



BOARD OF TRUSTEES
Meeting Agenda
September 17, 2024 | 9-10:30
LCO Tech Room

Helpful Links: [Approved Bylaws](#), [Master Policy List](#), [Approved FY 2024 Budget](#), [Vision Tracker](#), [MO Public Library Standards](#), [FY 23 Tax Revenue Spreadsheet](#) | [BOT Timeline & Deadlines](#)

1. Call meeting to order, Pledge, Invocation, Establishment of Quorum
2. Approval of Minutes Mindy Honey
 - a. August 20, 2024
3. **Visitor Comments** (Comments are limited to 3 minutes per person with a limit of 15 minutes.)
4. **Treasurer's Report** Cody Fenton
 - a. September 17, 2024 Treasurer's Report
 - b. August Financial Reports
5. **Invited Guest**
6. Director's Report Essy Day
 - August - Library Statistics
7. **Old Business**
 - a. Site Selection Committee (revision)*
 - b. Application
8. **New Business**
 - a. Policies for Approval
 - i. Paid Holidays- revision*
 - ii. Procurement Policy – revision*
 - iii. Performance Evaluation Policy
 - b. Vision Tracker (template)
 - i. Vision Tracker (May - August)
9. **Committee Report -**
 - a. **Site Selection**
10. **Public Comments**
11. **Comments from Trustees**
 - a. **Trustee Timeline Spreadsheet**
 - b. **Master Policy List**
12. **Next Meeting – October 15, 2024, 9am**
13. **Meeting Adjourned**

*attached below

Committee for Site Selection

Process Outline

August 2024

The Board of Trustees approves the formation of a Site Selection Committee to determine a potential location for the future home of the Library Center of the Ozarks.

The Committee will be responsible for:

1. Making a recommendation on 3 locations to present to the board of trustees for consideration

The Committee will undergo a process which will include:

1. Seek to understand public opinion (this can be done through survey and open hearings)
2. Visiting library's which have been built in the last 10 years

Committee will be made up of the following individuals:

1. The LCO board committee chair will bring forth a set of names for consideration to serve on the Site Selection Committee through an application process, posted on the library website.
2. Committee members will be approved by the Board of Trustees
3. The committee will be made up of members of the Branson-Hollister School district. It is highly recommended that members understand the district and have shown a capacity to work strategically with others representing both communities rather than one subset.
4. The committee will have no fewer than 5 and no more than 7 members including the BOT's Chair and Member at Large.
5. **The Library Director will serve as an advisor on the committee.**
6. Board of Trustee Members: Jeff Gerken (Committee Chair) & Mindy Honey

Reporting:

1. One or more committee members will report to the Board of Trustees Monthly until a recommendation is made. Once the recommendation is made and the board of Trustees has voted and affirmed a site the committee will then disband.

###

Paid Holidays Policy

The following holiday have been designated as paid holidays:

- New Year's Day
- Martin Luther King, Jr., 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.~~

Holidays falling on a Sunday will be observed on the following Monday.

If a holiday falls on a scheduled day off, employees may receive another day off to be arranged with their supervisor.

Full-time employees receive eight hours of holiday pay.

Part-time employees working on average 20 or more hours per week receive four hours of holiday pay.

Part-time employees working fewer than 20 hours per week do not receive holiday pay.

Employees receive holiday pay starting on the first day on the job.

If a holiday occurs while an employee is on vacation, the holiday will not be counted as a vacation day.

Holiday pay cannot be carried over from one year to the next.

Approved 1.2.24

###

Procurement Policy

Purpose

The Library Center of the Ozarks establishes this purchasing and procurement policy to comply with Chapter 182 of the Missouri Revised Statutes, generally accepted auditing standards, and the principles of responsible fiscal management.

The Library encourages comparative pricing, competitive bidding, or a Request for Proposals (RFP) process to ensure the maximum value is obtained for each dollar spent. The Library shall solicit and encourage the submission of proposals from local vendors.

