

Webb City Public Library  
Minutes of the Board of Trustees  
January 17, 2017

The Webb City Public Library Board of Trustees met on January 17, 2017 at 7:00 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Jim Latimer, Lucinda Copeland, Cathy Hall, Sharon Barton, Carolyn McGowan, Edy Newby, George Thullesen, Jake Johnson WCPL Director, Absent: Don Freeman and Doug Goodall City Council Liaison. Visitors: Marilyn Clark, Webb City Area Genealogy Society and Marti Pittman, Webb City Historical Society representatives.

Minutes of the November 15<sup>th</sup> meeting were approved on a motion from Carolyn McGowan and a second from Sharon Barton. Jim Latimer moved to approve the financial report, Edy Newby seconded, and the motion carried.

**Committee Reports**  
**Building and Grounds**

Bruce reported that we are waiting on a quote for new thermostat controls for the second floor heating system. The cost for replacement of thermostats still remains in the \$3-4,000 range.

**New Business:**

Marilyn Clark and Marti Pittman appeared before the board to request use of the third floor meeting room for historical storage and preservation. (Records from the Club House compiled by Jerry Pryor).

Carolyn McGowan moved to allow the genealogy society use of the third floor board room for historical storage and preservation. George Thullesen. The motion carried unanimously.

**Directors Report:**

Jake advised that he attended the MPLD meeting December 1<sup>st</sup> and 2<sup>nd</sup> in Osage Beach.

Jake advised that the sprinkler system had failed again.

Jake told the board that he will be working Monday - Friday and Miranda will work Saturdays.

Jake reminded the board that the Friends of the Library would be holding their Trivia night February 18<sup>th</sup> at 5:30 p.m., at the Route 66 Event Center.

The next meeting of the Library Board will be February 21<sup>st</sup> at 7:00 p.m.

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

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Bruce Waggoner, President

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Lucinda Copeland, Secretary

Webb City Public Library  
Minutes of the Board of Trustees  
February 21, 2017

The Webb City Public Library Board of Trustees met on February 21, 2017 at 7:00 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Jim Latimer, Lucinda Copeland, Cathy Hall, Edy Newby, George Thullesen, Don Freeman, Jake Johnson WCPL Director, Absent: Sharon Barton, Carolyn McGowan and Doug Goodall City Council Liaison.

Minutes of the January 17<sup>th</sup> meeting were approved on a motion from Jim Latimer and a second from Edy Newby. Jim Latimer moved to approve the financial report, Cathy Hall seconded, and the motion carried.

**Committee Reports**  
**Building and Grounds**

Bruce stated he would report on the Trane quote under new business.

**Old Business:**

The board discussed the genealogy society's use of the third floor, a cost analysis of the use, and discussion of the society's finances. Bruce requested that Lucinda bring a financial report to the next meeting.

**New Business:**

Old Circulation Desk - Cathy Hall advised that she has found a possible buyer for the old circulation desk. After discussion, the board agreed to sell for \$200.00 with desk to be moved by the purchaser.

Bruce presented a quote from Trane in the amount of \$13,360.00. This will replace thermostats throughout the building. Jim Latimer moved to approve the quote from Trane contingent on Bruce getting a letter for an extended warranty. Lucinda seconded. The motion carried unanimously.

**Directors Report:**

Jake advised that he had been researching language learning software for the library. Don Freeman moved to go with Pronunciator software at a cost of \$595.00. This amount will be the price for the next five years. George Thullesen seconded the motion. The motion carried unanimously.

Jake advised Triva night was a success with \$1100 raised by Friends of the Library.

Jake advised the board that Vickie will be starting an art program for homeschool children. It will be held every Wednesday in March from 1:30 to 3:00.

The next meeting of the Library Board will be March 21<sup>st</sup> at 7:00 p.m.

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

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Bruce Waggoner, President

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Lucinda Copeland, Secretary

Webb City Public Library  
Minutes of the Board of Trustees  
March 21, 2017

The Webb City Public Library Board of Trustees met on March 21, 2017 at 7:00 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Jim Latimer, Lucinda Copeland, Sharon Barton, Cathy Hall, Edy Newby, George Thullesen, Don Freeman, Jake Johnson WCPL Director, Absent: Carolyn McGowan and Doug Goodall City Council Liaison.

Minutes of the February 21<sup>st</sup> meeting were approved on a motion from Jim Latimer and a second from Sharon Barton. Lucinda Copeland moved to approve the financial report, Edy Newby seconded, and the motion carried.

**Committee Reports**

**Building and Grounds**

Bruce stated that we went with the Trane bid after they agreed to extend the warranty.

