

Board of Trustees

Webb City Public Library

Date: Tuesday, January 21, 2020

Time: 6:00 PM

Location: Third Floor Meeting Room

Minutes

Call to Order: Jim Latimer called the meeting to order at 6:00

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

Absent: Sue Oliveira

Consent Agenda: Lucinda made the motion to accept the the consent agenda; Cathy seconded; unanimous

Committee Reports: Building and Grounds: Sprinklers: Jake reported that it was discovered during the annual inspection of the sprinkler system that a flow valve has malfunctioned. Joplin Fire Protection will make the repair as soon as the part arrives. Cost is estimated around \$500

Fence: Jake reported the north parking lot fence will be installed next week, weather allowing

No other committee reports to come before the Board

Old Business: No old business to come before the Board

New Business: North Guttering Quotes: Jake presented the Board with two quotes from Simpson Lawn Care and Brenneman Roofing, for the replacement and addition of downspouts to hopefully stop the north entrance from leaking. Sharon made the motion to go with Simpson Lawn Care; Edy seconded; unanimous

No other new business to come before the Board

Director's Report Computer Lab: Jake reported that with the computer lab and staff computers being over 5 years old that he has been having the hard drives upgraded to solid state drives to speed up the computers. He hopes to have all the computers upgraded by the end of the month. Unless computers start failing, he expects we can get another 3 or more years out of them before we need to look at replacement.

House Bill No. 2044: Jake presented members of the Board with a copy of proposed House Bill No. 2044. He will keep up on the outcome of the bill.

Next meeting: February 18, 2020 at 6:00 PM

Adjourn: Jim Latimer adjourned the meeting at 6:35 PM

Jim Latimer, President

Jake Johnson, Recording Secretary

Board of Trustees

Webb City Public Library

Date: Tuesday, February 18, 2020

Time: 6:00 PM

Location: Third Floor Meeting Room

Minutes

Call to Order Jim Latimer called the meeting to order at 6:00 PM

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

Absent: Lisa Martin

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

Committee Reports: Building and Grounds: Fence: Jake reported the fence is complete in the north parking lot

Guttering: Adam reported to Jake that upon further investigation, new gutters may not be needed to correct the drainage issues. Jake is waiting on the details, but Adam believes it will be less than the quoted amount.

Carpet install: The children's library will close the week of March 9th so staff can start boxing up the books and dismantle shelving. Smith's Floor Store will be installing the new carpet March 16th and 17th. Once the carpet is finished, staff will then rebuild shelving and place the books back on the shelves.

Tile Cleaning: A-1 will be in March 18th to professionally clean the tile and grout.

North entrance Once the leak is fixed we will need the dry wall repaired

repair: and tiles replaced. Adam will prepare a quote.

No other committee reports to come before the Board

Old Business: No old business to come before the Board

New Business: LED Conversion: Jake presented the bid from Corky's to convert more rooms in the Library to LED, he suggested we use the Webb City Library Foundation for the funds, Bruce Waggoner made the motion, Sharon Barton seconded, unanimous

No other new business to come before the Board

Director's Report: Computer Lab: All computers in the Library have been upgraded with new hard drives. The public and staff have taken notice and are please with the improvements.

Next Meeting: March 24th at 6:00 PM

Adjourn: Jim Latimer adjourned the meeting at 6:44 PM

Jim Latimer, President

Jake Johnson, Recording Secretary

Board of Trustees

Webb City Public Library

Date: Tuesday, March 17, 2020

Time: 10:00 AM

Location: 2nd Floor Genealogical Center

Minutes

Call to Order: Jim Latimer called the meeting to order at 10:03 AM

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

Absent: Cathy Hall, Lisa Martin

Consent Agenda: Lucinda Copeland made the motion to accept the consent agenda; Sue Oliveira seconded; unanimous

Committee Reports: Building and Grounds: Fence: Jake reported that the wind had damaged the north fence and that Adam Simpson made the repairs. Shouldn't be an issue in the future.

Roof: Jake reported the flat roof on the north entrance has been sealed and is waiting on the gutter to be moved back to its original location. He hopes this will fix the leaks.

