

Webb City Public Library
Minutes of the Board of Trustees
January 23, 2018

The Webb City Public Library Board of Trustees met on January 23, 2018 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, Lisa Martin, Don Freeman and Jake Johnson WCPL Director. Absent: Jim Latimer. President Waggoner called the meeting to order.

Lucinda moved to approve the minutes of the November 28th, 2017 meeting with the amount of \$7,839 to be included as Trane bid. Lisa seconded and the motion carried unanimously. Cathy moved to approve the financial report. Sharon seconded and the motion carried unanimously.

Old Business:

Due to the meeting cancellation on January 16th, an e-mail and phone vote was conducted for approval on the carpet cleaning and carpet replacement to enable Jake to schedule the work. The board approved the bid of A-1 in the amount of \$499 for carpet cleaning. The board approved the bid of Smiths Floor Store in the amount of \$1,328 for carpet replacement in the computer area.

Trane – Jake advised the original bid from Trane for \$7,839, was going to have to be revised. Trane had ordered the part from York, but York's parts list had the wrong number and the correct part replacement would be \$13,000. Trane advised it would install the part and forgo their labor charges for a price of \$10,000. George moved to accept the amount of \$10,000 from Trane and have the President request the funds from the foundation. Sharon seconded and the motion carried unanimously.

Directors Report:

Jake reported the audit of library funds would be done the next day by KPM.

New Business:

Carolyn requested the Library Board purchase a table for the Friends of the Library Trivia Night. Cathy hall seconded. The motion carried unanimously.

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
February 20, 2018

The Webb City Public Library Board of Trustees met on February 20, 2018 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, Lisa Martin, Don Freeman, Jim Latimer and Jake Johnson WCPL Director. President Waggoner called the meeting to order.

Sharon Barton moved to approve the minutes of the January 23rd, 2018 meeting. Carolyn McGowan seconded and the motion carried unanimously. Jim Latimer moved to approve the financial report. Lisa Martin seconded and the motion carried unanimously.

Old Business:

President Waggoner requested that the nominating committee, consisting of Sharon Barton, Lucinda Copeland and Carolyn McGowan bring a slate of officers to the March meeting.

President Waggoner advised that the Foundation Committee had not yet met on the requested \$10,000 in funds for the Trane contract. He also advised that we had received \$6,730.79 in interest for last year from the Foundation.

Directors Report:

Jake reported that the cost of the Fire door repair is \$1,445. He advised the board that we will need to replace the fire panel in the future and gave the board proposals for repair, replacement, and monthly monitoring.

Jake reminded the board that the Library will be closed March 19th for carpet cleaning and March 20th through 24th for carpet replacement along with paint touchups.

The next board meeting will be March 27th at 7:15 on the third floor of the Library.

George Thullesen moved to adjourn, Jim Latimer seconded.

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
March 27, 2018

The Webb City Public Library Board of Trustees met on March 27, 2018 at 7:15 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Lucinda Copeland, Cathy Hall, George Thullesen, Carolyn McGowan, Lisa Martin, Don Freeman, Jim Latimer and Jake Johnson WCPL Director. Absent: Sharon Barton. President Waggoner called the meeting to order.

Carolyn McGowan moved to approve the minutes of the February 20th, 2018 meeting. Lisa Martin seconded and the motion carried unanimously. Jim Latimer moved to approve the financial report. George Thullesen seconded and the motion carried unanimously.

Old Business:

Lucinda Copeland advised the President Waggoner that the nominating committee did not have a report on the slate of officers and would submit one in April.

President Waggoner advised that he had taken the invoice for the Trane project to U.S. Bank with a request for \$10,000 or \$3,300. The Foundation Committee had not yet met on the requested \$10,000 in funds for the Trane contract, but advised President Waggoner they would meet in the next week or two.

Directors Report:

Jake reported on the maintenance performed during the week of closing including cleaning of carpets, patching of cracks, cleaning of the tile grout, and new carpeting in the computer lab. At the close of the meeting the board took a tour of the renovations. He also advised that Corky's Electric had replaced some of the ballasts.

The next board meeting will be April 17th the third floor of the Library.

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

Bruce Waggoner, President

Lucinda Copeland, Secretary

Webb City Public Library
Minutes of the Board of Trustees
April 17, 2018

The Webb City Public Library Board of Trustees met on April 17, 2018 at 7:15 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Lucinda Copeland, Cathy Hall, Carolyn McGowan, Lisa Martin, Jim Latimer and Jake Johnson WCPL Director. Absent: Sharon Barton, Don Freeman, and George Thullesen. President Waggoner called the meeting to order.

Jim Latimer moved to approve the minutes of the March 27th, 2018 meeting. Cathy Hall seconded and the motion carried unanimously. Jim Latimer moved to approve the financial report. Carolyn McGowan seconded and the motion carried unanimously.

