

Monday, January 27, 2020

Trustees in Attendance: Ken Barthelette, Loretta Hermann, Christa Mitchell, and Maurine Myers.

Trustee(s) Absent: Heather Davidson.

Also present: Charli Barnes; DeeDee Brashers; Jordan Gloyd; Geri Godber; Sarah Hayter; Nicholas Holladay; Brandon Jason; Jon Mendelke; Joe Morgan; Tory Pegram; Dana Roberts; Scott Villarreal; Don Watson; and Devon Gengler from (SAPP Design Architects - until 7:15 p.m.)

The Christian County Library Board of Trustees met in a regular monthly session on Monday, January 27, 2020, at 6:30 p.m. at the Nixa Branch of the Christian County Library in Nixa, MO.

Start Time: 6:30 p.m.

Minutes of the Monday, December 16, 2019 Meeting

Loretta Hermann moved that the minutes of the December 16, 2019 meeting be approved. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Public Comments:

There were no public comments made at this meeting.

Bills

Loretta Hermann moved that the adjusted bills from December 2019 be approved. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Loretta Hermann moved that the estimated bills for January 2020 be approved. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Report of the Executive Director

Loretta Hermann moved that the Director's Report be approved. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Development Minute

Director of Development and Strategic Partnerships Tory Pegram presented the Development Report for January.

Old Business

Branch Expansion Plans with Sapp Design Architects

Clever Water Main Extension with Toth & Associates Contract

Loretta Hermann moved to adopt contract Amendment 01 from Toth and Associates, Inc. to extend the Clever property's water main for an additional \$3,800. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye;

Trustee Mitchell: Aye; Trustee Myers: Aye.

City Permit Fees

Executive Director Godber informed the Trustees that any new construction related permit fees exceeding her normal \$500 spending cap will be pulled from the construction or other relevant pre-approved 2020 budget categories and then reported at the next Board of Trustees meeting.

Report on the Computer Software Category for 2019 Budget

In response to Trustee Barthelette's inquiry during the December 2019 meeting of the Board of Trustees, a breakdown of the 2019 software budget category was presented to illustrate that the higher than expected total was really just an amalgamation of purchases from other categories. Executive Director Godber explained that she will be working with the new Directors of Collections, Communications and Community Engagement, and the Director of Finance and Business Operations to sort out a more streamlined method for more clearly and consistently categorizing databases and electronic collections purchases in this new fiscal year across Departments.

New Business

Approval of Bids for Cleaning Services at Ozark and Nixa

Loretta Hermann moved that the bid from Jani-King of Springfield to take over the cleaning services contracts for Ozark and Nixa Branches be accepted. Though EMS, the current company contracted by the Library, put in a lower bid, their consistently poor performance at both Branches despite repeated documentation and requests for improvement made selecting a replacement the agreed upon choice. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Trustee Attendance at Library Advocacy Day

Executive Director Godber invited any interested Trustees to consider attending Library Advocacy Day on Wednesday, March 11th in Jefferson City with staff. Trustee Mitchell will consider it.

Meeting Time for the Board of Trustees Monthly Meetings

Loretta Hermann moved that the regular Monday monthly meetings of the Library's Board of Trustees be moved from 6:30 p.m. to 6:00 p.m. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Policy Updates:

Meeting & Study Room Policies

Loretta Hermann moved to adopt the *Meeting & Study Room Policies* as presented. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Library Code of Conduct

Maurine Myers moved to adopt the *Library Code of Conduct* as presented. Loretta Hermann seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Library Holiday Schedule & Pay

Loretta Hermann moved to adopt the *Library Holiday Schedule & Pay* policy as presented. Christa Mitchell seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Maintenance & Disposal of Library Property and Found Items

Maurine Myers moved to adopt the *Maintenance & Disposal of Library Property and Found Items* policy as presented. Loretta Hermann seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

Other New Business

No other new business was presented.

Adjournment

Loretta Hermann moved to adjourn. Maurine Myers seconded. All Trustees present were in favor. The motion passed. Roll Call: Trustee Hermann: Aye; Trustee Mitchell: Aye; Trustee Myers: Aye.

The meeting adjourned at 7:49 p.m.