New Business: Public Health Procedures: Lucinda Copeland made the motion to accept the Disinfecting/ Public Health Procedures policy and leave the discretion of closing to Jake, Sue Oliveira seconded the motion, unanimous

Bylaw Changes: Bruce Waggoner made the motion to accept the bylaw changes to include online meetings, Sharon Barton seconded; unanimous

Director's Report: Next board meeting April 21, 2020 at 6:00 PM

Jim Latimer, President

Jake Johnson, Recording Secretary

Board of Trustees

Webb City Public Library

Date: Tuesday April 21, 2020

Time: 6:00 PM

Location: Online Zoom Meeting

Minutes

Call to Order: Jim Latimer called the meeting to order at 6:01 PM

Present (via Zoom): Jim Latimer, Sue Oliveira, Sharon Barton, Lisa Martin, Bruce Waggoner, Lucinda Copeland, George Thullesen, Cathy Hall, Edy Newby, Jake Johnson

Absent: None

Consent Agenda: Bruce Waggoner made the motion to accept the consent agenda; Lisa Martin seconded; unanimous

Committee Reports: Building and Grounds: Jake reported that he has been going in once a week to the Library. No one seems to be causing any issues on Library grounds. The children's department is ready for when we reopen to the public, tile around the desk has been cleaned and sealed. Colten, the janitor, has refinished the floors in the Empire Room and GED classroom.

Old Business: No new business to come before the Board

New Business: No old business to come before the Board

Director's Report: Tentative Reopening Date: May 4th unless the governor's stay at home order or the mayor's social distancing order gets extended.

Next board meeting: May 19th at 6:00 PM

Adjourn: Jim Latimer adjourned the meeting at 6:21 PM

Jim Latimer, President

Jake Johnson, Recording Secretary

Board of Trustees

Webb City Public Library

Date: Tuesday, May 19, 2020

Time: 6:00 PM

Location: Online Zoom Meeting

Minutes

Call to Order: Jim Latimer called the meeting to order at 6:04 PM

Present (via Zoom): Jim Latimer, Sue Oliveira, Sharon Barton, Bruce Waggoner, Lucinda Copeland, George Thullesen, Cathy Hall, Edy Newby

Absent: Lisa Martin

Consent agenda: Cathy Hall made the motion to accept the consent agenda; Lucinda Copeland seconded; unanimous

Committee Reports: Building and Grounds: Leaks: Jake reported that the roof over the north entrance is still leaking and has damaged the wall. He has contacted the roofer to look into it.

Nominating Committee: Appointment: Jim Latimer appointed Sharon Barton and Lucinda Copeland to serve on the nominating committee. They will have the slate of new officers to be voted on during the June meeting.

Old Business: Any old business to come before the Board

New Business: Any new business to come before the Board

Director's Report: Reopening Phase 1: Curbside: May 4th through the 16th. 4 to 8 pickups a day during this time.

Reopening Phase 2: Open Limited: May 18th through May 30th? Been slow so far. The Joplin Globe will run a story Thursday. All chairs have been pulled and only 5 computers available with 30 minute time limits. No meeting rooms are available, and patrons can't linger

during this time During phases 1 and 2 we have had 931 items returned with 592 items still out. We have called patrons with items still out to let them know we are reopen and to return their items to the book drop.

Reopening Phase 3:	Open Normal:	June 1st? We will resume normal hours, but still limit computer access and patrons still won't be able to linger inside the building. Meeting rooms won't be available during this time.
Reopening Phase 4:	Open Fully:	Date TBD patrons may stay inside the building for longer periods of time and full computer access. Meeting rooms will be reopened.
Summer Reading:	Online:	We will be using Wandoo for our summer reading program. Participants will be able to keep track of their reading logs online and will let them know when they are eligible for prizes. No in house programs until late June.
Retiring Board Member:	Bruce:	Jake thanked Bruce for his service on the Board.