Old Business:

Lucinda Copeland presented the nominating committee's slate of officers to the Board : President Bruce Waggoner, Vice President Jim Latimer, Secretary Lucinda Copeland (interim until new appointment, and Treasurer Sharon Barton, and invited any nominations from the floor. There being no further nominations, Cathy Hall moved to approve the slate submitted with Lisa Martin seconding the motion. The motion carried unanimously.

President Waggoner advised that he, George Thullesen and Jim Latimer had met with members of the Foundation Board consisting of Brad Baker, Bill Perry and Mike Moore. The Foundation Board approved giving the Library Board \$10,000 for the Trane library compressor replacement/repair.

The next board meeting will be May 15th in the third floor meeting room of the Library.

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
May 15, 2018

The Webb City Public Library Board of Trustees met on May 15, 2018 at 7:15 p.m., in the Third Floor Meeting Room. Members Present: Bruce Waggoner, Lucinda Copeland, Cathy Hall, Carolyn McGowan, Lisa Martin, Jim Latimer, Sharon Barton, Don Freeman, George Thullesen and Jake Johnson WCPL Director. President Waggoner called the meeting to order.

Jim Latimer moved to approve the minutes of the April 17th, 2018 meeting. Cathy Hall seconded and the motion carried unanimously. Lucinda Copeland moved to approve the financial report. Jim Latimer seconded and the motion carried unanimously.

Old Business:

The Board was advised that Furniture-Restorers will be restoring the West Door, in the future.

New Business:

Jake Johnson advised the board that the inspection for the fire door failed. It is leaking oil. The needed part will be obtained and Over head door will make the repair.

Directors Report:

Jake advised of staff changes: Sara has been appointed as assistant director.

He advised everything is ready for the summer reading program.

The Robotics Club will be the first Saturday of the month. He purchased three tablets for the class. The next class will be held on the 2nd Saturday in June.

Jake will be attending the semi-annual MPLD meeting June 7th and 8th.

Lisa Martin will become the new secretary for the board.

The next board meeting will be June 19th in the third floor meeting room of the Library.

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

Bruce Waggoner, President

Lucinda Copeland, Secretary

Board of Trustees
Webb City Public Library
Minutes of the June 19, 2018 Meeting

The Webb City Public Library's Board of Trustees met on June 19, 2018, at 7:15p.m., in the 3rd Floor Meeting Room. Members present:

Bruce Waggoner
Cathy Hall
Lisa Martin
Sharon Barton
Sue Oliviera
Carolyn McGowan
George Thulleson

Cathy Hall moved to approve the minutes and consent agenda of the May 15, 2018 Board of Trustees meeting. George Thulleson seconded the motion. Motion carried unanimously.

Lisa Martin moved to pass the financial report for May 2018. Cathy Hall seconded the motion. Motion carried unanimously.

Committee reports:

Report on status of fire door. The fire door has been fixed and new operational and maintenance recommendations received and incorporated into routine procedures.

Old Business:

West Door: The Board was advised that the door needs to be refinished, and that it is recommended to be done in the fall for best results. Cost quotes to be obtained.

New Business:

No new business

Director's Report:

Jake Johnson reported: on his attendance of the MPLD meeting June 7-8, 2018. He will be attending the Evergreen Meeting next month.

Jake Johnson reported: that currently there are 253 signed up for the Children's Summer Reading Program.

Jake Johnson reported: on the itinerary for the Adult Summer Reading Program, including accompanying movies to be shown.

Jake Johnson reported: on ongoing estimates for future maintenance for the elevator.

Next Board Meeting Scheduled: August 21, 2018 at 7:15p.m. in the 3rd Floor meeting room of the Library.

There being no further business to come before the Board of Trustees, President Waggoner adjourned the meeting.

Bruce Waggoner, President

Lisa Martin, Secretary

Board of Trustees
Webb City Public Library
Minutes of the August 21, 2018 Meeting

The Webb City Public Library's Board of Trustees met on August 21, 2018, at 7:15p.m., in the 3rd Floor Meeting Room. Members present:

Bruce Waggoner
Jim Latimer
Lisa Martin
Lucinda Copeland
Sharon Barton
Sue Oliveira
Carolyn McGowan
George Thulleson

Jim Latimer moved to approve the minutes and consent agenda of the June 19, 2018 Board of Trustees meeting. Carolyn McGowan seconded the motion. Motion carried unanimously.

Carolyn McGowan moved to pass the financial report for June and July, 2018. George Thulleson seconded the motion. Motion carried unanimously.

Committee reports:

The Board was advised that the Friends of the Library raised almost \$600 with the Cooking for a Cause at the Farmers Market.

Old Business:

West Door: The Board was advised that the West Door will be refinished within the next month, which must be paid 50% up front. Invoice not received as of yet.

New Business:

Preliminary FY 2019 budget presented by Jake Johnson. Sharon Barton moved to approve the preliminary FY 2019 budget. Lucinda Copeland seconded the Motion to approve the preliminary FY 2019 budget. Motion carried unanimously.

