



BOARD OF TRUSTEES  
Meeting Minutes  
November 19, 2024 | 9:00 – 10:30  
LCO Tech Room

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**1. Roll Call**

- a. Anne E. called the meeting to order at 9:00a.m.
  - i. Present: Anne E. McGregor, Mindy Honey, Cody Fenton, Debbie Redford.
  - ii. Absent: Jeff Gerken.
  - iii. The board and other attendees said the pledge of allegiance, an invocation, and a roll call.

**2. Approval of Minutes**

- a. Debbie moved to approve the minutes from the Board's October 15, 2024, meeting.
  - i. Cody seconded.
  - ii. Slate approved.

**3. Visitor's Comments**

- a. There were no visitors.

**4. Treasurer's Report**

- a. Cody Fenton, Treasurer, gave the Treasurer's Report.
  - i. He especially noted the library's expected increase in revenue as tax season approaches.
  - ii. Debbie moved to accept the report as presented.
    - 1. Mindy seconded.
    - 2. Slate approved.

**5. Invited Guests**

- a. There were no invited guests.

**6. Director's Report**

- a. Essy gave the Director's Report, which detailed many improvements and developments in the library. Key points included:
  - i. Updates on the growth of the library's collections;
  - ii. The employees' efforts to refine LCO's online catalogue and records;
  - iii. The initiation of the library's new cybersecurity insurance policy;
  - iv. A note that LCO recently filed its required annual state report.

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- b. The Board approved closing the library on Christmas Eve and closing early at 3:00p.m. on New Year's Eve.
  - c. Essy suggested hosting a one-year anniversary party at the library to commemorate the day Library Center of the Ozarks began.
    - i. The Board was available on January 18th for the celebration.
  - d. Essy presented the library's circulation statistics to the Board.

## **Old Business**

### **7. Vision Tracker**

- a. Cody moved to approve the Vision Tracker as presented.
  - i. Debbie seconded.
  - ii. The Board suggested putting the Tracker on the website.
  - iii. Slate approved.

### **8. Investment Policy**

- a. Mindy moved to approve the Investment Policy as presented.
  - i. Debbie seconded.
  - ii. The Board discussed the policy serving as necessary guidelines to maximize return on LCO's funds, stewarding taxpayer funds well, and making the policy available on LCO's website.
  - iii. Slate approved.

## **New Business**

### **9. 2024 MO State Annual Report**

### **10. Revision of Policies**

- a. Cody moved to approve revisions to policies as presented.
  - i. Mindy seconded.
  - ii. Slate approved.

### **11. Replacement of Copy Machine**

- a. Essy presented three options for replacement copy machines as a current copy machine has reached the end of its lifecycle and is no longer supported by the manufacturer and maintenance company.
- b. Debbie moved to replace the old copy machine with Lakeland Office Systems.
  - i. Mindy seconded.
  - ii. Slate approved.

### **12. Replacement of Outside Book Drops**

- a. Essy presented three options for replacement bookdrops as the current bookdrops have passed the end of their lifecycle and are not properly protecting returned items.
- b. Debbie moved to replace the drive-up bookdrop by the library's lower entrance with a bookdrop from The Library Store.

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- i. Cody seconded.
  - ii. Slate approved.

### **13. Recommendation for Outdoor Signage**

- a. Jacob O'Dell, Finance and HR Manager, presented options for replacing the library's exterior signage.
- b. Cody moved to approve the signs designed by Pinnacle Sign Group.
  - i. Mindy seconded.
  - ii. The Board discussed the importance of updating the exterior signage to reflect the library's new name and logo.

### **14. Recommendation for Banking Oversight**

- a. Cody made recommendations for streamlining the library's banking and investment methods, earning interest, utilizing money market accounts, separating state grant and reserve funds, and using a purchasing card in the future.
- b. Cody moved to operate with a second checking account for state grant funds and four money market accounts.
  - i. Debbie seconded.
  - ii. Slate approved.
- c. Cody moved to transfer approximately \$475,000 in 2024 reserve funds to money market accounts established for those purposes, including \$57,000 in emergency funds, \$68,000 in deferred maintenance, and \$350,726.57 in capital funds.
  - i. Debbie seconded.
  - ii. Slate approved.
- d. Cody moved to transfer \$964 from the library's Private Donation account to the library's operating checking account and to rename the Private Donation account to Operating Rollover.
  - i. Debbie seconded.
  - ii. Slate approved.
- e. Cody moved to keep 20% of reserve funds in money market accounts and to keep 80%, or approximately \$380,000, in 13-month CDs.
  - i. Debbie seconded.
  - ii. Slate approved.

### **15. Committee Report**

- a. Mindy gave a report from the Site Selection Committee regarding the Committee's first meeting.
- b. Debbie moved to approve the Committee's minutes.
  - i. Cody seconded.
  - ii. Slate approved.

### **16. Public Comments**

- a. There were no public comments.

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**17. Comments from Trustees**

- a. The Board discussed whether or not to allow alcohol at the Friends of the Library Christmas Party.
  - i. The Board decided not to allow alcohol at the party.
  - ii. The Board decided to allow food at the party as an exception.

**18. Next Meeting**

- a. The next meeting will be held on December 17, 2024.

**19. Adjournment**

- a. Mindy moved to adjourn the meeting.
  - i. Cody seconded.
  - ii. Slate approved.
- b. The meeting was adjourned at 10:30a.m.