

**BARRY-LAWRENCE REGIONAL LIBRARY BOARD OF TRUSTEES
MINUTES 2019**

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JANUARY 17, 2019

The Board of Trustees of Barry-Lawrence Regional Library met for their monthly meeting on Thursday, January 19, 2019 at the Pierce City Branch Library. Present were: Gina McIlrath, Jan Vaughn, Wendy Miekley, Ann Hall, Charles Peiter, Janene Kipers, Director Gina Milburn, and Administrative Assistant Joyce Frazier. Absent were Julie Vaughn and Ruth Buchner. The meeting was called to order by President Gina McIlrath.

MINUTES AND REPORTS

Minutes: The December 20, 2018 meeting minutes were reviewed. **Motion** made by A. Hall, second by Jan Vaughn to approve the meeting minutes. All members present voted in the affirmative. Motion carried.

Financial Report: Director Milburn reviewed the December 2018 financial report and discussion followed. Income for the month totaled \$266,260.01. Expenditures for the month totaled \$127,063.52. Income and expenditures are right in line for this time of year. **Motion** made by A. Hall to approve the financial report, second by J. Kipers. All members present voted in the affirmative. Motion carried.

Circulation Statistics: Director Milburn reviewed the December 2018 statistics. There were 27,321 checkouts for the month. Cassville came in first in circulation with 5,544, Monett was second with 5,462, and Mt. Vernon was third with 5,167. E-material checkout (including Hoopla) was 3,685. Ancestry was used 48 times. Computer use was 2,666 and Wi-Fi use was 796. We provided 210 programs with 4,736 participants.

Director's Report:

Maintenance:

- **Roof Leaks:** We are dealing with roof leaks at four branch locations: Aurora, Cassville, Mt. Vernon, and Monett. We have asked Golubski Roofing to take a look at all. They will get to them as they can.
- **Cassville:** The Cassville light project is almost completed. They finished work inside the building, and are waiting on two light fixtures that are on order for the exterior. Barry County Electric will let them borrow the bucket truck to complete the outside work once the fixtures come in.

Technology:

- Layer is working with Lee Ann Santee to transfer all the data stored on multiple servers at the branches to the new server located at the Regional Office. Once this is completed, staff will be able to access and store data in a central location. This server will be regularly backed up, preventing data loss. Once the multiple old servers are no longer being used, the library will not have the extra cost of Layer3 managing those servers.
- Ms. Santee is working on the process of purging Purdy patron library cards that have not been active within the past three years and that have a balance of less than \$100.
- Greg Brown has been working on completing the transfer of the information on the old webpage to the new webpage. The old library website (youseemore.com/blrl) will be archived. It will not be available once we verify all necessary information has been transferred to the new www.blrlibrary.org website.
- To prevent possible issues with “holds/requests” being placed online by patrons on Purdy items (in the weeks prior to the branch closing), TLC has outlined a way to disable placing holds on Purdy items. This will take effect February 1st.

Purdy Branch Closing (Update):

- Rhonda Duff and Connie Curbow are working on reassigning books from the Purdy collection to the four big branches (Aurora, Cassville, Monett, and Mt. Vernon). Many of the reassignments are trade outs (trading an old worn copy for a new cleaner copy). Connie Curbow has also been cleaning out the closet/branch and offering items to other branch locations (puppets, equipment, etc.) that are no longer needed. Whatever is left (books, furniture, etc.) once the branch closes will be offered for sale to the public. A date for the public sale will be determined after the branch closes, probably sometime mid-April.
- Lee Ann Santee is working with TLC on the cardholder purge and the withdrawal of material from the catalog after we close.
- We are also adding to the list of items that need to be addressed once the branch permanently closes, i.e. cancelling utilities, cancelling MoreNet, etc.

Library Advocacy Day 2019: Library Advocacy Day will be held Tuesday, February 26, 2019 at the State Capital. We will meet at 9:30 a.m. for an orientation session, have lunch, and then visit with our local senators and representatives. Janea Coker and Director Milburn are registered. Staff and board members are also welcome to attend.

SRC 2019:

- Our request for the Summer Reading Grant was awarded this week. We will receive \$12,663 to use for three educational performers, publicity, and supplies. The grant start date is February 1, 2019.
- Every year we are also awarded grant funds from the State Library to use for incentives. The award total this year was for \$703.41. We ordered bookmarks, posters, incentives, t-shirts, etc. from Demco (Upstart) as required in December and have already received our material. Janea Coker will distribute the order to the branch locations at the Youth Services Meeting in February.

Motion made by Jan Vaughn to accept the Director’s Report, second by C. Peiter. All members present voted in the affirmative. Motion carried.

