

Board of Trustees
Webb City Public Library
Tuesday, January 15, 2019
7:00 PM
Third Floor Meeting Room

Members Present

Bruce Waggoner
Jim Latimer
Sharon Barton
Carolyn McGowan
George Thullesen
Cathy Hall
Sue Oliveira

Members Absent

Lisa Martin
Lucinda Copeland

Call to Order: Bruce Waggoner called the meeting to order.

Consent Agenda: Carolyn McGowan made a motion that the consent agenda be approved; seconded by Jim Latimer; Unanimous

Committee Reports: Bruce Waggoner reported that the roof is complete
Bruce Waggoner reported that the west door has been finished

Old Business: No Old Business

New Business: Fire Panel Replacement: Jim Latimer made the motion to accept TEC's proposal of \$6,850; George Thullesen seconded; Unanimous; Carolyn McGowan made a motion to ask the Webb City Library Foundation for the money; Sharon Barton seconded; Unanimous

100 Can Lights: Carolyn McGowan made the motion to accept Corky's proposal of \$3,800; George Thullesen seconded; Unanimous

100 T8 Lights: Jim Latimer made a motion to accept Corky's proposal of \$2,700; Cathy Hall seconded; Unanimous

FoL Trivia Night: Carolyn McGowan made a motion to be a team at trivia night; Jim Latimer seconded; Unanimous

Director's Report: Next meeting February 19th at 7:00 PM

Bruce Waggoner, President

Jake Johnson, Acting Secretary

Board of Trustees
Webb City Public Library
Tuesday, February, 26, 2019
7:00 PM
Third Floor Meeting Room

Member Present

Bruce Waggoner
Jim Latimer
Sharon Barton
Carolyn McGowan
George Thullesen
Cathy Hall
Sue Oliveira

Members Absent

Lisa Martin
Lucinda Copeland

Call to Order: Bruce Waggoner called the meeting to order

Consent Agenda: Jim Latimer made a motion that the consent agenda be approved;
seconded seconded by Sue Oliveira ; unanimous

Committee Reports: Building and Grounds: Bruce reported that the
lighting upgrades has been
completed.

Old Business: No old business

New Business: No new business

Director's Report: There is value in your public library: Receipts now show patrons
how much money they
saved by checking materials
out at the library. Brochures
will be available at City Hall
and the Farmers Market
detailing services available at
the Library.

Home school program in March: Lifetime Crafts March 6, 13,
and 20th 1:30 - 2:30

Partnering with the Webb City
Farmers Market: The Farmers Market will
provide lunch to children
during our summer reading
program

Schedule Change: Jake will now be working
Monday through Friday

Next Meeting: March 26, 2019 at 7:00 PM

Bruce Waggoner, President

Jake Johnson, Acting Secretary

Board of Trustees
Webb City Public Library
Minutes of the March 26, 2019 Meeting

The Webb City Public Library's Board of Trustees met on March 26, 2019, at 7:00p.m., in the 3rd Floor Meeting Room.

Members present:

Bruce Waggoner

Jim Latimer

Lisa Martin

George Thullesen

Sue Oliveira

Cathy Hall

Lucinda Copeland

Carolyn McGowan

Members absent:

Sharon Barton

Lucinda Copeland moved to approve the minutes and consent agenda of the February 26, 2019 Board of Trustees meeting. Jim Latimer seconded the motion. Motion carried unanimously.

Committee reports:

No committee reports

Old Business:

Roof: The Board was advised that the roof repair has been completed.

Elevator tower: The Board was advised that the tower repair has been completed.

New Business:

The proposed "Filming and Photography Policy" was reviewed by the Board of Trustees.

Carolyn McGowan moved that the "Filming and Photography Policy" be approved as submitted.

George Thullesen seconded the motion. Motion carried unanimously.

The elevator was serviced this date, and the control board was replaced. Lisa Martin moved that should the cost to the Library exceed \$500.00 beyond the terms of the service contract, that the

Director, Jake Johnson, be granted authority to make payment thereof, and Cathy Hall seconded the motion. Motion carried unanimously.

Next Board Meeting Scheduled: April 16, 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, Bruce Waggoner, adjourned the meeting.