Director's Report:

Jake Johnson reported: Summer reading program statistics; 397 participated, which is a new record total, as well as 300 new library patrons.

Jake Johnson reported: that wifi routers are upgraded to business classification throughout the building.

Jake Johnson reported: that inventory of the collection is in process now

Next Board Meeting Scheduled: September 18, 2018 at 7:00p.m. in the 3rd Floor meeting room of the Library.

There being no further business to come before the Board of Trustees, President Waggoner adjourned the meeting.

Bruce Waggoner, President

Lisa Martin, Secretary

Board of Trustees
Webb City Public Library
Minutes of the September 18, 2018 Meeting

The Webb City Public Library's Board of Trustees met on September 18, 2018, at 7:00p.m., in the 3rd Floor Meeting Room. Members present:

Bruce Waggoner
Jim Latimer
Lisa Martin
Sharon Barton
Sue Oliveira
Cathy Hall
George Thullesen

Cathy Hall moved to approve the minutes and consent agenda of the August 21, 2018 Board of Trustees meeting. Sharon Barton seconded the motion. Motion carried unanimously.

Committee reports:

The Board was advised that a roof leak has developed. Estimates to be sought.

Old Business:

West Door: The Board was advised that the West Door has not been refinished yet as the temperatures have not dropped below the threshold necessary for proper application and curing of the products to be applied.

New Business:

No new business brought before the Board.

Director's Report:

Jake Johnson reported: Estimates as to the roof leak will be sought.

Next Board Meeting Scheduled: October 30, 2018 at 4:00p.m. in the 3rd Floor meeting room of the Library.

There being no further business to come before the Board of Trustees, President Waggoner adjourned the meeting.

Bruce Waggoner, President

Lisa Martin, Secretary

Board of Trustees
Webb City Public Library
Minutes of the October 30, 2018 Meeting

The Webb City Public Library's Board of Trustees met on October 30, 2018, at 4:00 PM, in the 3rd Floor Meeting Room.

Member Present:

Bruce Waggoner
Lisa Martin
Sharon Barton
Cathy Hall
George Thullesen

Member Absent:

Sue Oliveira
Lucinda Copeland
Jim Latimer

Sharon Barton moved to approve the consent agenda of the October 30, 2018 Board of Trustees meeting. Cathy Hall seconded the motion. Motion carried unanimously.

Committee reports:

The Library is still awaiting word from the City on the roof repair/replacement. The Library is still waiting on word on when the west door will be refinished

Old Business:

No old business to come before the Board.

New Business:

Amend the 2018 FY Budget: Carolyn McGowan made a motion to amend the 2018 FY Budget. Sharon Barton seconded the motion. Motion carried unanimously.

Fines: Carolyn McGowan made a motion to no longer charge late fines on overdue items. Lisa Martin seconded the motion. Motion carried unanimously.

Hotspots: Lisa made a motion to no longer charge a \$20 refundable deposit on the hotspots, to be reevaluated in 6 months. Carolyn McGowan seconded the motion. Motion carried unanimously.

Director's Report:

Jake Johnson reported that the ballasts in lights around the Library have been fixed and that he would be getting a quote on replacing the outdated can light with LED replacements.

Next Board Meeting Scheduled : November 20, 2018 at 7:00 PM in the 3rd Floor meeting room the Library.

There being no further business to come before the Board of Trustees, President Waggoner adjourned the meeting.

Bruce Waggoner, President

Jake Johnson, Acting Secretary

Board of Trustees
Webb City Public Library
Minutes of the November 20, 2018 Meeting

The Webb City Public Library's Board of Trustees met on November 29, 2018, at 7:00p.m., in the 3rd Floor Meeting Room. Members present:

Jim Latimer
Lisa Martin
Sharon Barton
Sue Oliveira
Cathy Hall
Lucinda Copeland
Carolyn McGowan

Carolyn McGowan moved to approve the minutes and consent agenda of the October 30, 2018 Board of Trustees meeting. Sharon Barton seconded the motion. Motion carried unanimously.

Committee reports:

No committee reports

Old Business:

West Door: The Board was advised that the West Door has not been refinished yet as the temperatures have not been within the required limits necessary for proper application.

New Roof: The City of Webb City will pay the deductible for the cost.

New Business:

On basis of the annual report of the Genealogical Society, Carolyn McGowan moved that the Lease Agreement for the Genealogical Society to lease space from the Library be renewed.

Cathy Hall seconded the motion. Motion carried unanimously.

Director's Report:

Jake Johnson reported: Public Library Survey being conducted. The Library Christmas Party will be December 14, 2018 at 6pm

Next Board Meeting Scheduled: January 15, 2019 at 7:00p.m. in the 3rd Floor meeting room of the Library.

There being no further business to come before the Board of Trustees, Vice President Jim Latimer adjourned the meeting.

Bruce Waggoner, President

Lisa Martin, Secretary