OLD BUSINESS

Calendar Year End Budget Review: We haven't yet received the bulk of our tax collections (current, delinquent, surcharge, intangible, etc.) for the fiscal year. Director Milburn called both county collectors to see what the total collections might be. It looks like we should get \$541,216.51 from Lawrence County and \$547,955.06 from Barry County for a grand total of \$1,089,171.57. This is a slight increase of \$31,845.74 over last year. Director Milburn will give us an updated report at the February meeting once the tax checks are actually received.

Public Opinion Survey: Director Milburn shared an updated rough draft of thirteen (13) questions for the survey that were created by Greg Brown. It is almost ready to start. We plan to offer the survey online through our website and Facebook. We will also be conducting a phone survey. We need to do this in order to reach those that don't use the internet.

NEW BUSINESS

Assigned Funds 2019: Director Milburn presented the board with a plan to assign year end funds and discussion followed. Items up for consideration were:

- \$50,000—Shell Knob Building Fund.
- \$50,000—Monett Building Fund.
- \$100,000—Savings CD. We need to keep at least six months of income in reserve. Currently we only have one month in reserve. Doing this will give us a total of two months. We will continue to work toward the six month goal.
- \$25,000—Staff pay increases. Need to increase across the board due to state minimum wage increasing to \$8.60 an hour (a 7.5% increase from our \$8.00 per hour).
- \$50,000—Estimated roof repairs and duct work wrap replacement.
- \$125,000—Building Maintenance/Contingency.

After a lengthy discussion a **motion** was made by A. Hall, second by W. Miekley to approve an increase of 7.5% for all Library Assistants and an increase of 5% for all other staff positions. All members voted in the affirmative. Motion carried. Per our policy (Personnel Manual 5.4) staff under disciplinary review will not be awarded a pay increase.

After discussion **motion** made by A. Hall, second by C. Peiter to approve assigning funds as outlined above. All members present voted in the affirmative. Motion carried.

Having no other business to discuss a **motion** to adjourn was made by C. Peiter, second by W. Miekley. All members present voted in the affirmative. Motion carried. Meeting adjourned.

Respectfully submitted,

Joyce Frazier
Recording Secretary

The next Scheduled Board Meeting will be held at 9:00 a.m., February 21, 2019 (weather permitting) at the Pierce City Branch Library.

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FEBRUARY 21, 2019

The Board of Trustees of Barry-Lawrence Regional Library met for their monthly meeting on Thursday, February 21, 2019 at the Pierce City Branch Library. Present were: Gina McIlrath, Jan Vaughn, Wendy Miekley, Ann Hall, Charles Peiter, Janene Kipers, Julie Vaughn, Marketing Manager Greg Brown, Director Gina Milburn, and Administrative Assistant Joyce Frazier. Absent was Ruth Buchner. The meeting was called to order by President Gina McIlrath.

CLOSED SESSION

Motion was made by Julie Vaughn, second by C. Peiter to go into closed session for discussion of personnel and real estate. All members present voted in the affirmative. Motion carried.

No motions were made or actions taken during closed session.

Motion was made by A. Hall, second by C. Peiter to return to open session after discussion of personnel and real estate. All members present voted in the affirmative. Motion carried.

MINUTES AND REPORTS

Minutes: The January 17, 2019 meeting minutes were reviewed. **Motion** made by Jan Vaughn, second by A. Hall to approve the meeting minutes. All members present voted in the affirmative. Motion carried.

Financial Report: Director Milburn reviewed the January 2019 financial report and discussion followed. Income for the month totaled \$1,107,871.85. So far we have collected \$1,202,961.84 in current tax as compared to \$1,177,011.27 in 2018. Collections in delinquent tax, railroad/utility, and TIF are roughly the same as last year. Expenditures for the month totaled \$127,548.41. Income and expenditures are right in line for this time of year. **Motion** made by A. Hall to approve the financial report, second by C. Peiter. All members present voted in the affirmative. Motion carried.

Circulation Statistics:

- Director Milburn reviewed the January 2019 statistics. There were 31,877 checkouts for the month. Monett came in first in circulation with 6,517, Mt. Vernon was second with 6,207, and Cassville was third with 6,194. E-material checkout (including Hoopla) was 4,288.

Ancestry was used 235 times. Computer use was 2,958 and Wi-Fi use was 824. We provided 260 programs with 4,414 participants.

- Director Milburn also reviewed the 2nd quarter FY 2019 statistics. In the 2nd quarter (October – December 2018) we circulated a total of 88,575 items. E-material checkout (including Hoopla) was 11,382. Ancestry was used 446 times. We added 356 new cardholders and had 56,823 visitors. Patrons received help with 38,402 reference and technology assistance questions. We offered 734 programs to 17,971 patrons.

Marketing Update: Manager Greg Brown reviewed projects that he is actively working on.

