

Community Library of the Ozarks

Board of Trustees Meeting Minutes

Library Center of the Ozarks, Tech Room

March 05, 2024, 11-12:20 pm

1. Roll Call of Trustees

- a. Mindy Honey, Debbie Redford, Jeff Gerken, Anne E McGregor
- b. Garrett Vanderpool, absent
- c. KD Michaels, guest, Essy Day, interim operations consultant

2. Previous Meeting Minutes (approval needed) [OB]Mindy Honey

- a. 2.20.24
 - i. Debbie made a motion to approve
 - 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.)

4. Treasurer's Report

- b. Report – Anne E reported that she and Garrett agreed that he will do an updated report at the second meeting of each month regarding the previous month's activity. The library is in the process of purchasing new books for patrons, replacing books that have been taken out of circulation for various reasons; a large number of books need to be purchased each month to get the library well stocked; the current budget is considered "transitional" and designed to help transition the private library facility and contents to public.
 - i. Jeff made a motion to approve the treasurer's report
 - ii. Debbie seconded the motion
 - iii. Slate approved
- c. Submission of bills for payment

5. Invited Guest

6. Directors Report

Essy Day, Operations Consultant

- a. Essy reported to the board that the library needs to begin tracking visitors coming into the library to meet guidelines
- b. Essy and the board discussed using PC reservations to track computer usage
- c. The board discussed the pros and cons of getting Essy out into the community or waiting until more progress has been made at the library.
- d. Essy and the board discussed the website and social media
- e. Essy explained that the new budget is triple the amount of last year's for new books and therefore it is going to take longer to get the books processed, but it's a priority.

- f. Essy shared the need to close the library for a staff in-service day on April 5
 - g. Essy requested permission from the board to close the library for the first three hours the first Friday of each month for training, etc.
 - h. Essy and the board discussed the need for a logo
- 7. Old Business***
- a. Cyber Security RFQ
 - i. Debbie made a motion to have Dazzee and Stronghold attend next board meeting to discuss their services
 - ii. Jeff seconded the motion
 - iii. Slate approved
 - b. Library Operational Policy
 - i. Collection Development Policy (for approval)
 - 1. Jeff made a motion to approve
 - 2. Mindy seconded the motion
 - 3. Essy suggested changing the wording from “Library Director” to “Library Leadership” and noted the policy should meet State standard regarding selection and reconsideration
 - 4. Slate approved the policy with the noted change.
 - ii. Meeting Room Policy - (for approval)
 - 1. Jeff made a motion to amend the policy regarding non-refundable fees and closing of the library.
 - 2. Mindy seconded the motion
 - 3. The board discussed if the room reservation fee should be refundable and Essy recommended the fee not be refundable. Verbiage was also recommended to be amended from stating library director and administration to library leadership.
 - 4. Jeff moved to amend his motion to approve the Meeting Room Policy with changes regarding nonrefundable fees and other changes discussed
 - 5. Mindy seconded the motion
 - 6. Slate approved
 - iii. Tech Policy Revision (for approval)
 - 1. The board discussed the presented policy and with guidance from Essy, adjust the policy to state that computer usage will end 15 minutes before closing and the fee will be \$1 per hour for non-members to use computers.
 - 2. Mindy made a motion to accept changes regarding computer usage fees and log-off time
 - 3. Debbie seconded the motion
 - 4. Slate approved
- 8. New Business**
- a. Library Operational Policy
 - i. Draft Behavioral Guidelines

1. Jeff made a motion to approve the Draft Behavior Guidelines with adjustments to the policy to reflect disruptive behavior and no eating in the library and no drinks without lids, unless it is part of a library sponsored event.
 2. Mindy seconded the motion
 3. Slate approved
- ii. Draft Use of Logo
 1. Mindy made a motion to approve the policy with changes to reflect that any use of the logo does not imply endorsement of the event or group by Library Center of the Ozarks.
 2. Debbie seconded the motion
 3. Slate approved
 - iii. Program Guidelines
 1. Anne E will be bringing recommendations

9. Committee Report

10. Ad Hoc Committee Report

- a. Mindy shared that she and Anne E had a conversation with Bradbury Miller about the need to pause the library director search. Mindy explained that Bradbury Miller was very understanding and would be presenting an MOU and bill for services rendered. Bradbury Miller will keep the contract open. Mindy made a motion to postpone the contract with Bradbury Miller.
- b. Debbie seconded the motion
- c. Slate approved

11. Public Comments

12. Comments from Trustees

- a. Anne E thanked Essy for taking on the challenge of Operational Consultant
- b. The Taneyhills thrift store has officially closed and being emptied out.
- c. Discussion of Board Terms. Mindy shared that Garrett's term expires July 2024; Mindy's term expires July 2025; Debbie's term expires July 2026; Jeff and Anne E's terms expire July 2027. Anne E reported that she will consult with the attorney and report back to the board on the process.

13. Next Meeting March 19, 11-12:30

- a. Jeff made a motion to adjourn
- b. Debbie seconded the motion
- c. Slate approved and the meeting adjourned at 12:32 p.m.