Bruce Waggoner, President

Lisa Martin, Secretary

Board of Trustees
Webb City Public Library
Minutes of the April 16, 2019 Meeting

The Webb City Public Library's Board of Trustees met on April 16, 2019, at 7:00p.m., in the 3rd Floor Meeting Room.

Members present:

Bruce Waggoner

Jim Latimer

Lisa Martin

George Thullesen

Sue Oliveira

Cathy Hall

Lucinda Copeland

Carolyn McGowan

Sharon Barton

Members absent:

None

Carolyn McGowan moved to approve the consent agenda of the March 26, 2019 Board of Trustees meeting. George Thullesen seconded the motion. Motion carried unanimously.

Committee reports:

Elevator: The Board was advised that the elevator was repaired, and connections cleaned and completed, which should be covered under the service contract.

Landscaping: The Board was advised that Adam Simpson was contracted to complete landscaping work, including edging, mulching and rock around the building. The work will be completed within two months.

Old Business:

No old business

New Business:

The proposed "Weapons Policy" was reviewed by the Board of Trustees. Jim Latimer moved that the "Weapons" be approved as submitted. George Thullesen, Carolyn McGowan and Cathy Hall seconded the motion. Motion carried unanimously.

Director's Report:

Jake Johnson advised the Board that:

School Tours for Webb City elementary schools are scheduled for May 13-14, 2019, with a tour for the Webb City Kindergarten to be scheduled.

The Summer Reading program has been scheduled.

The Children's Library has been expanded with six additional shelving units so that the collection may be further expanded.

Next Board Meeting Scheduled: May 21, 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, Bruce Waggoner, adjourned the meeting.

Bruce Waggoner, President

Lisa Martin, Secretary

Board of Trustees

Webb City Public Library

Date: Tuesday, May 21, 2019

Time: 7:00 PM

Location: Third Floor Meeting Room

Present: Bruce Waggoner, Sharon Barton, George Thullesen, Lucinda Copeland, Sue Oliveira, Carolyn McGowan, Cathy Hall, Jim Latimer

Absent: Lisa Martin

Call to Order: Bruce Waggoner called the meeting to order at 7:01 PM

Consent Agenda: Lucinda Copeland made a motion to approve the consent agenda; Sharon Barton seconded the motion; unanimous

Committee Reports: Groundskeeping: Jake reported that Adam has been keeping the grounds maintained and that people have been complimenting on how well it is looking.

Appoint Nominating Committee: Bruce appointed Sharon Barton and Sue Oliveira to the officers nominating committee,

Old Business: Bruce reported that the library is still experiencing leaks in the building and that the roofer is working on resolving the leaks.

New Business: No new business to come before the Board.

Director's Report: Jake reported that the Summer Reading kickoff is Saturday, May 25th at 1 PM, lunch will be provided for children 18 and younger by the Farmers Market from Noon to 1 PM; a privacy screen has been installed on his office window where he can see out, but others cannot easily see in; a new security system has been installed that may save us money on our insurance premiums; a new sign will be installed on the west entrance; and that the next meeting is June 18, 2019 at 7:00 PM.

Adjourn: Being no further business to come before the Board, Bruce Waggoner adjourned the meeting at 7:26 PM.

Board of Trustees
Webb City Public Library
Minutes of the June 18, 2019 Meeting

The Webb City Public Library's Board of Trustees met on June 18, 2019, at 7:00p.m., in the 3rd Floor Meeting Room.

Members present:

Bruce Waggoner

Jim Latimer

Lisa Martin

George Thullesen

Sue Oliveira

Cathy Hall

Edy Newby

Sharon Barton

Members absent:

Lucinda Copeland

Jim Latimer moved to approve the minutes and consent agenda of the May 21, 2019 Board of Trustees meeting. Sue Oliveira seconded the motion. Motion carried unanimously.

Committee reports:

Nominating Committee report offered by Sharon Barton. The Committee nominates he following as officers for the 2019-2020 year:

President: Jim Latimer

Vice President: Sue Oliveira

Secretary: Lisa Martin

Treasurer: Sharon Barton

Old Business:

Landscaping: The Board was advised that Adam Simpson has completed landscaping work, including edging, mulching and rock around the building, and that patrons have commented on how good the grounds are looking. The Board was advised that a new sign was installed and six new benches were installed.