- Public Opinion Survey: All technical aspects of the survey have been resolved. The online component of the survey will start the first of March. During the month of March we will also add a phone element to the survey.
- Leaders are Readers Program: We plan to ask community leaders to come to the library to read during National Library Week in April (as well as throughout the year). The goal is to improve and strengthen community relations with key influential members of the local community and government officials. We will ask branch supervisors and youth services staff to select leaders. We will contact the leaders in person or by letter. Once everything is in place we will contact local media and will also make social media posts about the events.
- Library Brand Improvements:
 - New ID badges were created for all staff members.
 - Created new “swag stickers” for our young patrons. “I just got my library card!” stickers will be given to children receiving their cards for the first time and “I visited the library” stickers will be given to children that visit individually or with a classroom.
 - Our website is fully merged and is serving about 1,000+ users per month. The old website has been archived.
 - We received new branded library cards. Due to some printing issues the cards were reordered (free reprint) and are now available to all branches. The newly designed cards are two part cards—key card and traditional card. All new cardholders will receive a card with the new design. Cardholders with our older card design may replace their existing card with a new card for \$2 (cost of a replacement card).
 - A new and exciting addition to the webpage is coming soon—an online recipe database. The “BLRLibrary of Recipes” will be fully searchable and will have helpful filters. It will be like a “wiki” for local culinary technology and will be a valuable addition to the services already provided by BLRL. Statistics from Google show that our patrons are very interested in providing quick, easy, and healthful meals. So, our mission will be well served by connecting these patrons with recipes in a non-commercial environment. This “community contributed” online service will fit into the library’s role as the keeper and sharer of knowledge.

Director’s Report:

Staffing:

- Betty Kaye Alyea, Library Assistant Adult Service (Monett) will retire from her full time position effective March 30, 2019. She will, however, continue to work for the library in a 20 hour part time Library Assistant position. We are still trying to determine what additional position/hours are needed at the Monett Branch.

- Brenda Lopez, Library Assistant (Marionville) requested and was granted a job accommodation for leave without pay from March 7 – March 20.

Board Member: Barry County Board Member Ruth Buchner will be out of commission for health reasons for a period of time. While she is out we plan to set her up with a computer on meeting days so that she can attend electronically per the trustee bylaws.

Maintenance:

- We had some plumbing issues at the Aurora Branch.
- We purchased four Bug Zappers, one for each of the large branches. We had to have special electrical plugs on a separate circuit because of the amount of amps that they pull. All of these have been installed.

Technology:

- The process of purging Purdy patron cards that have expired cards beyond three years and have a balance of less than \$100 is completed. Lee Ann Santee was also able to purge patron cards at all other locations using the same requirements. There are still some remaining cards that have to be deleted manually, but these should be purged in the coming weeks.
- The new blrlibrary.org website is fully functioning and the old website has now been archived and is no longer accessible.
- The *Final Report* and *Request for Final Payment* was submitted for the last LSTA Tech Grant (firewalls, switches, and server). The library should receive the final payment soon.
- We found out yesterday, February 20th, that we were approved to receive another LSTA Technology Mini-Grant to replace 16 circulation computers. We are very fortunate to be able to apply for funds that help us keep pace with our technology needs.

Purdy Branch Library: The Branch will close in one week on March 1st. After they close we will begin the process of cleaning out the branch.

Library Advocacy Day: Janea Coker and Director Milburn will attend Library Advocacy Day at the State Capital next week on Tuesday, February 26, 2019. There will be an orientation session in the morning and then meetings with Representative Moon and Senator Sater in the afternoon.

Inclement Weather: All branches of the library district were closed on Friday, February 15th due to incoming inclement weather. Mt. Vernon (10 a.m.) and Aurora (12 p.m.) delayed opening on Saturday, February 16th, with Monett and Cassville opening at their usual times.

Missouri Evergreen: BLRL was officially welcomed to the Missouri Evergreen consortium this month by way of an e-mail introduction. We will migrate from TLC to Evergreen in February 2020.

Outdoor Movie Equipment: Using donations, the library plans to purchase equipment that will give us the ability to show outdoor movies. This equipment includes speakers, a projector, a DVD player, a 22 ft. inflatable movie screen, etc. All of the equipment is portable and easy to assemble. We are planning to put together a summer movies series for families throughout the

library district. We will have to pay for the rights to show movies and each branch will be responsible for paying for their selection, just like they would for a program.

Motion made by A. Hall to accept the Director's Report, second by W. Miekley. All members present voted in the affirmative. Motion carried.

