



BOARD OF TRUSTEES
Meeting Minutes
October 15, 2024 | 9:00 – 10:30
LCO Tech Room

1. Roll Call

- a. Anne E. called the meeting to order at 9:02 a.m.
 - i. Present: Anne E. McGregor, Mindy Honey, Jeff Gerken, Debbie Redford.
 - ii. Absent: Cody Fenton.
 - iii. The board and other attendees said the pledge of allegiance, an invocation, and a roll call.

2. Approval of Minutes

- a. As there were no corrections to the September 17, 2024, meeting minutes, the minutes stood approved by unanimous consent.

3. Visitor's Comments

- a. There were no comments.

4. Treasurer's Report

- a. Jacob O'Dell, Finance and HR Manager of LCO, gave the Treasurer's Report.
 - i. Mindy moved to accept the report as presented.
 - 1. Debbie seconded.
 - 2. Slate approved.

5. Invited Guests

- a. Leeann Montalbano, LCO's new Outreach and Marketing Specialist, was invited to attend the October 15, 2024, board meeting, but she was unable to attend.
- b. Anthony Chambers, an employee from daZZee I.T. Services, was invited to speak on LCO's new cyber liability insurance. He said that such insurance is critical in today's technological environment, and he explained daZZee's recommended \$1 million coverage policy to LCO. This policy was recommended because the average total costs of a cyber event for small to medium businesses ranges from \$1.2 to \$1.5 million. The plan includes vital countermeasures, including event response and management and data recovery. Anthony said that the plan is a good value for the premium cost.
 - i. Debbie expressed the need for LCO to be able to pay employees continually in the case of a cyber event.

6. Director's Report

-
- a. Essy gave the Director's Report, which detailed many improvements and developments in the library. Key points include:
 - i. The addition of a hand-painted mural in the lower lobby;
 - ii. The installation of a self-checkout kiosk near the circulation desk;
 - iii. Completion of outside property maintenance, including the installation of brighter and more efficient lighting as well as power washing;
 - iv. An upcoming landscaping project in front of the library, to be done by the Master Gardeners;
 - v. Completion of employee enrollment in the Missouri Local Government Employees Retirement System (LAGERS)
 - vi. The awarding of funds from the State of Missouri Library, to be used for the development of the collection and other library improvements.
 - b. Essy also raised several points for board consideration:
 - i. The possibility of revising employee health insurance, perhaps reducing the 60-day wait period to 30 days;
 - ii. The continued development of the library's Google Business profile;
 - iii. The possibility of closing the library on Black Friday as an unpaid holiday, which the board approved;
 - iv. The continued monitoring of demand for Spanish materials, programs, and resources
 - c. Essy concluded her report by reviewing the circulation statistics for the month of September.
 - i. Debbie shared her idea for creating a display that showcases the library's monthly statistics to patrons, including new material purchased.

Old Business

7. Vision Tracker

- a. The board reviewed multiple changes that were made to the board's vision tracker, including:
 - i. Revision of the Purpose/Cause/Passion statement to make it more concise;
 - ii. Review and revision of three- and 10-year targets and marketing strategy;
 - iii. Several tasks assigned to Essy, which the board will use for her evaluation at a later date;
- b. Board members offered revisions to the vision tracker, including:
 - i. Debbie suggested that the name of a specific media outlet be replaced with "local media" to ensure that LCO broadly advertises itself;
 - ii. Debbie also suggested that LCO distribute promotional materials to the Hollister school district;

-
- iii. Jeff suggested that the idea of giving LCO promotional materials to local realtors be changed to local title companies because the former idea would be too difficult to implement at this time.

New Business

8. Cyber Liability Insurance

- a. Debbie moved to approve the cyber liability insurance policy recommended by daZZee I.T. Services.
 - i. Mindy seconded.
 - ii. Slate approved.

9. Investment Policy Draft

- a. The board reviewed the draft of an investment policy that describes how LCO can invest funds in the future, and the policy will be up for approval at the next meeting.

10. Drug & Alcohol – Free Workplace Policy

- a. Debbie moved to approve the Drug & Alcohol – Free Workplace Policy.
 - i. Mindy seconded.
 - ii. Slate approved.

11. Disciplinary Policy

- a. Mindy moved to approve revisions to the Disciplinary Policy that both clarify the policy itself and connect it to the new Grievance Policy.
 - i. Jeff seconds.
 - ii. Debbie asked about the removal of the board's authority in disciplinary decisions, which Essy explained has been moved to the Grievance Policy.
 - iii. Slate approved.

12. Grievance Policy

- a. Mindy moved to approve the new Grievance Policy.
- b. Debbie seconded.
- c. Slate approved.

13. Committee Report

- a. Site Selection Committee
 - i. Jeff reported that he and Mindy met and discussed committee member applications. They have decided to accept seven applications, making the committee a total of nine including Jeff and Mindy.
 - ii. Recommended applicants include:
 - 1. Raeanne Presley, of Branson;
 - 2. Nick Guevel, of Branson;
 - 3. Holly Cox, of Branson;
 - 4. Jesse Wright, of Branson;
 - 5. Jeff Long, of Hollister;

-
6. Jonas Arjes, of Branson;
 7. Howard Kitchen, of Hollister.
- iii. Debbie moved to accept the committee's recommended applicants.
 1. Anne E. seconded.
 2. The board discussed why there were not more committee members from Hollister. They talked about the difficulty of attracting applicants because many cannot take time away from their jobs to volunteer. A point was made that Mindy Honey is a resident of Hollister, and she will be able to provide additional insight on to the committee.
 3. Slate approved.
 - iv. Jeff and Mindy said they would work together to schedule the committee's first meeting in the near future.
 - v. The committee will submit written reports to the board for review.

14. Public Comments

- a. There were no public comments.

15. Comments from Trustees

- a. Anne E. stressed the importance of both the site selection committee and the public understanding the site selection process, and she emphasized the need for frequent and clear communication between the library, the board, and the committee to the public.

16. Next Meeting

- a. The next meeting will be held on November 19, 2024, at 9:00a.

17. Adjournment

- a. Jeff moved to adjourn the meeting.
 - i. Mindy seconded.
 - ii. Slate approved.
- b. The meeting adjourned at 10:29 a.m.