

Library Center of the Ozarks

Board of Trustees Meeting

May 21, 2024

Minutes

1. Roll Call of Trustees
 - a. Jeff Gerken, Mindy Honey, Debbie Redford, Garrett Vanderpool, Anne E McGregor were present
2. Minutes from Previous Meeting
 - a. Debbie Redford made a motion to approve the minutes, with the inclusion of the word “Unanimously” when motion is approved by all
 - b. Jeff Gerken seconded motion
 - c. Minutes approved unanimously
3. Treasurer’s Report
 - a. Presented by Garrett Vanderpool and Anne E McGregor
 - b. Jeff Gerken moved to approve report
 - c. Mindy Honey seconded
 - d. Discussion
 - i. Talk of adding a column titled “remaining” so that trustees can see how much is left in each line item
 - ii. Some items were not budgeted for, but we have expenses
 - iii. Meeting with accountant to go over budget on May 24
 - e. Treasurer’s Report approved unanimously
4. Visitor’s
 - a. Lia Hitz, new Children’s Services Supervisor
 - i. Shared some of her background
 - ii. Invited to come back after meeting to be introduced to the Board
5. Directors Report -- Essy Day
 - a. 157 registered for Summer Reading so far
 - b. Getting a grant for \$2,500 for Hoopla
 - c. Applying for another grant for Children’s services

- d. Technical Services moving downstairs
- e. Program room completed
- f. New tables should arrive on May 23
- g. Company coming to measure for new carpet for Tree room and Conference room
- h. Randy will paint in lobby downstairs soon
- i. Many good compliments, a few negative comments on changes
- j. Maddy resigned
- k. Morale is low
 - i. Anne E McGregor suggested a survey
 1. What do you think about changes?
 2. What would you like to see more of or different?
 - ii. Anne E McGregor: How do we address morale with the staff
 1. Do we do it with the customers
 2. Or, do we do something with the staff?
 3. Discussion of a short survey to be given to the card holders
 4. Jeff Gerken suggested more of a comment box instead of a survey
 - a. Anne E McGregor and Mindy Honey agreed
 5. Garrett Vanderpool : Showing where we're headed gives people hope. If people know where we're headed it helps people push forward. The community needs to know where we're headed, but the staff for sure needs to know where we're headed
 6. Anne E McGregor -- we're understaffed. We need to get that marketing position filled
 - a. Discussion on whether we can advertise for the marketing position right now, but determined we need to wait until we have budget reorganized
 7. Debbie Redford-- suggested we put up a display board stating how many new members we have, how many new books, how many have signed up for Children's programs, etc.

- a. Mindy Honey – don't focus on Dollar amounts, but now many new books, new members, etc
 - I. Essy Day got quotes for keyless entries
 - i. Amounts came in much higher than expected
 - ii. Called Branson Lock and Key
 - iii. Suggests we stick with keyed entry – new locks for 4 exterior doors and 2 interior doors
 - m. Have to replace all three toilets
6. Old Business -- None
7. New Business
- a. Retirement plan for employees
 - i. Anne E McGregor recommended to go forward with MO Local Government Retirees program (LAGERS)
 - ii. Anne E McGregor Presented a proposal to proceed with LAGERS
 - iii. Debbie Redford made a motion to proceed with LAGERS
 - iv. Jeff Gerken seconded motion
 - v. Debbie Redford questioned what percentage of salary would be involved
 - vi. Anne E McGregor explained this has to be out in the public for 45 days. During that time, we can make decisions on how it will all work
 - vii. Motion unanimously approved to move forward with Lagers
 - b. Policies for consideration
 - i. Open Meetings and Records Policy
 - 1. Jeff Gerken Moved to approve policy
 - 2. Debbie Redford Seconded motion
 - 3. Motion to approve policy unanimously passed
 - ii. Censorship and Intellectual Freedom Policy
 - 1. Debbie Redford made motion to approve policy
 - 2. Garrett Vanderpool seconded motion
 - 3. Motion to approve policy passed unanimously
 - iii. Employee Cell Phone Use Policy
 - 1. Jeff Gerken made motion to approve policy
 - 2. Mindy Honey seconded motion

- 3. Motion to approve policy passed unanimously
 - iv. Social Media Policy
 - 1. Jeff Gerken moved to approve policy
 - 2. Garrett Vanderpool seconded motion
 - 3. Motion to approve policy passed unanimously
 - v. Records Retention Policy
 - 1. Jeff Gerken moved to approve policy
 - 2. Mindy Honey seconded motion
 - 3. Motion to approve policy passed unanimously
 - vi. Reference Policy
 - 1. Debbie Redford moved to approve policy
 - 2. Garrett Vanderpool seconded motion
 - 3. Motion to approve Reference Policy unanimously approved
 - vii. Revision of Collection Care Policy
 - 1. Mindy Honey moved to approve policy
 - 2. Garrett Vanderpool seconded motion
 - 3. Motion to approve Revised Collection Care policy unanimously approved
 - c. Discussion of Budget Amendments
 - i. Nothing to report at this time
 - d. Keyless Entry System
 - i. Essy has three proposals for keyless entry
 - 1. All large amounts
 - ii. Essy suggested we just rekey the outside and inside 2 doors (downstairs and program room)
 - iii. Anne E McGregor -- I am comfortable with this for this library building
8. Comments from Trustees
- a. Debbie Redford – Thank you, Anne E, for the great job you’re doing
 - b. Anne E McGregor – We are looking for a Board of Trustees member for the position of Treasurer
 - i. Must live in the Branson School District
 - c. Anne E. McGregor -- Working with Essy and KD to put together timelines for budgets, etc.

9. Motion to adjourn

- a. Jeff Gerken moved to adjourn
- b. Mindy Honey seconded motion
- c. Motion to adjourn unanimously passed
- d. Meeting adjourned at 12:01 pm