NEW BUSINESS

Building Maintenance—Monett Roof Replacement: The Monett Branch roof has more than exceeded its life expectancy and needs to be replaced immediately. The staff is constantly dealing with leaks inside the building caused by the roof and by condensation due to the almost non-existent R-value insulation. Following the *Purchasing Policy Guidelines*, section 3.36 Emergency Situations, Director Milburn asked for quotes from two commercial roofing companies (Delta Roofing and Queen City Roofing) that were recommended by our architecture firm and by Springfield-Greene Library District. Director Milburn and Joyce Frazier then met with representatives from each company to review what was needed. Delta Roofing was able to quickly pull together a proposal to present to the board. They presented two roofing options (see attachment)—one using a TPO roof system (will need to add a metal cap for the parapet) and one using a Duro-Last membrane roofing system (includes a metal cap for the parapet). Queen City needs a little more time to prepare their proposal. Both companies indicated that our roof had a very poor design and that the 20 ton air-conditioning/heating unit needed to have a taller collar. Delta Roofing suggested using “crickets” to better direct the flow of water to the drains. After discussion the board indicated that they wanted the roof done correctly so that we could hopefully avoid massive problems in the future. Director Milburn will share this information with the companies and do a phone poll for approval once a quote is received from Queen City Roofing. Once a decision is made we will be on a waiting list since both companies are extremely busy with roofing jobs from past storm damage. Hopefully we will get the roof replaced by the first part of the summer.

After the roof replacement discussion was completed, Director Milburn talked with the board about additional, long delayed repairs that needed to be addressed at the Monett Branch. After discussion it was decided that we would consider renovating the existing branch rather than building a new branch location. Director Milburn will contact Paragon Architecture to explore the cost of renovations and report back to the board with her findings.

Having no other business to discuss a **motion** to adjourn was made by Julie Vaughn, second by C. Peiter. All members present voted in the affirmative. Motion carried. Meeting adjourned.

Respectfully submitted,
Joyce Frazier
Recording Secretary

The next Scheduled Board Meeting will be held at 9:00 a.m., March 21, 2019 at the Pierce City Branch Library.

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MARCH 21, 2019

The Board of Trustees of Barry-Lawrence Regional Library met for their monthly meeting on Thursday, March 21, 2019 at the Pierce City Branch Library. Present were: Gina McIlrath, Jan Vaughn, Wendy Miekley, Ann Hall, Charles Peiter, Ruth Buchner (remotely), Marketing Manager Greg Brown, Director Gina Milburn, and Administrative Assistant Joyce Frazier. Absent was Julie Vaughn and Janene Kipers. The meeting was called to order by President Gina McIlrath.

OLD BUSINESS

Survey Update: Marketing Manager Greg Brown provided an update on the survey. So far we have over 500 respondents from the online portion. We will begin the phone portion soon. Once the phone survey is completed Manager Brown will present a final report. The preliminary survey data shows:

- **Group Surveyed:** Mostly library users, over 500 respondents so far, all branches of the library district are represented, and are online web-based.
- **Preliminary Audience Observations:** Mostly self-reported as being active voters, overwhelmingly agree the library is highly important, and have mixed library use.
- **Preliminary Library Satisfaction Observations:** Overall satisfied with library and library staff level of service. Show that hours open, programs, and collection have room for improvement.
- **Preliminary Tax/Funding View Observations:** Strong support for added funding from surveyed group, significant need for voter education, and tech, programs, collection improvements are the number 1 issue of crucial “maybe voters”. From this group sales tax was seen as being more palatable than property tax. Eight points less opposition for sales tax and over 20 points preference for sales tax over property tax option. Overall regular library users of BLRL are supportive of either tax initiative options and are voters.

MINUTES AND REPORTS

Minutes: The February 21, 2019 meeting minutes were reviewed. **Motion** made by A. Hall, second by W. Miekley to approve the meeting minutes. All members present voted in the affirmative. Motion carried.

Financial Report: Director Milburn reviewed the February financial report and discussion followed. Income for the month totaled \$46,796.41. This is the last month for current tax collections. Year to date we have collected \$1,237,676.18 in current taxes. This is a slight increase from February 2018 when we collected \$1,203,538.74. All other tax collections are roughly the same as last year. Expenditures for the month totaled \$131,117.88. **Motion** made by A. Hall to approve the financial report, second by C. Peiter. All members present voted in the affirmative. Motion carried.

Circulation Statistics: Director Milburn reviewed the February 2019 statistics. There were 27,825 checkouts for the month. Mt. Vernon came in first in circulation with 6,517, Monett was second with 5,280, and Cassville was third with 4,984. E-material checkout (including Hoopla)

was 3,877. Ancestry was used 247 times. Computer use was 2,581 and Wi-Fi use was 767. We provided 241 programs with 4,612 participants.

Director's Report:

Maintenance:

- **Cassville:** Will receive a rebate over time from Barry Electric totaling \$2,200 for the lighting project.
- **Monett:** We hired Tiller Tree Service to cut down the pin oak tree and the holly bush in front of the Monett Branch. This gives the front of the branch a cleaner look and will keep tree rubbish off the roof.