**Old Business:**

The board discussed the genealogy society's use of the third floor. Lucinda brought a financial report from the Webb City Area Genealogy Society. It was decided that the genealogy society should definitely pay the phone bill in the amount of \$720.00 a year, as it was a separate line and should not be paid for with taxpayer money. Lucinda is going to talk with the society officers regarding the \$500 the society had been paying to the library since moving into the new facility. The \$500 has been paid for this year, but not for the previous two years because the members were not aware that this had been done in the past. Lucinda will talk with the society on if we have the resources to catch up this oversight and report at the next meeting

**New Business:**

Jake reported on the library's agreement with Evergreen and Evergreen's desire that the consortium members not renew books. Jake said we could extend our present circulation policy from two weeks to three weeks on books and audio books with one renewal allowed unless needed for a hold. The DVD's circulation would be for one week with a limit of three. Lucinda moved that the circulation policy be amended to extend books and audio books to three weeks with a renewal unless needed for a hold, and DVD's to one week with a limit of three. Jim Latimer seconded and the motion carried unanimously.

Jake requested that we have Amnesty April on the return of items thirty days plus+ late, if the items are returned in circulation condition. This will be done for the month of April

**Directors Report:**

Jake advised that the pronunciator program has gone live with 26 people signed up to use. The March homeschool art program has been averaging 35 to 45 home schoolers. He advised that he will purchase 16 books on Math, Science, History, and English in the amount of \$162.31 for use by individual learners.

Jake advised the purchase of personal hot spot devices and learning data plan for one-on-one learning. The cost for the device to us will be \$120 a year with a \$70 replacement cost. Our cost for 10 devices will be \$1,308.00. We will allow checkout of the devices for one week. A \$20 returnable deposit will be required.

The Chamber of Commerce will hold its First Friday Coffee on the 31<sup>st</sup> of March.

The next meeting of the Library Board will be April 18<sup>th</sup> 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

Webb City Public Library  
Minutes of the Board of Trustees  
April 18, 2017

The Webb City Public Library Board of Trustees met on April 18, 2017 at 7:00 p.m., in the Third Floor Meeting Room. Members Present: Jim Latimer, Lucinda Copeland, Cathy Hall, Edy Newby, George Thullesen, Don Freeman, Carolyn McGowan, Jake Johnson WCPL Director, Absent: Sharon Barton, Bruce Waggoner and Doug Goodall City Council Liaison.

Minutes of the March 21<sup>st</sup> meeting were approved as amended on a motion from George Thullesen and a second from Cathy Hall. Lucinda Copeland moved to approve the financial report, Carolyn McGowan seconded, and the motion carried unanimously.

**Committee Reports**  
**Building and Grounds**

Jake Johnson reported Trane will start work this week on the HVAC system.

**Old Business:**

The board postponed voting on the matter of the genealogy society being forgiven for the past two years that a donation was not made to the library until all members are present.

**New Business:**

**Directors Report:**

Jake reported that the Chamber Coffee went well. We gained three new members.

Circulation is up 8 - 9% at the library.

Jake reported that the library wifi will be turned off at 10:00 p.m. due to neighbor complaints. Patrons using the wifi were playing loud music in close proximity to the neighbors. Wifi will come back on line at 6:00 a.m.

Jake reported the installation of a new camera by the bookdrop.

The next meeting of the Library Board will be May 16<sup>th</sup> at 7:00 p.m.

There being no further business to come before the board, Vice-President Latimer adjourned the meeting.

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Jim Latimer, Vice-President

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Lucinda Copeland, Secretary

Webb City Public Library  
Minutes of the Board of Trustees  
May 16, 2017

The Webb City Public Library Board of Trustees met on May 16, 2017 at 7:00 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Jim Latimer, Lucinda Copeland, Sharon Barton, Cathy Hall, Edy Newby, George Thullesen, Don Freeman, Carolyn McGowan, Jake Johnson WCPL Director.

Minutes and the financial report of the April 18<sup>th</sup> meeting were approved as amended on a motion from Carolyn McGowan and a second from Cathy Hall. The motion carried unanimously.

**Committee Reports**  
**Building and Grounds**

Bruce Waggoner reported that Trane has been installed.

**Old Business:**

On a motion by Don Freeman and a second by Jim Latimer the board voted to not request from the Webb City Area Genealogy Society the past two years in arrears donation. The motion carried.

