

Neosho/Newton County Library Board Meeting

May 15, 2007 – 4:00 p.m.

Board members Present: Steve Burnett, Norma Crews, Bill Dobbs, Don Johnston,
Phyllis Lewis, Linda Martin, Bea Nodler, Gloria Steed
Absent: None

Board Vice-Chair N. Crews called the meeting to order at 4:00 p.m. turning the meeting over to Chairman B. Dobbs at 5:15.

Library Staff Present: Director Ginny Ray, Assistant Director Sharon Meredith, System Administrator Jerry Parker, Circulation Supervisor Karen Schembs

Introduction of Guest

Mona Hart, representing the Stella Betterment Committee, presented information on the proposed building on the site where the Cardwell Hospital stood. She wants a NNCL branch library to be a part of the proposed building. No action was taken by the board.

Correspondence None.

Minutes:

April 17, 2007 minutes were corrected to show 2nd by S. Burnett on motion by G. Steed to retain Taylor for accounting services through the end of 2007. Motion to approve corrected minutes made by B. Nodler, 2nd by L. Martin; motion carried.

Review of Budgeted Expenses

Statement of Revenue/Expenses, budget summary, balance sheet reviewed; motion to accept financial pages as presented made by G. Steed, 2nd by D. Johnston; motion carried.

Financial Report

Invoice pages of bills to be paid, April checks written, monthly revenue reports for Seneca and Neosho were presented. Motion to pay bills made by D. Johnston, 2nd by L. Martin; motion carried.

Staff Report:

- G. Ray and Tasha Shriever visited McDonald County Library regarding storytimes and summer reading clubs and East Newton High School to promote Summer Reading Club.
- 1st Book Discussion was held on April 19
- G. Ray attended a focus group held by City of Neosho on downtown economic development; importance of library was noted
- 2001 “Gates” computers are nearing the end of their life expectancy with one to be replaced at this time.
- an individual was banned from the library for violating the code of conduct
- Neosho Community Outreach police officer will conduct training for NNCL employees on handling situations which relate to the boundaries of acceptable behavior
- realignment of staff is occurring with departure of Elizabeth Rasbury; three part-time positions (night shift supervisor, processing, relief worker) are being considered.
- T. Shriever has obtained a \$250 donation from Wal-Mart and ten teen volunteers for the Summer Reading Club. Mitzi will do the summer reading program at Seneca.

Old Business:

- a-Signage update – when pole is stabilized, signs will be placed
- b-Audit update – on site review of paper work was accomplished, audit possibly completed next week
- c-Board vacancies/expiring terms – Terms of N. Crews (county), P. Lewis (city), and B. Nodler (city) expire at the end of June. An additional city board vacancy exists.
- d-Circulation Policy – changes related to number of holds allowed and number of items to be checked out with amendment (The maximum fine charged for ILLs was changed from \$10 to \$5 per item, with videos excepted) 2nd Reading; all in favor.
- e-DVD loans- To address availability of videos to more patrons, change in length of time for checkout from 7 to 3 days for a trial period of 3 month. Policy passed on 2nd Reading.

New Business:

- a-mileage rate – Current rate of reimbursement is .345 cents; G. Ray recommended increase. Motion to increase mileage reimbursement to .41 cents made by S. Burnett, 2nd by B. Nodler; motion carried
- b-Acceptable Use Policy revision – a paragraph stating a progression of consequences related to loss of computer privileges and a statement expanding the one-hour session if no other patron is waiting to use computer were added to policy. 1st Reading.
- c-Sentence regarding residency requirements for a NNCL card which noted that temporary housing facilities are not considered permanent addresses was stricken from policy. 1st Reading.
- d- Strategic Planning – Discussion of user survey to guide planning, formation of a community group in support of library, e.g., Friends of Library, Foundation,
- e-news item prepared by S. Burnett and G. Ray on board vacancies, status of NNCL building plan
- f-Statistics showing value of library to community; figures on circulation/usage of DVD/VHS, books, CDs, and computers
- g-NNCL Board will meet at 3:00 on June 19 to formulate survey questions.

Motion to adjourn S. Burnett, second by B. Nodler, carried.

Time adjourned 6:15 p.m.

Date of next meeting – June 19, 2007, at 3:00 pm.

Respectfully submitted,

Phyllis Lewis, Secretary