Technology:

- The yearly meeting with Layer 3 Technology to discuss the library's technology needs was held March 13th at the Regional Office with Lee Ann Santee, Gina Milburn, Joyce Frazier, and Dave Brown from Layer 3 in attendance. Completed, ongoing, and future projects were discussed.
- The process of purging patrons with expired cards beyond three years that owed less than \$100 has been completed.
- New circulation computers (16) have been ordered through Layer 3. These computers will be 75% funded with our latest LSTA Tech Grant. Once the new computers are received and installed the old computers will then be used for other purposes, such as replacing the PAC units, staff computers, and public computers.
- Computers from the Purdy location will be used to replace older computers at Pierce City and Shell Knob.

Library Advocacy Day: Janea Coker and Director Milburn met with Senator David Sater and briefly with Representative Mike Moon on Library Advocacy Day held Tuesday, February 26, 2019 at the State Capital. Ms. Coker and Director Milburn talked about library issues and asked for their support in adding BLRL to the statute.

"Movies Under the Stars" Film Series: We are moving ahead with our plans to host a family friendly movie series throughout the system. We plan to show at least three movies at the Monett Pavilion on the 3rd Friday beginning in May and ending in July. It is possible that we could show more if there is enough community and financial support. Prior to starting the movie we plan to have a family friendly activity.

Notary Renewals: We renewed the notary licenses for Cassville (Cheryl Williams), Marionville (Janea Coker), Monett (Cindy Frazier), and Mt. Vernon (Cindy Rinker). We also added a license for Eagle Rock/Shell Knob (Jennifer Cochran). All 5 licenses will be in effect for the next four years and won't expire until 2023.

SRC Snacks: Janea Coker, Cheryl Williams, and Director Milburn attended a "Summer Food Service Program" training session provided by the Missouri Department of Health and Senior Services, Tuesday, March 12. We are hoping to provide healthy snacks at all branch locations for the Summer Reading Program participants.

Motion made by A. Hall to accept the Director's Report, second by C. Peiter. All members present voted in the affirmative. Motion carried.

OLD BUSINESS

Monett Roof Replacement--Update:

Quotes were received from Queen City Roofing and Delta Roofing to tear off and replace the roof on the Monett Branch Library. As stated in the February Meeting Minutes, Director Milburn asked for an e-mail/phone poll vote on February 28th to select a roofing contractor (see attachments for full quote information).

- Queen City—60 mil TPO membrane roof \$144,080.
- Delta—60 mil TPO membrane roof \$53,000 or 50 mil Duro-Last membrane \$59,000. Also included were quotes for a walk pad (\$1,500) and for crickets to help direct the flow of water to the drains (\$3,000) regardless of which roof system was selected. It is possible that they may have to replace some of the decking (approximately \$7.85 sq. ft.). They won't know until they begin work. Even if they end up replacing decking we still should be under \$75,000. As long as we stay under \$75,000 we won't have to pay prevailing wage.

The vote was cast as follows: Buchner—Delta Duro-Last/walk pad/crickets, Hall—Delta Duro-Last/walk pad/crickets, McIlrath—Delta Duro-Last/walk pad/crickets, Kipers—Delta Duro-Last/walk pad/crickets, Miekley—Delta Duro-Last/walk pad/crickets, Peiter—Delta Duro-Last/walk pad/crickets, Jan Vaughn—Delta Duro-Last/walk pad/crickets, and Julie Vaughn—Delta Duro-Last/walk pad/crickets. Director Milburn signed a contract with Delta Roofing after polling the board members and we are now officially on the waiting list for a new roof.

A motion was made by C. Peiter, second by W. Miekley to ratify the e-mail/phone poll vote to accept the quote from Delta Roofing for the 50 mil Duro-Last membrane, the walk pad, and the crickets for a total cost of \$63,500 exclusive of the decking. All members present voted in the affirmative. Motion carried.

In order to raise the 20 ton HVAC unit, currently on the roof, to the correct height Director Milburn contacted Heller Heat and Air for a quote. Their proposal calls for removing the existing 20 ton rooftop unit, installation of a 14inch curb extension, resetting the rooftop unit, and hooking up the gas lines, low voltage wiring, and condensation drain lines for a cost of \$5,335.66. This cost includes crane rental for 4 hours. They will begin work, weather permitting, once they are able to schedule the crane.

After the roof is replaced we will have the duct work cleaned and re-wrapped. We asked R-Co LLC for a quote on removing and re-wrapping (insulation) the duct work.

Director Milburn learned of a grant opportunity through UMB Charitable Trusts and Foundation that would help pay for all or some of the new roof. She got all the information, filled out the application, and turned it in the first part of May. We hope to hear back from them soon.