**New Business:**

Edy Newby presented the slate of officers for the board: Bruce Waggoner, President; Jim Latimer, Vice-President; Lucinda Copeland, Secretary; and Sharon Barton, Treasurer. Carolyn McGowan moved to approve the slate of officers as presented. Cathy Hall seconded. The motion carried.

Bruce Waggoner appointed a committee to review the contract with the Webb City Area Genealogical Society. The committee is comprised of the officers of the Library Board and George Thullesen, with Jake Johnson as an ex-officio member.

**Directors Report:**

Jake Johnson reported on the various programs recently initiated at the Library. The Law Depot is started and has been used by 4; Pronunciator 87 users; Driving test.org, which enables people to study for the written driving and CDL test, has 13 users; Temple, e-books for kids, has 112 users; ABC Mouse, which is available only inside the building, has 158 users. Jake advised that the bills for next month would be noticeably higher. The Library has not reimbursed the City for last year's insurance in the amount of \$6,915, and this year's insurance premium of \$8,113 is also due. In addition, the Trane bill will be on the coming month's financial.

Edy Newby was recognized for her terms as member of the Library Board.

The next meeting of the Library Board will be June 20<sup>th</sup> at 7:00 p.m.

There being no further business to come before the board, Carolyn McGowan moved to adjourn. Jim Latimer seconded, and the motion carried.

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Bruce Waggoner, President

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Lucinda Copeland, Secretary

Webb City Public Library  
Minutes of the Board of Trustees  
June 20, 2017  
Corrected

The Webb City Public Library Board of Trustees met on June 20, 2017 at 7:00 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Lucinda Copeland, Sharon Barton, Cathy Hall, Lisa Martin, George Thullesen, Don Freeman, Carolyn McGowan, Jake Johnson WCPL Director. Absent: Jim Latimer

Minutes and the financial report of the May 16<sup>th</sup> meeting were approved on a motion from Sharon Barton and a second from Cathy Hall. The motion carried unanimously.

**Committee Reports**

None at this time.

**Old Business:**

President Waggoner advised the committee consisting of the officers and George Thullesen, to review and discuss the contract with the Webb City Area Genealogy Society will meet on July 13<sup>th</sup> at 6:30 p.m.

**New Business:**

Bruce Waggoner presented an amendment to the By-laws of the Board of Trustees. After discussion Carolyn McGowan moved to table the amendment until the August meeting. Don Freeman seconded. The motion carried with 6 yes, 1 no, and 1 abstention.

President Waggoner presented a conflict of interest policy for board members. Lisa Martin moved that the proposed conflict of interest policy be taken together at the time of the bylaw change that is currently tabled.

The Library Board meeting was changed to 7:15 p.m. on the third Tuesday of the month. There will be no July meeting. The next meeting will be August 15<sup>th</sup> at 7:15 p.m.

**Directors Report:**

Jake Johnson reported on the Missouri Public Library Directors meetings and various programs to keep patrons involved. He said he is doing research into starting a robotics club.

We have a new data base, A-Z USA Learning, which has statistics on any State or the United States. The program will begin July 1<sup>st</sup> at a cost of \$300 a year.

Jake reported the budget is ahead by \$29,987.20 from this time last year.

Hot Spot participation is going good.

Cathy Hall advised that the Friends of the Library Cooking for a Cause brought in \$513.25.

Also, there are 25 children enrolled in the Thursday morning Library reading.

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

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Bruce Waggoner, President

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Lucinda Copeland, Secretary

Webb City Public Library  
Minutes of the Board of Trustees  
August 15, 2017

The Webb City Public Library Board of Trustees met on August 15, 2017 at 7:15 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Lucinda Copeland, Sharon Barton, Cathy Hall, Lisa Martin, George Thullesen, Carolyn McGowan, Jake Johnson WCPL Director. Absent: Jim Latimer and Don Freeman. President Waggoner called the meeting to order.

Minutes of the June 20<sup>th</sup> meeting were approved, with corrections, on a motion by Sharon and a second by Cathy. A corrected June copy will be provided with the next meeting documents. The financial reports for June, July and August were approved on a motion from Lucinda and a second from Lisa. The motion carried unanimously.

**Committee Reports**

President Waggoner presented a Lease Consent Agreement for the WCPL to provide space within the library to house the WCAGS. After discussion, the following was changed under the section of WCAGS agreements to include 1) *to provide staffing for the genealogy room for a minimum of 4 hours per library business day; and 2) to maintain separate books and ledgers, accounting to the Library annually for the monies received and expenses incurred by the Society relating to or as a result of the use of the Genealogy Materials.* A vote was held to approve the Lease Consent Agreement with Lucinda abstaining and all other members voting yes. Bruce will take the Lease Consent Agreement to the next WCAGS meeting for review and input from the society.