The Board was advised that the roof is still leaking when there is heavy rain, and that the flat roof has been resealed and that another downspout is being installed to reduce backflow and seepage along north roof façade. There is damage on the interior of the first floor including to ceiling tile, paint lifting, and around security camera which will need to be repaired upon completion of the roof work.

New Business:

Sue Oliveira moved to accept the Nominating Committee's report and recommendation for officers for the 2019-2020 year. George Thullesen seconded the Motion. Motion carried unanimously.

Jim Latimer assumed duties of conducting the meeting as President.

The Board was advised that a bearing went out of the air-handler; and has been replaced.

Bruce Waggoner moved to move the meeting time for the Board of Trustee Meetings to 6:00 p.m. on the third Tuesday of the month. Sharon Barton seconded the Motion. Motion carried unanimously.

Director's Report: Jake Johnson advised the Board that:

268 children are registered for the summer reading program. There will be a Mad Scientist performing out of this world experiments program on June 22, 2019 at 2-3 p.m. More attendees are anticipated after the school's summer school finishes at the end of June.

In the adult summer reading program, there will be a program on UFOs presented by Lisa Martin on July 20, 2019 at 1-230p.m. .

Next Board Meeting Scheduled: August 20, 2019 at 6:00p.m. in the 3rd Floor meeting room of the Library.

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

Jim Latimer, President

Lisa Martin, Secretary

Board of Trustees

Webb City Public Library

Date: Tuesday, August 20, 2019

Time: 6:00 PM

Location: Third Floor Meeting Room

Present: Jim Latimer, Bruce Waggoner, Cathy Hall, George Thullesen, Edy Newby, Sharon Barton, Sue Oliveira, Lucinda Copeland, Lisa Martin

Absent:

Minutes

Call to Order: Jim Latimer called the meeting to order at 5:56 PM

Consent Agenda: Lucinda Copeland made the motion to accept the consent agenda; Bruce Waggoner seconded; unanimous

Committee Reports:

- Building and Grounds
 - The brush and debris have been cleared out from the parking lot, the roof still has a small leak, but Jake thinks a solution has been implemented.

Old Business:

- Bylaw changes:
 - Bruce Waggoner made the motion to change the bylaws of the executive and recording secretary of the Board of Trustees; Lucinda Copeland seconded; unanimous
- No other old business to come before the Board

New Business:

- Preliminary Budget for FY 2020
 - Lucinda Copeland made the motion to accept the preliminary budget for FY 2020; Lisa Martin seconded; unanimous
- Fencing proposal:
 - Bruce Waggoner made the motion to accept the fencing proposal in the amount of \$1589.93 on the grounds we get a written agreement with the neighbor; Sue Oliveira seconded; unanimous
- YMCA Chairs:
 - George brought up donating the 16 YMCA chairs in storage to another non profit organization. All board members agreed.
- No other new business to come before the Board

Director's Report:

- Summer Reading
 - 322 children registered; 143 completed 10+ hours of reading
- Senator Bill White and his Chief of Staff visited the library and was very pleased with how well we maintain our building.
- Missouri Evergreen is changing hosting from Mobius to Equinox. Some library services may be unavailable the 30th and 31st of August.
- Next meeting September 17, 2019 at 6:00 PM

Adjourn: There being no further business to come before the board, Board President, Jim Latimer adjourned the meeting at 6:43 PM.

Jim Latimer, President

Jake Johnson, Recording Secretary

Board of Trustees

Webb City Public Library

Date: Tuesday, September 17, 2019
Time: 6:00 PM
Location: Third Floor Meeting Room
Present: Edy Newby, George Thullesen, Sue Oliveira, Sharon Barton, Lucinda Copeland, Cathy Hall, Bruce Waggoner, Jim Latimer
Absent: Lisa Martin

Minutes

Call to Order: Jim Latimer called the meeting to order at 6:12 PM

Consent Agenda: Bruce Waggoner made the motion to accept the consent agenda; Lucinda Copeland seconded; unanimous

Committee Reports: No committee reports to come before the Board

Old Business: No old business to come before the Board

New Business: No new business to come before the Board

Director's Report: The transition from Mobius to Equinox went smoothly, and the software seems to be running smoother

Due to numerous issues with our US Bank account, we will be closing out the account and moving the funds to our Mid Missouri Bank account

Staff and Board Christmas party is scheduled for December 6th at 6:00 PM.