Purdy Branch Update: The Purdy Branch closed permanently as scheduled on Friday, March 1, 2019. We went through the entire collection and reassigned many of the books and materials

to other locations. Anything (materials, furniture, equipment, etc.) that can be used at another location has been or will be reassigned or relocated. We are still working our way through the DVD collection. We plan to have a big book and surplus equipment sale sometime mid-April at the Purdy Branch. This will include items that we currently have stored in the garage. Once the sale is completed we will empty the branch. We have to be done and out of the building by the end of April.

Having no other business to discuss a **motion** to adjourn was made by C. Peiter, second by W. Miekley. All members present voted in the affirmative. Motion carried. Meeting adjourned.

Respectfully submitted,

Joyce Frazier
Recording Secretary

The next Scheduled Board Meeting will be held at 9:00 a.m., April 18, 2019 at the Pierce City Branch Library.

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APRIL 18, 2019

The Board of Trustees of Barry-Lawrence Regional Library met for their monthly meeting on Thursday, April 18, 2019 at the Pierce City Branch Library. Present were: Gina McIlrath, Jan Vaughn, Wendy Miekley, Ann Hall, Ruth Buchner (remotely), Julie Vaughn, Janene Kipers, Director Gina Milburn, and Administrative Assistant Joyce Frazier. Absent was Charles Peiter. The meeting was called to order by President Gina McIlrath.

MINUTES AND REPORTS

Minutes: The March 21, 2019 meeting minutes were reviewed. **Motion** made by A. Hall, second by Jan Vaughn to approve the meeting minutes. All members present voted in the affirmative. Motion carried.

Financial Report: Director Milburn reviewed the March financial report and discussion followed. Income for the month totaled \$141,037.80. We moved \$100,000 of assigned funds into the Monett and Shell Knob Building Funds (\$50,000 each). This accounts for \$100,000 of income. We received an additional month of current tax, so year to date we have collected \$1,256,331.25 in current taxes. This is a slight increase from March 2018 when we collected \$1,224,345.59. All other tax collections are roughly the same as last year. Expenditures for the month totaled \$245,153.86. **Motion** made by A. Hall to approve the financial report, second by Julie Vaughn. All members present voted in the affirmative. Motion carried.

Circulation Statistics: Director Milburn reviewed the March 2019 circulation, misc., and programming statistics. There were 28,768 checkouts for the month. Purdy closed March 1, 2019 and so from this point forward there will be no statistics reported for that location. Mt. Vernon came in first in circulation with 6,240, Monett was second with 6,118, and Cassville was third with 5,356. E-material checkout (including Hoopla) was 4,023. Ancestry was used 28 times. Computer use was 2,696 and Wi-Fi use was 844. We provided 276 programs with 5,716 participants. The Mt. Vernon Mayor, David W. Eden, was invited to read to the children at the library during National Library Week (April 7, 2019 – April 13, 2019). Attached is a photo and a proclamation from the city recognizing National Library Week for the City of Mount Vernon.

Director's Report:

Staffing:

- Eagle Rock/Shell Knob: Joanne Mankins, part time Library Assistant at Shell Knob resigned. Her last day was April 13. We are currently taking applications to fill that position. In order to provide adequate staffing, Tracey Crook, part time Library Assistant Youth Services agreed to increase her hours (from 24-32 per week) and work primarily at Shell Knob rather than Eagle Rock. We hired Bette Jo Jackson to work 12-16 hours per week to help out at Eagle Rock.
- Regional Office: We hired David Parrigon to fill in as a substitute driver for Melvin Casper. He started on April 15, 2019. We also hired Brett Cochran (Library Assistant Adult Services substitute) to help with the telephone survey and to fill in as a substitute as needed.

Technology:

- All the computers and Wi-Fi have been removed from the Purdy location.
- TLC has removed Purdy from the online catalog listing.

“Movies Under the Stars” Film Series: BLRL is almost ready to roll out their new film series. We were able to obtain \$500 sponsorships (First State Bank—Monett, Community National Bank—Monett, Plymouth Junction/Race Brothers, and the Monett Kiwanis Club) for each of the Monett movies and are working on the same for the others in the series. Unless any additions or changes need to be made at the last minute, it looks like the schedule will be as follows:

May 17 (Monett Pavilion)--Mary Poppins Returns

May 31 (Mt Vernon)--Bernie the Dolphin

June 15 (Cassville/ER/K)--Over the Hedge (at Roaring River)

June 21 (Monett Pavilion)--How to Train Your Dragon #3

July 13 (Cassville/ER/K)—Smallfoot (at Roaring River)

July 19 (Monett Pavilion)--A Dog's Way Home

July 20 (Marionville)--Guardians of the Galaxy

August 16 (Monett Pavilion)--Wonder Park

Library Book and Equipment Sale: We held a sale of books, materials, furniture, and equipment on April 11-13 at the Purdy Branch location. We were busy almost the entire time and made \$2,545.50. We boxed up what was left—43 boxes to ship to Better World Books and 22 boxes of paperbacks to bring back to the Regional Office. There are still a few pieces of furniture to sell, but overall the sale was very successful. We plan to have a “garage” sale at the

Regional Office to sell some items that are no longer needed and that are taking up space. We will hold this sale sometime in May.