**Personnel** - Sharon presented the report of the Personnel Committee on their six month evaluation of Jacob Johnson as Director of the Webb City Public Library and the Committee's recommendation to set his new salary at \$30,000 annually (an increase of \$4,000 per year). The Committee members feel Jake is doing an outstanding job as Director. Carolyn moved to accept the recommendation of the committee to raise the salary to \$30,000. George seconded and the motion carried unanimously.

**Old Business:**

Amend By-laws to adopt conflict of interest OR adopt Roberts Rules of Order - Carolyn moved to table action until the September meeting. Lisa seconded. The motion carried unanimously.

**New Business:**

Jake presented and reviewed with the board the preliminary budget FY 2018. Jake requested that the three senior full time employees, all over 10 years with the library, be raised 50 cents an hour. Lucinda moved to accept Jakes recommendation of an increase of 50 cents an hour for the three senior full time staff. George seconded. The motion carried unanimously. Carolyn moved to approve the preliminary budget FY 2018. Sharon seconded and the motion carried unanimously.

**Directors Report:**

Jake reported that both circulation and computer usage were up at the library. Jake requested that the Board meet on October 31<sup>st</sup> to amend the FY17 Budget. The Board agreed to meet on October 31<sup>st</sup> at noon to approve the FY17 Budget for submission.

The next regular Library Board meeting will be September 17<sup>th</sup> at 7:15 p.m. There being no further business to come before the board, President Waggoner adjourned the meeting.

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Bruce Waggoner, President

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Lucinda Copeland, Secretary

Webb City Public Library  
Minutes of the Board of Trustees  
September 19, 2017

The Webb City Public Library Board of Trustees met on September 19, 2017 at 7:15 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Lucinda Copeland, Sharon Barton, Cathy Hall, Lisa Martin, George Thullesen, Carolyn McGowan, Jim Latimer, Don Freeman and Jake Johnson WCPL Director. President Waggoner called the meeting to order.

Minutes of the corrected June 20<sup>th</sup> meeting were approved, with corrections, and the August 15<sup>th</sup> meetings were approved on a motion by Carolyn and a second by Sharon. The financial reports for August and September to date were approved on a motion from Lucinda and a second from Lisa. The motion carried unanimously.

**Committee Reports**

WCPL/WCAGS lease agreement – Members were advised that the President of the society was out of town. The agreement will be discussed by the genealogy society and bring an answer to the November meeting.

**Old Business:**

Amend By-laws. Lucinda moved to amend the by-laws by adding an Article VII to adopt and annually review a Conflict of interest policy. Lisa Martin seconded the motion and the motion carried unanimously. The new Article VII reads as follows: 1. “The Board of Trustees shall adopt and annually review a Conflict of Interest Policy. The purpose of the policy shall be to protect the Library District’s interest when it contemplates entering into a transaction or arrangement that might benefit the private interest of a member of the Board of Trustees, or Director of the Library, or might result in a possible excess benefit transaction.”

**New Business:**

Bruce advised that a compressor had gone out and Trane had submitted a bid of \$7,739.00 for a new compressor and labor. The proposal would be valid for 60 days. The money for Trane would be requested from the Webb City Library Development Foundation. Lucinda moved to table the motion but have Jake call Trane to see if a 90 day extension on their bid. Jim seconded and the motion carried unanimously. This will allow the expenditure to be moved to our next fiscal year.

**Directors Report:**

Jake reported that the petty cash system at the library has been modernized.

The next meeting of the board will be October 31<sup>st</sup> at noon. We will be amending and finalizing FY17 Budget.

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

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Bruce Waggoner, President

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Lucinda Copeland, Secretary

Webb City Public Library  
Minutes of the Board of Trustees  
October 31, 2017

The Webb City Public Library Board of Trustees met on October 31, 2017 at 12:00 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Lucinda Copeland, Sharon Barton, Cathy Hall, Lisa Martin, George Thullesen, Carolyn McGowan, Jim Latimer, and Jake Johnson WCPL Director. Absent: Don Freeman. President Waggoner called the meeting to order.

George Thullesen moved to approve the Consent Agenda consisting of the Minutes and Financial Reports. Cathy Hall seconded and the motion carried.

**Committee Reports**

President Waggoner advised had taken a letter to the Webb City Library Development Foundation for approval for payment of the new compressor.

**Old Business:**

WCPL/WCAGS lease agreement – Bruce Waggoner advised he would attend the November WCAGS meeting.

