. Between now and our May meeting Oliveira and Waggoner will talk with Master Gardener Becky Gilchrist about working on the library lawn. The woman who lives in the house directly north of the library has requested that the 3 trees on the north parking lot be trimmed. She asked if the library could split the cost with her. Oliveira will get an estimate on cost. Motion was made by McGowan, 2nd by Pittman that the library split the cost of trimming the 3 trees on the north parking lot with the lady who made the request. Motion passed.

New Business:

There was no new business.

Our next meeting will be Tuesday, May 17, 2016, at 6:30 p.m.

Director's report was given. Oliveira announced she would be retiring on Dec. 31, 2016.

Meeting was adjourned.

Bruce Waggoner, President

Edy Newby, Secretary

Minutes of the Library Board of Trustees

May 17, 2016

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

Meeting was called to order by President Bruce Waggoner.

Consent agenda for April was approved on motion by Pittman, 2nd by Barton, with no corrections or additions. Motion carried.

Committee Reports

Building and Grounds

Waggoner reported the mural finally arrived and has been hung in the north entryway above the steps. Ron Kent is going to do some paint trim around the edges due to the glass being slightly too small.

Waggoner reported that once again we made it through several storms with no new leaks appearing. It seems that all leaks have been fixed.

Waggoner reported that the woman who lives in the house directly north of the library has changed her mind and ask that the trees bordering her yard and the north library parking lot not be trimmed at this time.

Old Business:

The Nominating Committee comprised of Sharon Barton, Carolyn Warren and Edy Newby presented a new slate of officers for 2016-17: President -- Bruce Waggoner, Vice President – Jim Latimer, Secretary – Lucinda Hensley, Treasurer – Sharon Barton. Motion was made by Pittman, 2nd by Freeman that we accept the slate of officers as presented by the Nominating Committee. Motion carried.

Oliveira asked for any new ideas on how to spend the remaining balance of the major anonymous donation made last fiscal year. Pittman suggested installing solar panels. Oliveira and Waggoner are going to research this idea further.

New Business:

The summer Board meeting schedule was discussed. Was decided the Board would not meet in July, and that the 3rd Tuesday of each month will still be the regular meeting night,

Our next meeting will be Tuesday, June 21, 2016, 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

June 21, 2016

Members present: Bruce Waggoner, Edy Newby, Sharon Barton, Carolyn Warren, Don Freeman, Carolyn McGowan, Jim Latimer, George Thullesen and Sue Oliveira, WCPL Director. Members absent: Lucinda Copeland, Doug Goodall, City Council Liaison.

Meeting was called to order by President Bruce Waggoner. President Waggoner welcomed new Board member George Thullesen.

Minutes from the May meeting were approved on motion by Warren, 2nd by Barton, with no corrections or additions. Motion carried.

Financial report from May was approved on motion by Latimer, 2nd by Warren. Motion carried.

Committee Reports

Building and Grounds

Waggoner reported that once again we made it through several storms with no new leaks appearing.

It was suggested at our last meeting to look into purchasing solar panels for the library as a way to save on H/A monthly bills. Latimer reported he had visited with 3 people who have solar panels on their homes getting mixed reviews. Oliveira talked with 2 solar panel company representatives. Cost for the library to purchase and install solar panels would be approximately \$60,000. Based on projected average H/A monthly costs it would take 26 years to break even, so was decided it was not practical or cost effective to purchase solar panels at this time.

Oliveira will check with Empire District re: cost effectiveness to change over to LEDs in place of florescent lighting throughout the library.

Old Business:

Waggoner reported he met with a Trane representative regarding Trane installing their own equipment in the H/A system coil and to upgrade the DDC controls for the library. This will allow Trane to more easily service and replace equipment when needed in the future and improve the overall efficiency of the H/A system. Trane submitted a quote of \$9,570.00 to (1) provide and install 1 single building controller (2) provide engineering, start-up, check out, project management and control drawings (3) 1 year warranty on parts and labor. Motion by Latimer, 2nd by McGowan that we accept the Trane proposal for the update dated May 24, 2016. Motion carried.

