

Neosho/Newton County Library Board Meeting
December 19, 2006 – 4:00 p.m.

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

Board Vice-Chairperson N. Crews called the meeting to order at 4:00 p.m., turning the meeting over to Board Chairman B. Dobbs on his arrival at 4:15 p.m.

Library Staff Present: Director Ginny Ray, Assistant Director Sharon Meredith, System Administrator Jerry Parker

Welcome was extended to Ginny Ray and thanks given to S. Meredith and J. Parker for their work in the past months.

Correspondence

N. Crews read letters of resignation from Eve Tebbets effective 11/27/06 and from Darla Pool effective 12/31/06.

Minutes:

November 21, 2006 board minutes were accepted as written; motion to approve made by B. Nodler, second by D. Johnston, motion carried.

Review of Budgeted Expenses: Financial Report:

Statement of Revenues/expenses, budget summary, financial report, bills to pay, checks written, monthly revenue at Neosho and Seneca, tax checks, and balance sheet reviewed. Linda Martin will check for best rate for a Great Southern CD. It was noted that the December tax check was received from Newton County and the State Aid check was received making 2006 receipts 4 % higher than 2005. Motion to accept report and pay bills made by N. Crews, second by B. Nodler, approved by board.

Staff Report:

NNCL was closed November 30 and December 1 because of the ice/snow storm; overdue charges were waived during this time. Food for Fines was well received with collection of 349 items at Neosho & 96 at Seneca; this resolved a number of overdue fee problems.

Old Business:

- A. Bids for signage – tabled until design is received.
- B. Credit Card – After further discussion concerning establishing a limit and the name(s) that will be on the signature card, D. Johnston made a motion that a card be obtained in the name of NNCL with a limit of \$1,000 with the names of G. Ray and J. Parker on the signature card, second by L. Martin, motion approved.
- G. Ray will obtain an application form at CBT.

- C. Additional – L. Martin sought guidance on how to proceed with determining status of CD's from an individual; the information relating to the CD's was discovered during an audit of financial files; B. Dobbs will contact the person.

New Business:

- A. Requests to sell books in library – These sales were to be associated with book signings by local authors. G. Ray will investigate whether a statute addresses the sale of items in a public library. Action tabled until next meeting.
- B. Customer Code of Conduct – 1st Reading of Proposed Policy
A statement of policy with description of the behaviors which will not be allowed in the library or on library property was presented for consideration by the board; input as to wording and/or individual statements of behavior was received from the board with suggestions for additions and/or omissions. The 2nd Reading will be on January 16, 2007.
- C. Audit Bids – G. Ray will post advertisement for a full audit.
- D. Staff Evaluations – The evaluations are finished with no issues noted; G. Ray noted that she has interviewed candidates for positions of E. Tebbets & D. Pool. G. Ray indicated she was reviewing the present payroll procedure.
- E. Library Board Attendance – 2006
A chart of the attendance of all board members for the fourteen regular and special meetings from January through November 2006 was prepared for the board. It was noted that Steven Douglas had attended four meetings; D. Johnston made a motion to declare his position on the board vacant, second by N. Crews. All board members voted in favor of the motion.

Motion made by G. Steed to close regular meeting pursuant to Section 610.021(3) RSMo and motion to open executive session, second by S. Burnett, approved

Closed Session.

Motion made by S. Burnett to close closed session, reopen regular session, second by B. Nodler, approved.

Vote on motion by S. Burnett, second by B. Nodler to continue stipend for S. Meredith and J. Parker through January 31, 2007. Board approved motion.

Motion to adjourn S. Burnett, second G. Steed.

Time adjourned 5:30 p.m.

Date of next meeting – January 16, 2007

Respectfully submitted,

Phyllis Lewis, Secretary