Comparative Pricing, Bids, and Request for Proposals (RFP)s

The following procedures will govern the Library Center of the Ozarks’ purchasing practices:

Purchase Amount	Type of Comparison	Approval Rights
\$3,000 \$5,000 - \$29,999 Within Trustee Pre-Approved Annual Budget	At Least 3 Comparative Quotes	Library Director Approves; Must Be Reported to the Board of Trustees After Purchase
\$3,000 \$5,000 - \$29,999 Not Already Approved in Annual Operating Budget	At Least 3 Competitive Bids	Board of Trustees Pre-Approval
\$30,000 or Greater Even if Within Approved Annual Operating Budget	Request for Proposals (RFP)	Board of Trustees Pre-Approval

Comparative Pricing for Purchases Within Approved Annual Budget

Under the overall supervision of the Library Director, designated members of the Administrative Staff are allowed to make purchases or authorize staff they supervise to make purchases on their behalf within budget categories approved annually by the Library’s Board of Trustees for the budget year.

Purchases for items or services under \$3,000 are not subject to this process if they are within the pre-approved annual operating budget, though staff will be expected to search for the best price available for every purchase by doing a comparative price search online before purchase with at least one other vendor wherever possible. Staff who do not regularly compare prices for more routine Library purchases may have purchasing privileges revoked by their supervisor.

Administrative Staff must secure at least three competitive quotes or comparative prices for any individual item or service contract over \$3,000 but less than \$30,000, even if it is within the approved annual operating budget and present these comparisons to the Library Director for approval prior purchase. These price comparisons and the reasons for the vendor chosen must then be reported by the

Library Director to the Board of Trustees in their next scheduled meeting so they are aware of the comparisons and purchasing decisions made for large purchases by Administrative Staff on behalf of taxpayers.

Competitive Bidding for Purchases Not Within Approved Annual Budget

At least three quotes or bids must be presented to the Board of Trustees for approval prior to purchasing any item or service over \$3,000 but less than \$30,000 that exceeds the pre-approved annual operating budget allowance for that year.

Requests for Proposals (RFP)s for Large Purchases (Over \$30,000)

Purchases with an anticipated bid amount of \$30,000 or greater shall be advertised in at least one paper with broad general distribution within Taney County and on the Library Center of the Ozarks' website.

To obtain the best price, the Library shall be allowed to enter into cooperative purchasing agreements with federal, state, or local units of government or non-for-profit corporations. Cooperative agreements may be entered into, or existing negotiated contracts may be assumed. Existing bids which have an unexpired term of less than one year may be renegotiated or extended if it is to the Library's benefit.

Bids and RFPs may be received by mail or e-mail. Sealed bids may be received by mail or delivery only. Negotiation will not be allowed as to bid amount after submission, unless such options are clearly spelled out in the bid or RFP document. Occasionally, bid documents may contain deducts for options the vendor feels would provide a superior product for less cost. The Library reserves the right to negotiate such changes with the submitting vendor, or other vendors if that would result in savings. The Library reserves the right to use cooperative purchasing agreements or listed advertisements for purchases if that results in a lower cost, even if these sources do not respond to the Library's bid notices.

The Library reserves the right to secure products and services through an RFP when it is in the Library's best interests. RFP shall normally be limited to complex projects, especially those with multiple or unknown ways of accomplishing a certain objective. They may involve intellectual property or the quest for new ideas that do not lend themselves to traditional bidding. In general, the Library shall advertise RFPs in the same manner as bids, however, the Library shall reserve more latitude in considering low price as the primary indicator of acceptance.

Although price will be a major consideration in all purchases, the Library reserves the right to take such factors as company and product references and reviews, durability, timeliness, availability, and operating cost into consideration when awarding a bid. Low bidders may be rejected where serious reservations about the quality or suitability of items or services exist. The Library reserves the right to waive minor irregularities in submitted bids, or to waive normal bidding procedures in an emergency.

Emergency Provisions

In order to invoke an emergency waiver, the Board of Trustees must either approve the suspension of the policy by majority vote in advance of purchase, noting the nature of the emergency and the details of the purchase made in their motion, or must be notified in writing during the next Board meeting of the exact nature of the emergency, what was purchased, the quantity and price paid, and from what entity it was secured. For purchases made outside the policy without advance voted consent, the Board of Trustees must then approve emergency suspension of this policy retroactively for said purchase by majority vote in the subsequent Board meeting. If they do not approve, the purchase will be invalidated and must be returned or undone.