New Business:

Raises for library employees were discussed. Motion by McGowan, 2nd by Freeman to promote Jacob Johnson to assistant library director with a salary of \$22,000 effective July 1, 2016. Motion passed carried. Motion by Warren, 2nd by Barton for a \$.30/hour raise for all hourly employees effective July 1, 2016. Motion carried.

Our next meeting will be Tuesday, Aug. 16, 2016, at 6:30 p.m. We will not meet in July.

Director's report was given.

Meeting was adjourned.

Edy Newby, Secretary

Bruce Waggoner, President

Minutes of the Library Board of Trustees

August 23, 2016

Members present: Bruce Waggoner, Edy Newby, Sharon Barton, Carolyn Warren, Jim Latimer, George Thullesen, Don Freeman, Carolyn McGowan, and Sue Oliveira, WCPL Director.

Members absent: Lucinda Copeland, Doug Goodall, City Council Liaison

Meeting called to order by President Bruce Waggoner.

Minutes from the June meeting were approved on motion by Carolyn McGowan, motion was seconded by Sharon Barton, with no corrections or additions. Motion carried.

Financial report from June was approved on motion by Jim Latimer, motion was seconded by Carolyn McGowan.

Committee Reports

Building and Grounds:

Waggoner reported the new information we received from Trane to the board. Some fine tuning has been done to the current components that has been done to the system in last couple of weeks which so far has helped with the temperature variations throughout the building. Reported that this is an ongoing process to get the building regulated and hopefully save on both the electric and gas bills. Next year more components might need to be replaced in order to keep the system running efficiently and effectively.

Old Business:

No old business to come before the board.

New Business

- The Preliminary budget for FY2017 was presented to the board a motion was made by Carolyn McGowan, motion was seconded by Carolyn Warren.

Our next meeting will be Tuesday, September 20, 2016, at 6:30 p.m.

Director's report was given.

Meeting was adjourned.

Bruce Waggoner, President

Lucinda Copeland, Secretary

Webb City Public Library
Minutes of the Board of Trustees
September 20, 2016

The Webb City Public Library Board of Trustees met on September 20, 2016 at 6:30 p.m. in the Nichols Room. Members present: Bruce Waggoner, Jim Latimer, Lucinda Copeland, Carolyn McGowan, Edy Newby, Kathy Hall, Don Freeman, Sue Oliveira WCPL Director, Doug Goodall City Council Liaison and Jake Johnson. Members absent: Sharon Barton and George Thullesen.

The Meeting was called to order by President Bruce Waggoner.

Consent agenda for September was approved on a motion by Copeland, second by Latimer, with no corrections or additions. Motion carried.

Committee Reports:

Building and Grounds

Members were advised that the air conditioner update, involving the installing computers, would begin within the next two weeks. The update will provide more uniform air flow. The next project will involve the burners in the boiler.

Old Business:

Discussion was held on the meeting day and time. The board decided to move the meeting to 7:00 p.m. on Tuesdays. The next meeting will be October 25th at 7:00 p.m. The November meeting will be held on the 15th at 7:00 p.m.

Directors report:

Sue Oliveira advised the board that in December the Library receives a small part of the tax revenue, with the main tax money coming in January. Sue advised that there is enough money to get through until we receive the tax receipts.

Discussion was held on the anonymous donation of \$25,000 and what to do with the remaining money. Members are to bring additional ideas for expenditures of the remaining funds to the October meeting.

Sue advised that the lights on the east side of the building continue to burn out due to the buildup of heat.

Sue reported on the book sale. Seventeen percent of the collections was removed comprising 7,262 volumes. We have approximately 39,000 volumes remaining. The book sale brought in \$908.05. The remaining volumes will be given away.

Sue reported on the need to replace the current routers with Apple routers. The current routers in use were purchased at \$30. It was recommended that we purchase 5 routers at \$100 each to help with connectivity issues. Copeland moved and McGowan seconded a motion to have Jake purchase the 5 new routers at \$100 each.

Sue advised her last day would be the 28th of December. She will be working Mondays, Tuesdays and Wednesdays each week to use up her vacation days before the 28th.

There being no further business before the board, the meeting was adjourned.