Pop Up Library: We decided to table the Pop Up Library for an indefinite period of time. We don't have the funds to do it properly at this time.

Hoopla: We have been with Hoopla for about a year now. According to the yearly report from Hoopla we have 1,157 unique patrons, have checked out 9,896 titles and have an overall circulation of 15,965 for the year. Based on growth patterns and projections it appears that Hoopla use will cost us an additional \$6,000 in the next fiscal year. If our budget remains tight we may need to make some minor adjustments to our parameters of use. At this time we will just watch and see what happens. Other interesting facts include:

- 87% of circulations were on a mobile device.
- 49% higher activity in the evening with the most popular time being 9 p.m. on a Friday.
- 75% of titles circulated were eBooks, Audiobooks and Comics.
- 48% of the titles circulated were at the \$1.00-\$1.99 price point.
- Average cost per circulation was \$2.07.
- Hoopla provided library patrons with access to 10,000 titles worth \$174,000 in content value for \$33,000.

Marketing Report:

- The public opinion survey is ongoing.
- The Summer Reading Club Campaign is in development. Greg Brown is working on booklets, print ads, website page/ads, social media ads, and the SRC school presentation project.
- The online recipe library is in development and should roll out in late summer 2019.
- Mr. Brown will be making changes to the library website. He will replace some "download focused" ads, will slow the growth of Hoopla usage, and will emphasize some new services.

Motion made by W. Miekley to accept the Director's Report, second by Jan Vaughn. All members present voted in the affirmative. Motion carried.

OLD BUSINESS

Purdy Branch Update: As stated in the "Director's Report" we held a book and surplus equipment sale April 11-13. Anything that is left from the sale will be brought to the Regional Office to be dispersed in other ways, i.e. stored, sold, given away, etc. On Monday, April 22 we plan to take down the metal shelving. Some of the shelving will be used at the Regional Office in Monett (will replace old wood shelving), at the Mt. Vernon Library, and at the Eagle Rock Library. Whatever is left will be stored for future use. Once the shelving is down we will clean out the branch and turn the keys over to the city. We notified the City of Purdy and all of our utilities (phone, gas, electric) that we would be disconnecting our services as well as notifying an assortment of other providers (MoreNet, TLC, etc.) that the branch was permanently closing.

Having no other business to discuss a **motion** to adjourn was made by W. Miekley, second by Julie Vaughn. All members present voted in the affirmative. Motion carried. Meeting adjourned.

Respectfully submitted,

Joyce Frazier
Recording Secretary

The next Scheduled Board Meeting will be held at 9:00 a.m., May 16, 2019 at the Pierce City Branch Library.

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MAY 16th, 2019

The Board of Trustees of Barry-Lawrence Regional Library met for their monthly meeting on Thursday, May 16, 2019 at the Pierce City Branch Library. Present were: Gina McIlrath, Jan Vaughn, Wendy Miekley, Ann Hall, Ruth Buchner (remotely), Julie Vaughn, Janene Kipers, and Director Gina Milburn. Absent was Charles Peiter and Administrative Assistant Joyce Frazier. The meeting was called to order by President Gina McIlrath.

MINUTES AND REPORTS

Minutes: The April 18, 2019 meeting minutes were reviewed. **Motion** made by A. Hall, second by Julie Vaughn to approve the meeting minutes. All members present voted in the affirmative. Motion carried.

Financial Report: Director Milburn reviewed the April financial report and discussion followed. Income for the month totaled \$58,218.88 with the year to date income totaling \$1,743,959.63. Expenditures for the month totaled \$124,086.27. Assigned Funds were added to the report this month (totaling \$400,000).

Motion made by Jan Vaughn to approve the financial report, second by A. Hall. All members present voted in the affirmative. Motion carried.

Circulation Statistics: Director Milburn reviewed the April 2019 circulation, misc., and programming statistics. There were 26,451 checkouts for the month. Mt. Vernon came in first in circulation with 5,585, Monett was a close second with 5,552, and Cassville was third with 4,901. E-material checkout (including Hoopla) was 3,734. Ancestry was used 138 times. Computer use was 2,939 and Wi-Fi use was 792. We provided 284 programs with 6,280 participants. The Aurora Library turned 100 on February 25, 2019. They celebrated their anniversary during National Library Week starting with a cake party on Thursday, April 11 and ending with an old fashioned carnival on April 12.