Jake will be on vacation from Friday, September 20th to the 29th.

Next Board meeting is October 31st at 2:00 PM in order to close out the fiscal year

Adjourn: There being no further business to come before the Board, Board President, Jim Latimer adjourned the meeting at 6:26 PM

Jim Latimer, President

Jake Johnson, Recording Secretary

Board of Trustees

Webb City Public Library

Date: Thursday, October 31, 2019

Time: 2:00 PM

Location: Third Floor Meeting Room

Present: Jim Latimer, Bruce Waggoner, Lisa Martin, Sue Oliveira, Lucinda Copeland, Edy Newby, Sharon Barton

Absent: George Thullesen, Cathy Hall

Minutes

Call to Order: Jim Latimer called the meeting to order at 2:05 PM

Consent Agenda: Bruce Waggoner made the motion to accept the consent agenda; Sue Oliveira seconded; unanimous

Committee Reports: Building and Grounds: Air handler is getting loud again, Trane has been called and will hopefully be here on Friday, November 1st to look at it.

With mowing season over, Adam Simpson will start making preparations for building the fence in the north parking lot.

Old Business: No old business to come before the Board

New Business: Amend the FY 2019 budget: Lucinda Copeland made the motion; Lisa Martin seconded; unanimous

Renew genealogy lease: Bruce Waggoner made the motion to approve the renewal of the lease at a \$500 yearly fee an increase of \$400 per year with the same lease terms; no second; Bruce Waggoner withdrew his motion

Sue Oliveira made a motion to table the lease agreement until we get a detailed treasures report, Sharon Barton seconded; unanimous

No other new business to come before the Board

Director's Report: The library will be closing March 16-21, 2020 for carpet replacement, LED conversion, and deep cleaning and maintenance.

Staff Christmas Party will be December 6th at 6:00 PM. Board was asked to provide appetizers and desserts

Next board meeting November 19, 2019 at 6:00 PM

Adjourn: There being no further business to come before the Board, Jim Latimer adjourned the meeting at 2:54 PM

Jim Latimer, President

Jake Johnson, Recording Secretary

Board of Trustees

Webb City Public Library

Date: Tuesday, November 19, 2019

Time: 6:00 PM

Location: Third Floor Meeting Room

Minutes

Call to Order: Jim Latimer called the meeting to order at 6:02 PM

Present: Jim Latimer, Bruce Waggoner, Sue Oliveira, Sharon Barton, Lucinda Copeland, Lisa Martin, Cathy Hall, George Thullesen

Absent: Edy Newby

Consent Agenda: Bruce Waggoner made the motion to accept the consent agenda; Sue Oliveira seconded; unanimous

Committee Reports: Building and Grounds: Trane: Jake reported the air handler had to have the shaft and ball bearings replaced. Total with parts, labor, and balancing costs \$2,865.80.

Carpet: Jake reported the carpet and materials for the children's library has been purchased for \$2920.00 and will be held at Smith's until the March installation.

No other committee reports to come before the Board

Old Business: Renew genealogy lease: George Thullesen made the motion to approve the renewal of the lease at \$100 per year with the same lease terms; Cathy Hall seconded; motion passed 7 -1.

No other old business to come before the Board

New Business: No new business to come before the Board

Director's Report: Jake reported the Missouri State Library report has been filed, and he has not heard back from the State Library if the report was satisfactory. Physical circulation was up over 2,200 checkouts for a total of 40,068 items circulated. Digital circulation was up by 800 checkouts for a total of 5,523. The Library added 818 new patrons for the last fiscal year.

Next board meeting will be on January 21, 2020 at 6:00 PM

Adjourn: Jim Latimer adjourned the meeting at 6:23 PM

Jim Latimer, President

Jake Johnson, Recording Secretary