Professional Services & Utilities

Professional services include audit and banking services, equipment and custodial maintenance contracts, and special one-time consultant service needs. Depending on the service's nature, professional services may be solicited through the bid process or by RFP. Contracts for ongoing services shall be rebid every three to six years.

Where practical, the initial service contracts for utilities, internet, and telecommunications services shall be competitively bid. However regular payments for such contracts shall not require special management approval.

Payment of Bills

As invoices are received, they are processed by the Administrative Staff. The Administrator who makes or authorizes the purchase is responsible for assigning the expense to the correct budget category, and then Library Administration staff will enter the expense to generate a check or direct payment for the invoice. Library Administration may pay for bills with electronic payments at their discretion.

To ensure complete transparency of all taxpayer dollars spent, and an added layer of review and accountability, the Board of Trustees at each regular monthly meeting will review and approve by majority vote ~~an itemized list of all anticipated monthly expenses for the coming month as well as~~ expenditures made during the previous month.

CONTRACTS, SIGNATURES, and FINANCIAL AUTHORITY

Agents of Ultimate Financial Authority

For any instances requiring approval of the executive authority of the Library Center of the Ozarks' Chief Administrative only the signature of the Library Director or their proxy as defined by this policy, and/or authorized Officers of the Board of Trustees as defined or required by Board policy, or their Bylaws will suffice.

Temporary Proxy

In the event the Library Director's signature is required, but the Director is not available, only the ~~Library Manager~~ **Finance & HR Manager** will be considered an authorized alternate for the Director.

If the Library Director Position is Vacant

The Interim Director or Understudy, if ever activated by the Library's [Executive Director Succession Policy](#), will immediately be granted the power to sign as Executive Director while holding that position.

Conflict of Interest Protections for The Library Center of the Ozarks Bank Accounts, Investments, Lines of Credit, and Checks

The ~~Library Manager~~ **Executive Director and Finance Manager** can co-sign at the Board of Trustees request, and establish electronic access to oversee or manage account activity, but is never authorized to serve as the sole representative for the Library's Administrative Staff for the purpose of withdrawing funds, establishing or closing bank accounts, investments, or lines of credit; or executing checks or financial instruments of any sort, in accordance with the Library's [Procurement Policy](#) and Conflict of Interest Policy.

Signatures on Library Checks

As outlined in the Library's [Procurement Policy](#), checks are required to have two signatures: one from an authorized member of the Board of Trustees (Treasurer or Vice-President) and the other from an authorized member of the Administrative Staff.

Signatures by Administrative Staff or their Designee on Pre-Authorized Invoices, Receipts, Contracts, or Service Agreements for Goods or Services

Members of the Library Center of the Ozarks' Administrative Staff or their designees have the authority to sign invoices or receipts on behalf of the Library, or in certain cases to enter into purchase agreements or service contracts, under the same guidelines and categories established by the Library's [Procurement Policy](#) for purchasing authority.

When advance approval is required by that policy from the Library's Executive Director or Board of Trustees for an Administrative Staff member to act, once granted, that approval implies the agency for that Administrative Staff person, or their designee, to sign on behalf of the Library for those contracts or purchases.

If the circumstance requiring a Library signature is not covered by that [Policy](#) or another policy passed by the Board of Trustees, or authority is unclear, advance approval must be given by the Executive Director before any staff signature will be considered authorized.

Establishing and Utilizing Electronic Access to Administer Pre-Authorized Purchases, Accounts, or Contracts

The financial authority extended by this policy and the Library's [Procurement Policy](#) to members of the Administrative Staff and their designees to make purchases, establish accounts, or enter into contracts on behalf of the Library will include the authority to establish or utilize electronic access to monitor and manage such pre-authorized purchases, accounts, or contracts.

CONTINUITY OF ESSENTIAL OPERATIONS

If a majority vote of the Board of Trustees cannot be reached on the following key annual Library operational duties according to the timeline indicated here, the staff recommended version of each will go into effect to ensure continuity of essential operations.

1. Approval of the Library's annual operating budget for the following year (~~each November~~);
2. Adoption of the Library's Conflict of Interest Policy Resolution **Ordinance** (~~each March~~); and
3. Setting the Library's tax levy rate. (~~each August one week before the County deadline~~).

Approved 2.20.24