

Community Library of the Ozarks
Board of Trustees Meeting Minutes
Library Center of the Ozarks, Tech Room
January 16, 2024 11am – 11:51 am

Attendance: Jeff Gerken, Anne E McGregor, Debbie Redford, Mindy Honey (via phone)

Absent: Garrett Vanderpool

Guests: KD Michaels (taking minutes)

A. Roll Call of Trustees

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

B. January 2, 2024 Meeting Minutes (approval needed)

a. Debbie Redford made motion to approve the 1-2-24 minutes

b. Jeff Gerken seconded the motion

c. Trustees approved the motion

C. Visitors Comments

a. None

D. Treasurers Report – Anne E McGregor

a. Jeff Gerken made motion to approve

b. Debbie Redford seconded motion

i. Discussion

1. Mindy Honey and Debbie Redford, regarding moving money into Money Market Account

c. Report Approved by Trustees

E. Director's Report – Anne E McGregor

a. A lot of details that need to be addressed, moving forward

b. Looking at hiring another person for Circulation Desk

c. Remove/Reduce Dependency on Volunteers.

d. Moving forward on insurance

e. Jeff Gerken asked about status of Fire Inspection Repairs

i. Anne E McGregor – All completed, Garrett will contact Fire Marshall

f. Jeff Gerken -- question regarding when we will change signage

i. Anne E McGregor – That is at our discretion. We will be doing our own branding.

F. Old Business

a. Grants

i. USDA – Debbie reported that things are behind at White River, but moving forward (Update from Feb. 6 Meeting: Debbie wanted to clarify that the USDA request was 'Not submitted in January due to turnover on White River Board.'

b. Employee Policies

- i. PTO
 1. Jeff Gerken motioned to approve
 2. Mindy seconded motion
 3. Brief Discussion
 4. Motion Approved by Trustees
- ii. Time Clock Policy
 1. Mindy made motion for approval
 2. Jeff seconded motion
 3. Motion approved by Trustees
- iii. Request for Leave Policy
 1. Debbie made motion to approve
 2. Jeff seconded motion
 3. Motion approved by Trustees
- iv. Employee _____ (voting?) Policy
 1. Debbie made motion to approve
 2. Jeff seconded motion
 3. Motion approved by Trustees
- v. Filing Employee Complaint
 1. Debbie moved to approve
 2. Jeff seconded motion
 3. Discussion
 - a. Anne E McGregor – Will create a form for employees
- vi. Cell Phone Use
 1. Debbie made motion to approve
 2. Jeff seconded motion
 3. Motion approved by Trustees
- vii. Reimbursement for Travel Policy
 1. Debbie moved to approve
 2. Jeff seconded motion
 3. Motion approved by Trustees
- viii. Termination policy
 1. Debbie moved to approve
 2. Jeff seconded
 3. Motion approved by Trustees

c. Library Operations Policy

- i. Conflict of Interest Policy
 1. Debbie moved to approve
 2. Jeff seconded
 3. Motion approved by Trustees
- ii. Donation policy

1. Motion by Debbie to approve
2. Seconded by Jeff
3. Motion approved by Trustees
- iii. Film and Photography Policy
 1. Mindy moved to approve
 2. Jeff seconded
 3. Jeff questioned if any issues with non-library employees taking photos
 4. Motion approved
- iv. Volunteer Policy (2nd Read)
 1. Debbie moved to approve
 2. Mindy seconded
 3. Discussion regarding volunteers that are court ordered
 - a. They must be registered through CASP, local court or similar program
 - b. Library will not verify hours except through CASP or local court or similar program
 4. Debbie amended motion to include the language adding “or similar program”
 5. Motion approved by Trustees
- v. Grant Policy
 1. Debbie made motion to approve
 2. Jeff seconded motion
 3. Brief Discussion
 4. Motion approved by Trustees

G. New Business

a.

H. Committee Reports

- i. No Committee Reports

I. Public Comments

a. None

J. Comments from Trustees

- a. Mindy – Proposed time for Open Session Special Meeting January 30, 8 to 9:30 am
- b. Debbie -- Thank you to Anne E for everything you are doing
- c. Anne E -- Study Session of Policy Review 2/9/24, 9 am, Tech Room
- d. Anne E -- We will have RFP regarding branding by next meeting

K. Next meeting February 6, 11 – 12:30

L. Adjournment

- a. Jeff moved to adjourn
- b. Mindy seconded

c. Meeting adjourned at 11:51 am