

# Library Center of the Ozarks

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## Board of Trustees Meeting Minutes

Library Center of the Ozarks, Tech Room

April 16, 2024, 11-12:20 pm

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Helpful Links: [Master Policy List](#), [Approved fy 2024 Budget](#), [Vision Tracker](#), [MO Public Library Standards](#).

1. **Roll Call of Trustees**

a. Anne E McGregor, Mindy Honey, Jeff Gerken, Garrett Vanderpool, Debbie Redford

2. **Previous Meeting Minutes (approval needed)** Mindy Honey

a. Minutes April 2, 2024 Board Meeting Minutes

b. Closed Session Minutes from April 2, 2024

i. Debbie made a motion to approve both sets of minutes

ii. Jeff seconded the motion

iii. Slate approved

3. **Visitor Comments** (Comments are limited to 3 minutes per person with a limit of 15 minutes.)

a. **none**

4. **Treasurer's Report**

Garrett Vanderpool

a. Library Center of the Ozarks received a check for \$32,000

b. LOC has taken in about \$2600 in circulation over the past month

c. \$57,000 in expenditures were reported

d. Garrett explained there was a \$2,953 credit for an overpayment from a vendor

i. Jeff moved to approve the Treasurer's report, with the amendment removing the \$2,953 overpayment credit from the circulation desk income

ii. Debbie Redford seconded the motion

iii. Anne E McGregor commented about referring any questions on the report to Garrett since it was received by Trustees later than usual.

iv. Slate approved

5. **Invited Guest**

a. None

6. **Directors Report – Essy Day, Operations Consultant**

a. LCO hosted an inservice day, which Essy reported went very well

b. Essy discussed the circulation policy, customer service, library card application, and Summer Reading Club

c. Friends of the Library approved a \$4,000 grant for Summer Reading Program

d. A page on website has been created for the Summer Reading Program

- e. Essy discussed performers at Summer Reading
- f. Essy shared she has received quotes for painting downstairs
- g. She continues to work to update policies
- h. Essy responded to questions regarding greeting patrons and visitors
- i. Essy discussed the issue of nametags for library staff

## 7. Old Business

- a. IT RFQ Discussion
  - i. Garrett made a motion to proceed with Dazzee to secure a quote
  - ii. Jeff seconded the motion
  - iii. Discussion - the trustees felt both Stronghold and Dazzee were adequate and qualified, however, due to the proximity of Dazzee leaned toward working with Dazzee. Debbie stated she'd feel more comfortable with getting quotes from both organizations.
  - iv. Anne E called for a motion. The motion failed.
  - v. Debbie made a motion to send an RFP to both Stronghold and Dazzee.
  - vi. Jeff seconded the motion
  - vii. Slate approved.

## 8. New Business

- a. Intro to Public Libraries – Essy
  - i. Essy discussed various departments and positions within most libraries
  - ii. She shared a proposed organizational chart
    - 1. Proposed new job titles
      - a. Library Manager – Tech Services Supervisor
      - b. Office Administrator – Administrative Assistant
      - c. One Library Clerk- Circulation Supervisor
      - d. Support staff (Clerks) -- Assistants and Associates
- b. Bids for first floor renovations – Essy
  - i. Essy recommended hiring Executive Coatings
    - 1. Debbie made a motion to approve
    - 2. Garrett seconded the motion
    - 3. Slate approved
- c. Library Policies - Essy
  - i. Volunteer Policy
  - ii. Volunteer & Community Engagement Policy.docx (needs updating, remove volunteer portion of the policy and replace with new VP)
  - iii. Petitioning Policy
  - iv. Youth and the Library
  - v. Community Bulletin Board & Public Notices Policy
  - vi. Citizen & Staff Safety Incident Report
    - 1. These items were held to be discussed at a Study Session

**9. Committee Report**

- a. Study session: April 23, noon-2 p.m.

**10. Next Meeting May 7, 11-12:30**

**11. Closed Session –**

- a. Jeff made a motion pursuant to go into closed session and close the open session as authorized by Section 610.021, Subsection 3, regarding personnel.
- b. Debbie seconded the motion
- c. Slate approved.
- d. Upon a roll call vote to adjourn closed session, the meeting will be adjourned.