

NEOSHO/NEWTON COUNTY LIBRARY BOARD MEETING
July 17, 2007 – 4:00 p.m.

Board Members Present: Bill Dobbs, Steve Burnett, Don Johnston, Linda Martin, and new member, Phyllis Blackwood. Absent was: Gloria Steed, Phyllis Lewis and new member, David Jerome.

Library Staff Present: Ginny Ray, Director, Sharon Meredith, Technical Services, and Jerry Parker, Systems Administrator.

Guest: Rachel Cole, representing Nick Myers, CPA.

Chairman, Bill Dobbs called the meeting to order and introduced the new board member, Phyllis Blackwood. Then Bill asked Rachel Cole to present the 2006 Annual Audit Report. Rachel reviewed and made recommendations to the Library Board regarding the CPA's findings. Chairman Dobbs asked for questions/concerns from the Board and Staff. Motion to approve the Audit for 2006 was made by Phyllis Blackwood and Seconded by Steve Burnett. The motion was passed.

Election of Officers

Treasurer – Don Johnston nominated Linda Martin, Seconded by Steve Burnett. Passed by acclamation.

Secretary – Steve Burnett nominated Phyllis Lewis, Seconded by Linda Martin. Passed by acclamation.

Vice Chairman – Steve Burnett nominated Don Johnston, Seconded by Linda Martin. Passed by acclamation.

Chairman – Steve Burnett nominated Bill Dobbs, Seconded by Linda Martin. Bill Dobbs nominated Gloria Steed – there was no second. Bill Dobbs was chosen by acclamation.

Correspondence: None

Minutes: June 19, 2007 minutes were accepted as presented with motion to accept by Don Johnston, seconded by Steve Burnett. Motion passed.

Review of Budgeted Expenses: Statement of Revenue/Expenses, budget summary, bank balances, and balance sheet were reviewed. Motion to approve by Steve Burnett and seconded by Linda Martin.

Staff Report: Ginny Ray presented additions to the Staff Report. Brittany Rigdon and Brennan Robinson have been hired to work 28 hours each a week as Circulation Clerks at Neosho. The carpet and tile at the Neosho Library are showing tremendous wear and Ginny has asked for bids from Tyler Carpet for replacing the carpet in the Reference Area; replacing the tile/carpet in the Circulation Area with metro flooring, and replacing the tile in the public restrooms with ceramic tile. Ginny is looking into leasing a color copier that could be networked for the public. Steve Burnett asked about replacing the copier in the Processing Room. This copier was purchased for small runs only. Steve Burnett asked how the check-outs were going for the DVDs and Videos? After discussion, Steve made a motion to allow older movies to check out for 7 days, and to allow the staff to designate

the new releases DVDs to check out for 3 days. Don Johnston seconded the motion. The motion passed. The library has received a new LSTA Grant for \$3455.64 to purchase 5 laptops – (3 for Neosho and 2 for Seneca). The library will be providing \$1151.88.

Old Business : None

New Business : Policy additions/revisions – see page 18 of July 17 Board Packet. Changes were requested: Under **Petitioning or Distribution of Literature in Libraries** – Change on Library property to except as designated by the library director. Under **Meeting room/ Programs policy** – Add a meeting room agreement needs to be signed and presented to the library director. Add 48 hours notice is needed. Add must have a contact person and purpose for the meeting and must have director’s approval. First Reading motion to approve made by Phyllis Blackwood, Seconded by Linda Martin. Permission to close the Library on Tuesday, August 7 from 8-5. Motion was made to allow by Steve Burnett and Seconded by Linda Martin. Motion was approved. Bill Dobbs has met with Ginny Ray, Director regarding her evaluation by the Board. Sharon Meredith was almost hit while crossing the street on Monday, July 16. She asked the Board to contact the city about painting a crosswalk on the street. Bill Dobbs asked Ginny to contact Jan Blasé, City Manager, about getting this done.

Executive Session : None needed.

Adjournment : Motion to adjourn was made by Steve Burnett and seconded by Linda Martin. Motion carried.

Date of Next Meeting – August 21 – 4:00 p.m.

Respectfully submitted,
Sharon Meredith, Acting Secretary