

Community Library of the Ozarks
Board of Trustees Meeting Minutes
Library Center of the Ozarks, Tech Room
January 2, 2024, 11-12:20 pm

Attendance: Jeff Gerken, Anne E McGregor, Debbie Redford, Mindy Honey, Garrett Vanderpool
Guests: None

A. Roll Call of Trustees

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

B. Dec. 19, 2023 Meeting Minutes (approval needed) Mindy Honey

- i. Debbie made a motion to approve the 12.19.23 minutes
- ii. Jeff seconded the motion
- iii. Slate approved the motion

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

- a. None

D. Treasurer's Report - Garrett Vanderpool

- a. Treasurer Report 1.2.24 – Garrett presented the following information to the board:

General Checking Account:	\$1,282,906.14
Money Market - Annual Budget:	\$0.00
Money Market -Capital Improvement:	\$0.00
Money Market – Emergency Fund:	\$0.00
Money Market - Donations	\$15,022.63

Income:

- Personal Property Tax: \$905,953.48
- Donations: \$0.00
- Interest]: \$22.63

Expenses:

- \$17,467.12 report since last meeting
- Net Income or Loss: \$1,280,461.65

Budget vs Actuals

Budgeted Amount: \$1,900,000.00

Actual Income: \$1,283,309.13

Actual Expenses: \$17,467.12

- In line with the board’s commitment to security and operational continuity, a decision has been made to purchase the existing safe from the private library. This investment is crucial for safeguarding valuable assets and maintaining the integrity of sensitive information.
- A direct financial contribution will be made to the private library to cover the balance of cash currently held in the safe. This specific payment is designated as a direct cost for the cash in the safe and is earmarked for standard circulation desk operations.
- Garrett reported he has defined the purchasing process, ensuring a structured approach to procurement. Simultaneously, expenses are systematically categorized, aligning with our budgetary framework. This ensures financial prudence and accountability.
- A bill pay process has been established to introduce an additional layer of scrutiny. Multiple stakeholders are involved in reviewing and approving bills, mitigating the risk of errors and ensuring accurate allocation to the relevant expense categories.

- LCO board is in the process of establishing comprehensive benefits for staff. While this incurs additional expenses, it is an investment in the well-being and professional development of our valuable team.
- A proactive approach to employee welfare includes progress in implementing the Lager process for retirement.
- Billing accounts for services are being transitioned to LCO responsibility. Monthly charges previously managed by external entities will now be consolidated under the library's oversight.
- Electricity, water, and sewer services have been transitioned to LCO.

Approval of the Treasurer's report:

- 1. Jeff made a motion to approve the treasurer's report**
- 2. Debbie seconded the motion**
- 3. Slate approved**

- b. Submission of bills for payment
 - i. None

E. Invited Guest Comments

- a. None

F. Directors Report - Anne E McGregor

- a. Employees are signing up with Ollis Akers Arney with insurance and employees will be covered as of Jan. 1, 2024.
- b. Garrett set up email addresses for each of the employees with a domain being LCOzarks

G. Old Business

- a. Taneyhills Library Deed
 - i. Jeff made a motion to accept the Library Deed as presented
 - ii. Garrett seconded the motion
 - iii. Slate approved
- b. Communication Plan
 - i. Second reading
 - i. Jeff made a motion to approve the Communication Plan
 - ii. Debbie seconded the motion
 - iii. Slate approved
- c. Library Policy Review – requesting approval
 - i. Draft Inclement Weather Policy
 - i. Jeff made a motion to approve the Inclement Weather Policy
 - ii. Garrett seconded the motion
 - iii. Slate approved
 - ii. Draft Equal Op. Employer & Harassment Policy
 - i. Debbie made a motion to approve the Equal Opportunity Employer & Harassment Policy
 - ii. Jeff seconded the motion
 - iii. Slate approved
 - iii. Employee Policy, ADA Policy – requesting approval
 - i. Jeff made a motion to approve the ADA Policy
 - ii. Debbie seconded the motion
 - iii. Slate approved
 - iv. Draft Family Medical Leave Act Policy

- i. Mindy made a motion to approve the FMLA policy
 - ii. Garrett seconded the motion
 - iii. Slate approved
- v. Draft PTO Policy
 - i. Debbie made a motion to approve the Alternative Paid Time Off Policy
 - ii. Jeff seconded the motion
 - iii. Discussion was tabled
 - iv. Debbie withdrew her motion
 - v. Debbie made a motion to accept the 11 holidays recognized by Taney County as followed as well as the county's policy on holidays that fall on weekends and part-time employees:
 - New Year's Day
 - MLK Day
 - Washington's Birthday/Presidents Day
 - Good Friday
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Columbus Day
 - Thanksgiving
 - Christmas Day
 - When one of these days falls on a Sunday, the following Monday is observed as a holiday. If a holiday falls on a regularly scheduled day off, the full-time employee may receive another day off to be arranged with your supervisor.
 - Part-time employees working fewer than 20 hours per week are not entitled to holiday pay, although they may be allowed to make up that time at the discretion of their supervisor or the Director.
 - vi. Jeff seconded the motion
 - vii. Slate approved
- vi. Draft Absence and tardiness Policy
 - i. Debbie made a motion to approve
 - ii. Garrett seconded the motion
 - iii. Slate approved
- vii. Draft Disciplinary Action Policy
 - i. Jeff made a motion to approve
 - ii. Debbie seconded the motion
 - iii. Jeff withdrew the motion
 - iv. Debbie made a motion to approve the policy with the omission of "over the 18 month period."
 - v. Garrett seconded the motion
 - vi. Aye: None
 - vii. Nay: Garrett, Mindy, Debbie, Jeff, Mindy
 - viii. Jeff made a motion to approve the policy with adjusting the 18-month period to 12-month period
 - ix. Mindy seconded the motion

- x. Slate approved

H. New Business

- a. None

I. Committee Report

J. Ad Hoc Committee Report

- a. Director Search Mindy Honey
 - i. Mindy shared the update
 - ii. The board will be responding to Beth Barker directly to set up the meeting

K. Public Comments

- a. None

L. Comments from Trustees

- a. Anne E - Request for study session Policy Review
 - i. Jan. 11, 2024, 1pm-2:30 LCO, tech room

M. Next Meeting January 16, 11-12:30

N. Adjourn

- a. Debbie made a motion to adjourn
- b. Jeff seconded the motion
- c. Slate approved