Bruce Waggoner, President

Lucinda Copeland, Secretary

Webb City Public Library
Amended Minutes of the Board of Trustees
October 25, 2016

The Webb City Public Library Board of Trustees met on October 25, 2016 at 7:00 p.m. in the Third Floor Meeting Room. Members present: Bruce Waggoner, Jim Latimer, Lucinda Copeland, Carolyn McGowan, Edy Newby, Cathy Hall, Don Freeman, Sharon Barton, George Thullesen, Sue Oliveira WCPL Director and Jake Johnson Assistant Director. Members absent: Doug Goodall City Council Liaison. The Meeting was called to order by President Bruce Waggoner.

Consent agenda for October was approved on a motion by Copeland, second by Latimer, with no corrections or additions. Motion carried.

Committee Reports:

Building and Grounds

Members were advised that adjustments to the thermostats were still being worked on by the company. We may have to purchase new thermostats if the old thermostats are unable to be adjusted.

Jake Johnson advised that the new routers have been installed and are working.

We will wait until the November meeting for discussion of the light fixtures.

PERSONNEL:

Freeman moved to go into closed session for personnel matters. Those voting to go into closed session were Bruce Waggoner, Jim Latimer, Cathy Hall, Lucinda Copeland, Sharon Barton, Carolyn McGowan, Edy Newby, Don Freeman George Thulleson.

McGowan moved to adjourn from closed session, Barton seconded. The motion carried with all members voting yes.

President Waggoner ask Jake Johnson if he would accept the position of WCPL Director at a beginning salary of \$26,000. Jake accepted the position.

Old Business:

The revised FY 2016 Budget was presented for review. Jim Latimer moved to approve the revised budget. Thullesen seconded and the motion carried.

Directors report:

Sue Oliveira advised that the physical circulation is down to 39,000 volume, which has freed up a lot of shelf space.

Sue reported on upcoming events including: November 9th Brown Bag Lunch and a Movie - "Showboat" to coordinate with the Mississippi display that will remain up until November 19th.

Polar Bear Express Schedule will be held December 7 and 8 in the evening, and December 13, 14, and 15.

Our next meeting will be held November 15th at 7:00 p.m.

There being no further business before the board, Sharon Barton moved to adjourn and Edy Newby seconded. The motion carried with the meeting adjourning at 8:50 p.m.

Bruce Waggoner, President

Lucinda Copeland, Secretary

Webb City Public Library
Minutes of the Board of Trustees
November 15, 2016

The Webb City Public Library Board of Trustees met on October 25, 2016 at 7:00 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Lucinda Copeland, Cathy Hall, Sharon Barton, Carolyn McGowan, Edy Newby, Don Freeman, George Thullesen, Sue Oliveira WCPL Director, Jake Johnson WCPL Asst. Director, and Doug Goodall City Council Liaison.

Minutes of the October 25th meeting were approved on a motion from Cathy and a second from Carolyn Lucinda Copeland moved to approve the financial report, Sharon seconded, and the motion carried.

Committee Reports
Building and Grounds

Bruce reported that the company continues to work on fine tuning the heating system. We need to replace the thermostat on the second floor and will probably need to replace them all. The cost for replacement of thermostats will be \$3-4,000. We will also have to plumb a gas exhaust away from a window.

Sue reported the sprinkler system failed. The system has a five hour backup and men were currently at the library working on the compressor. The system repair is expected to be completed by tomorrow.

Lights will be installed tomorrow to replace failing ballasts.

Directors Report:

Sue advised that Jake would be attending the MPLD meeting December 1st and 2nd in Osage Beach.

Parents as teachers will be at the Library for Polar Express on the 7th and 8th of December. The Polar express will also be held the 13th, 14th and 15th.

Friends of the Library will be holding a reception in honor of Sue on December 1st from 4-6 p.m. in the Perry Room.

The Library Staff Christmas party will be held December 23rd at 6:00.

The next meeting of the Library Board will be January 17th at 7:00 p.m.

There being no further business to come before the board, President Waggoner adjourned the meeting.

Bruce Waggoner, President

Lucinda Copeland, Secretary