Adjourn: Jim Latimer adjourned the meeting at 6:27 PM

Jim Latimer, President

Jake Johnson, Recording Secretary

Board of Trustees

Webb City Public Library

Date: Tuesday, June 16, 2020

Time: 6:00 PM

Location: 3rd floor or Zoom

Minutes

Call to Order: Jim Latimer called the meeting to order at 6:00 PM

Present: Jim Latimer, Sue Oliveira, Sharon Barton, Lisa Martin, George Thullesen, Edy Newby, Sue Oliveira, Jennifer Hoffman, Cathy Hall

Absent: None

Consent Agenda: Lucinda Copeland made the motion to accept the consent agenda; Sue Oliveira seconded; unanimous

Committee Reports: Nominating Committee: Sharon Barton made the motion that officers stay in their respective positions, George Thullesen seconded; unanimous

Old Business: Any old business to come before the Board

New Business: Future Meetings: Lisa Martin made the motion to change our future meetings to the 3rd Tuesday of the month at 7 PM, Sharon Barton seconded; unanimous

Bylaws: Amend the bylaws to the future meeting time change

Director's Report: Summer Reading: Jake reported that summer reading is all online this year with no in house programs. We are slightly under 100 children registered.

Next Meeting: August 18th at 7:00 PM

Adjourn: Jim Latimer adjourned the meeting at 6:22 PM

Jim Latimer, President

Jake Johnson, Recording Secretary

Board of Trustees

Webb City Public Library

Date: Tuesday, August 18, 2020

Time: 7:00 PM

Location: Third Floor Meeting Room or Zoom

Minutes

Call to Order: Jim Latimer called the meeting to order at 7:02 PM

Present: Jim Latimer, Sue Oliveira, Sharon Barton, Lisa Martin (Zoom), Lucinda Copeland, George Thullesen, Cathy Hall, Edy Newby, Jennifer Hoffman (Zoom)

Absent: None

Consent Agenda: Lucinda Copeland made the motion to accept the consent agenda with the change or adding Lucinda Copeland to the present members in the minutes; Sharon Barton seconded; unanimous

Committee Reports: Building and Grounds: Jake let the board know that the roof over the north entrance should be replaced sometime this week.

Old Business: No old business to come before the Board

New Business: Preliminary Budget: Lucinda Copeland made the motion to approve the preliminary budget for FY 2021; Sue Oliveira seconded; unanimous

Director's Report: Summer Reading: 81 total registered, 62 participated, 2254.5 reading hours logged

COVID-19 Update: A permanent sneeze guard has been build around the desk, this will be helpful during flu season as well and stop patrons from reaching/leaning over the desk. Materials are still being quarantined for 3 days before being checked in, still have 30 minute limits, 30 occupancy hasn't been an issue, Jake is still waiting until we can go two weeks without any new cases, school restarts Thursday so he is treading carefully.

Adjourn: Jim Latimer adjourned the meeting at 7:29

Jim Latimer, President

Jake Johnson, Recording Secretary

Board of Trustees

Webb City Public Library

Date: Tuesday, September 15, 2020

Time: 7:00 PM

Location: Third Floor Meeting Room or Zoom

Minutes

Call to Order: Jim Latimer called the meeting to order at 7:04 PM

Present: Jim Latimer, Sue Oliveira, Sharon Barton, Lisa Martin, Lucinda Copeland, Cathy Hall, Edy Newby, Jennifer Hoffman (zoom.us)

Absent: George Thullesen

Consent Agenda: Sue Oliveira made the motion to accept the consent agenda; Cath Hall seconded; unanimous

Committee Reports: Building and Grounds: Jake reported that it appears that the roof leak has been fixed in the north entrance. He will be getting bids to repair the wall and ceiling damage to present at the October meeting.

Old Business: Any old business to come before the Board

New Business: Any new business to come before the Board

Director's Report: The WCLDF meeting will be Thursday, September 17th at 4:00 PM

The contract with Simpson Lawn Care was terminated. Final notice to be sent by letter. Alternate services have been obtained through the local Boy Scout Troop. Any remaining work to be completed in house.

Jake has started the process of becoming a notary. He submitted his notary public application and is waiting to be approved so he can order the supplies.

Jake will be hosting South West Missouri Library Director's on September 28th so they may tour the building and see how we are operating with COVID-19.

Circulation is improving, but has not yet recovered. Jake is coming up with ideas on how to let people know we are open to the public.

