

Community Library of the Ozarks

Minutes

Board of Trustees Meeting Minutes

February 6, 2024, 11:00 AM

1. Roll Call of Trustees
 - a. Trustees in Attendance -- Debbie Redford, Jeff Gerken, Garrett Vanderpool
 - b. Absent: Anne E McGregor, Mindy Honey
 - c. Visitors -- Essy Day, Jennifer Harmon (Director's Report), KD Michaels (Minutes)
2. Minutes of Jan. 16, 2024 Meeting
 - a. Jeff Gerken Moved to Approve
 - b. Garrett Vanderpool Moved to Second
 - c. Debbie Redford make a correction
 - i. Under USDA application, correct to say 'Not submitted in January due to turnover on White River Board'
 - d. Slate Approved Minutes
3. Secretary During Closed Session
 - a. Debbie Redford Nominated Jeff Gerken to serve as Secretary during Closed Session
 - b. Garrett seconded motion
 - c. Slate approved motion
4. Treasurer's Report
 - a. Garrett presented report
 - i. Making progress on moving vendors over to Library Center of the Ozarks
 - ii. Expenses \$10,095.25

- iii. Will update income and balance sheet at next meeting
 - iv. Accounting company has budget categories loaded
 - v. LCO Receive MO Tax exemption
 - vi. POS System has not yet been determined
 - vii. Payroll -- this week will be third payroll to be processed
 - viii. Processed 2 months of Health Benefits
 - ix. Overall, progress is good
 - x. Will have better idea of expenses vs. income next year
 - b. Jeff moved to accept Treasurers Report
 - c. Debbie seconded motion
 - d. Slate moved to accept Treasurer's Report
5. Invited Guests
- a. Essy Day was introduced
 - i. Debbie noted the Trustees were very glad to have Essy at the meeting
6. Director's Report
- a. Jennifer Harmon, Library Manager, presented Director's Report on Library and Thrift Store
7. Old Business
- a. Insurance Agreement Signed – Cincinnati Insurance Group
 - i. Application has been submitted
 - b. Library Operational Policy
 - i. Need approval on confidentiality policy
 - 1. Jeff moved to approve confidentiality policy
 - 2. Garrett seconded
 - 3. Trustees approved policy
 - ii. Discussion of study room policies
 - 1. Discussed whether non-members could use rooms

2. Jen noted that she and Anne E agreed a card member needs to be present
3. Possible form to be created at a later date
4. Discussion of fees for rooms to be charged if use is for the purpose of doing business
5. Discussion of cleanup fees for a group that brings in food, etc.
6. Jeff suggested getting a couple of Trustees to go through policies and get back to Board
7. Debbie Redford agreed that policies will be looked at in depth at upcoming study session
8. Debbie noted a correction needs to be made on Service Animal policy

8. New Business

- a. MO Ethics Agreement
 - i. Debbie is working on MO Ethics committee
 - ii. Not sure when we have to file
 - iii. Debbie is following up
- b. Sovereign Immunity
 - i. Received a request from Ollis and Arney to have a motion in effect
 - ii. Jeff moved to accept
 - iii. Garrett seconded
 - iv. Trustees approved motion
- c. Bids for Services
 - i. Janitorial
 1. 3 Bids collected
 - a. Independent Contractor – Sonya
 - b. Brokate
 - c. Jani-King

- d. Jennifer stated her recommendation was Brokate based on services provided at other facilities
- e. Jeff made motion to accept Brokate's bid for janitorial service
- f. Garrett seconded
- g. Trustees approved motion

- d. Open Cyber Security RFP
 - i. Jeff Moved to Approve RFT
 - ii. Debbie Seconded Motion
 - iii. Trustees Approved Motion

9. Committee Reports

- a. Ad Hoc Committee
 - i. Director Search
 - 1. Debbie -- We are working on Director Search
 - 2. We have interview coming up
 - 3. Setting up times, based on schedule

10. Comments from Trustees

- a. Study Session will be February 9 at 2 pm in LCO Tech Room
- b. Next Meeting will be February 20, 11:00 am in LCO Tech Room

11. Meeting to adjourn to go into closed session

- a. Jeff moved to close regular meeting and go into closed session
- b. Garrett Approved
- c. Trustees passed motion
- d. Regular meeting Adjourned at 12:00 noon

