

Neosho/Newton County Library Board Meeting
Seneca Branch Library, **Seneca, MO**
September 19, 2006 - 5:00 p.m..

Board members present Norma Crews, Don Johnston, Phyllis Lewis, Linda Martin,
Bea Nodler, Gloria Steed Absent: Steve Burnett, Bill Dobbs,
Steve Douglas

Board Vice-chairperson N. Crews called the meeting to order at 5:00 p.m..

Library Staff Present Sharon Meredith, Jerry Parker, Mitzi Thurman

I Guest

Wes James from the *Seneca News Dispatch* attended.

II Minutes

Motion to approve minutes of August 15, 2006, made by D. Johnston, second by B. Nodler; minutes approved as written

III&IV Review of Budgeted Expenses/ Financial Report

Seneca account #6757 was closed and the balance of \$6,465.08 moved to CB&T #365556; Mitzi will deposit receipts at the Seneca Branch into CB&T account #109428. CD's #67206 and #3001398 closed and transferred to CB&T CD #67505. "Interest earned" line on statement of revenues and expenses does not include interest from building fund.

A motion to accept the financial report was made by B. Nodler, second by G. Steed; motion approved. A motion to authorize payment of bills was made by G. Steed, second by L. Martin; motion approved.

V Staff Report:

S. Meredith reviewed the written staff report; increase in usage at Seneca was noted. Sharon protested a former employee receiving unemployment benefits; arbitrator ruled in favor of library. Jerry attended a SirsiDynix workshop in K.C. August 30. "Wish List" from library employees of current library needs was presented.

VI Old Business

A. G. Steed reported that the Budget committee met on August 22 to finalize the proposed budget for 2007. Questions related to the Memorial funds and contents of interest line item were answered by the staff. The budgets for 2004 through 2006 were shown in comparison to the 2007 proposed budget. Personnel expenses comprise 58 %, collections are 16% and other expenses (e.g. programs, computer services, supplies, travel, utilities, maintenance) make up 26% of the proposed budget. Line item "Capital Outlay" (for larger purchases), which had not been in 2005 & 2006 budgets, was added to 2007 proposed budget for a total budget of \$602,015.17. Budget information included salary proposal. The proposed budget was presented for 1st reading.

B. Search Committee will meet on September 26 at 5:00 p.m. at the library for a preliminary reading of all application packets. Report will be presented to the board at the regular October meeting.

VII New Business

- A. Mitzi Thurman discussed Seneca library patrons having difficulty finding enough parking spaces on the street, the only parking available to them. Another concern is the area behind the library which needs mowing.

Mitzi proposed opening Seneca library on Monday and dosing on Saturday to address her problem of working more than 8 hours daily to reach 40 hours weekly. Board will consider before making changes.

- B. A computer upgrade by SirsiDynix on October 18 & 19 necessitates the dosing of the library to patrons. All employees will be working at Neosho location. West parking lot at NNCL will be resealed and striped - will attempt to schedule during the library closure. Motion to approve request for dosing of library made by D. Johnston, second by B. Nodler, motion approved.

- C. Change in Acceptable Use Policy proposal to include added sentence to paragraph 7 of present AUP - "The Library Staff can't train the patrons on the use of computers, but they may help with basic questions." Paragraph 9 will omit the clause stating "a second hour may be used if there are no other patrons waiting to use the computers." First reading of policy change.

- D. A change in the sick leave policy will be considered at a later time to address a problem with misuse of sick leave.

E. Memorial funds

Sharon discussed the possible use of memorial funds for Jack Wood, Jack Cornett and Mary Lynn Cornwell. She will consult the daughter of M. Cornwell to determine a preference for the money in her memorial. Using the Wood fund for more prominent signage identifying the library was discussed. Possible designs for signs to be placed on the east side of the library and a free-standing sign in the front of the facility were circulated with the cost noted. Further information and bids will be presented at the next meeting.

- F. Levy committee - Sharon asked for members to serve on a committee for a levy increase vote next April. Tabled until next meeting.

- G. Sharon noted that she and Jerry would be on KQYX at 9:30 on September 20 to discuss Library Sign-up Month.
Action on application for NNCL Business Credit Card from CBT was tabled until next meeting.

Motion to adjourn made by D. Johnston, second by P. Lewis. Meeting adjourned at

6:45 Next regular meeting on October 17, 2006, at 4:00 p.m.

Respectfully Submitted,

Phyllis Lewis, Secretary