Next meeting will be on October 30th at 2:00 PM

Adjourn: Jim Latimer adjourned the meeting at 7:22 PM

Jim Latimer, President

Jake Johnson, Recording Secretary

Board of Trustees

Webb City Public Library

Date: Tuesday, September 15, 2020

Time: 7:00 PM

Location: Third Floor Meeting Room or Zoom

Minutes

Call to Order: Jim Latimer called the meeting to order at 7:04 PM

Present: Jim Latimer, Sue Oliveira, Sharon Barton, Lisa Martin, Lucinda Copeland, Cathy Hall, Edy Newby, Jennifer Hoffman (zoom.us)

Absent: George Thullesen

Consent Agenda: Sue Oliveira made the motion to accept the consent agenda; Cath Hall seconded; unanimous

Committee Reports: Building and Grounds: Jake reported that it appears that the roof leak has been fixed in the north entrance. He will be getting bids to repair the wall and ceiling damage to present at the October meeting.

Old Business: Any old business to come before the Board

New Business: Any new business to come before the Board

Director's Report: The WCLDF meeting will be Thursday, September 17th at 4:00 PM

The contract with Simpson Lawn Care was terminated. Final notice to be sent by letter. Alternate services have been obtained through the local Boy Scout Troop. Any remaining work to be completed in house.

Jake has started the process of becoming a notary. He submitted his notary public application and is waiting to be approved so he can order the supplies.

Jake will be hosting South West Missouri Library Director's on September 28th so they may tour the building and see how we are operating with COVID-19.

Circulation is improving, but has not yet recovered. Jake is coming up with ideas on how to let people know we are open to the public.

Next meeting will be on October 30th at 2:00 PM

Adjourn: Jim Latimer adjourned the meeting at 7:22 PM

Jim Latimer, President

Jake Johnson, Recording Secretary

Genealogy Lease	Genealogy will have their financials submitted for their lease renewal at the November meeting
Advertising Updates	We have an ad on the gas pumps at Take A Break
Failover ISP	After our major outage last Thursday, Jake will be having Sparklight install a failover LTE device to the modem next month, it will only cost \$29.99 per month.
Notary	Both Jake and Sara are now notaries. We are offering the service for free, and have already notarized 9 documents.
Next meeting	Tuesday, November 17th @ 7:00 PM
Adjourn	Jim Latimer adjourned the meeting at 2:38 PM

Board of Trustees

Webb City Public Library

Date: Tuesday, November 17, 2020
Time: 7:00 PM
Location: Third Floor Meeting Room or Zoom

Minutes

Call to Order: Jim Latimer called the meeting to order at 7:00 PM

Present: Jim Latimer, Sue Oliveira ([zoom.us](#)), Sharon Barton, Lisa Martin, George Thullesen, Lucinda Copeland ([zoom.us](#)), Cathy Hall ([zoom.us](#)), Edy Newby, Jennifer Hoffman ([zoom.us](#))

Absent: None

Consent Agenda: Lisa Martin made the motion to accept the consent agenda; Sharon Barton seconded; unanimous

Committee Reports: Building and Grounds: Jake let the Board know that the igniters on the boiler went out, they were replaced.

Old Business: None

New Business: Employee Policies: Jennifer Hoffman made the motion to accept the employee policies as presented to take effect on January 1, 2021 ; George Thullesen seconded; unanimous

Vacation Payout: Jake made the suggestion that since we are switching to a PTO policy in January that does not pay out at the end of employment, that we pay out accumulated vacation on December 31st. Lisa Martin made the motion, Edy Newby seconded, unanimous

Opening hours: Jake made the suggesting with the rising COVID-19 cases in the area that we close Wednesday, November 25th through Saturday, November 28th and reopen on Monday the 30th with altered hours so that staff may alternate working days to try and avoid a full shutdown.

Genealogy Lease: Jake presented the Board with the Genealogical Society's financial statement and suggested we keep the lease terms the

same as last year. Lisa Martin made the motion; Cathy Hall seconded; unanimous

Director's Report: Jake presented the report that he submitted to the Missouri State Library on FY 2020.

Jake informed the board that we are currently experiencing a toner shortage. He has ordered from multiple suppliers and all are weeks out from delivery. He has backup printers so the public may still print as long as supplies hold out. He has put out signs letting the public know to print and copy sparingly.

Jake informed the Board that he will be having back surgery to which he will find out the date tomorrow morning. He is unsure how long he will be out.

The next board meeting will be Tuesday, January, 19th at 7:00 PM via Zoom.

Adjourn: Jim Latimer adjourned the meeting at 8:12 PM

Jim Latimer, President

Jake Johnson, Recording Secretary