**New Business:**

Carolyn McGowan moved and Jim Latimer seconded a motion to approve the amended FY 2017 Budget. The motion carried unanimously.

Jake advised the library will be closed March 19-23<sup>rd</sup>, 2018 for removal and installation of new carpeting in the childrens/computer section. It was the consensus of the board for Jake to get quotes on moving the shelving.

**Directors Report:**

Jake reported that He would be attending the MPL meeting December 7<sup>th</sup> and 8<sup>th</sup>.

He advised the staff/board Christmas Party will be December 8<sup>th</sup> at 6:00 p.m.

February 10<sup>th</sup> has been selected for the Trivia fundraiser.

Cathy Hall reported the Friends of the Library will be doing a quarterly newsletter.

The next meeting of the board will be November 28<sup>th</sup> at 7:15 p.m.

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

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Bruce Waggoner, President

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Lucinda Copeland, Secretary

Webb City Public Library  
Minutes of the Board of Trustees  
November 28, 2017

The Webb City Public Library Board of Trustees met on November 28, 2017 at 7:15 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Lucinda Copeland, Sharon Barton, Cathy Hall, George Thullesen, Carolyn McGowan, Jim Latimer, Don Freeman and Jake Johnson WCPL Director. Absent: Lisa Martin. President Waggoner called the meeting to order.

George Thullesen moved to approve the Consent Agenda consisting of the Minutes and Financial Reports. Carolyn McGowan seconded and the motion carried.

**Old Business:**

WCPL/WCAGS lease agreement – Yvonne Dixon, vice-president of the WCAGS presented a counter lease agreement from the WCAGS requesting a \$1.00 for 10 years. Carolyn moved to accept our original lease agreement with a \$1.00 a year fee. The motion died for a lack of a second. Jim Latimer moved that the WCAGS pay \$100.00 a year. Don Freeman seconded and the motion carried with 7 yes and 1 abstention. (copies attached).

Trane – Jim Latimer moved and Don Freeman seconded a motion to move forward with Trane for the compressor. The bid on replacement and repair is \$7,839.00.

**Directors Report:**

Jake reported State approval of the Missouri Public Library report for 2017.

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

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Bruce Waggoner, President

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Lucinda Copeland, Secretary

*Lease Consent Agreement*

The Webb City Public Library agrees to provide space within the library to house the Webb City Area Genealogical Society. We recognize that the Genealogical Society provides an important service for the public in collecting and disseminating information to aid in genealogical research in general and to provide information about local family histories and Webb City history in particular.

In order to ensure that this arrangement is mutually beneficial to the Library and to the Genealogical Society it is important to recognize that both parties have certain rights and responsibilities.

The Webb City Public Library agrees:

- to lease space, as currently located on the 3rd floor (2 east rooms, hallway walls, 3rd floor bathroom, storage closet, and the long walls of the Board Room), to house the genealogical collection for the mutually agreed to amount of \$100 per year plus \$60 a month phone service to both be reviewed on an annual basis. The annual review of yearly charge will be based on the annual financial report provided by Genealogical Society as required below.
- to insure the genealogical collection against loss
- to promote use of the genealogical collection and membership in the Genealogical Society

The Webb City Area Genealogical Society agrees:

- to provide staffing for the genealogy room for a minimum of 4 hours per library business day
- to purchase, manage and maintain the genealogical collection
- to not bring in any items that may pose a danger to the building, staff, or patrons
- to purchase and maintain equipment used in the genealogy room
- to purchase whatever office supplies are used by the society
- to promote use of the library and to participate when appropriate in library sponsored events
- to maintain separate books and ledgers, accounting to the Library annually for all monies received and expenses incurred by the Society relating to or as a result of the use of the Genealogy Materials to enable the Library Board to fairly review the annual charge to the Genealogy Society.

Control of Materials

The Library agrees that materials purchased by or donated to the genealogical society are the properties of the Genealogical Society and are under their control with the stipulation that the society shall not dispose of materials without the knowledge of the Library.

If the genealogical society should dissolve, should find itself unable to staff the genealogy room, or should decide to relocate to another facility, all materials and equipment belonging to the Genealogical Society shall remain the property of the Genealogical Society, to manage, preserve or dispose of as the Genealogical Society chooses.

If the library should request that the Genealogical Society find space outside of the Library for its collection, those materials and equipment purchased by or donated to the Genealogical Society shall remain the property of the Genealogical Society.

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Director, Webb City Public Library

Date \_\_\_\_\_

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President, Webb City Area Genealogical Society

Date \_\_\_\_\_