Director's Report:

Staffing:

- **Marionville:** Brenda Lopez, PT Library Assistant, submitted her resignation effective Wednesday, May 22. We posted her position and hope to fill it soon.
- **Shell Knob:** We hired Kelly Godrey to fill the vacant PT (24 hours) Library Assistant Position. She will be training in Cassville on May 14 and 16 and will begin working at Shell Knob on Monday, May 20.

Technology:

- LSTA Grant funded computers ordered through Layer3 are on backorder due to high demand for that model nationwide. The latest update is that we should get them sometime in June.
- Four computers from the Purdy Branch were reassigned to Pierce City (two), Marionville (one) and Shell Knob (one). All of the reassigned computers replaced older public or office computers at those locations.
- Surplus tech equipment such as servers, switches, printers, and copiers were posted on Craigslist. If they don't sell in the next month or so they will be sent to recycling.
- Storage shelving from Purdy was moved to the IT Department.

Marketing:

- Summer Reading Club
 - Developed new booklets
 - Distributed to all branch libraries and to partnering schools
 - Cross promoted the outdoor movie nights
 - Continue to focus on "any branch" participation
 - Further use of streamlined registration forms in booklets
 - Placed a full page ad in the "Connection Magazine" that gives direction to our website.
 - Used the IMLS grant to purchase generic SRC banners—13 banners with larger branches getting two each. The banners are 3 x 10 and can be reused for many years.
 - Made themed visits to area schools (Aurora, Pierce City, and Monett) to "pump up" support.
 - Spaceman costumed visit was well received and made the presentation more memorable.
 - Handed out and discussed booklets with all children
 - Website promotion and registration received improvements
 - Strong and exciting graphics with encouragement to "explore"
 - Easy online registration with improved back-end work flow for staff
 - Better downloadable forms to simplify the process
 - Booklets, online registration, and downloads provide three ways to sign up
- Public Opinion Survey
 - Online and social media goals are met
 - Phone survey has been a slow process and is still ongoing
- Online Recipe Library is still in development and has been placed on the back-burner.
- Outdoor Movie Nights
 - Events have received strong community support
 - Promotion of events

- Online blog posts
- Social Media Ads
- Posters disseminated around town

Maintenance:

- **Monett Roof:** Heller Heat and Air replaced the curb on the 20 ton unit on the roof on Monday, April 29. We are still on the waiting list for Delta Roofing. We put a down payment on the roof so that materials could be purchased at the rate that they were quoted.
- **Cassville Roof:** We asked Delta Roofing to take a look at the Cassville Branch roof because we are having ongoing leaks that are particularly bad on the west side of the building. They did an inspection on Friday, May 10. There are issues with the way the scuppers and corners were originally installed. They are going to work up a quote on what it would take to make the repairs.

“Movies Under the Stars” Film Series: The first movie in the series (Mary Poppins Returns), sponsored by First State Bank, will be held at the Monett Pavilion May 17th. We will set up around 7 p.m. and have a family activity starting around 8 p.m. The movie will begin around 9:00 p.m. providing it is dark enough to start. We are looking forward to providing this series to our library communities.

Library Book and Equipment Sale: We held another sale of books and equipment at the Monett Branch Library on Friday, May 10th and made about \$170. The weather was not in our favor that day and as a result we didn’t have many customers. We are going to try to sell some of the items online so that we can get the garage cleared out.

Purdy Branch Library: We removed all the shelving at the branch the week of April 22nd. Some of the shelving went to Eagle Rock, the Monett Garage, and the Regional Office to replace older wood shelving. We rented a storage unit in Monett to house the rest of the shelving until we are able to use it or until we make room in the Monett Garage. Once the shelving was removed and the branch was completely empty we handed the keys over to the City of Purdy. The branch is officially permanently closed.

Plans for Monett/Regional Library: On Thursday, May 2, Joyce Frazier and Director Milburn met with Jessica Struckhoff of Paragon Architecture. We discussed the possibility of building an office building to house the Regional Office using the property that we currently own close to the High School. In conjunction with separating the Regional Office from the Monett Branch we also discussed remodeling/enlarging the existing Monett Branch. Ms. Struckhoff will work up fee proposals for the board to review for both of these projects. **Note:** After discussion the board requested that Director Milburn talk with the Monett Building Inspector about the potential plans to remodel and enlarge the building before moving forward. She will also make sure that Paragon knows that we need to first build a New Regional Office and then move the Regional Office before anything can be done to the Monett Branch.

Director Milburn Surgery: Director Milburn is scheduled to have knee replacement surgery on Wednesday, July 17th. The surgeon thinks that she will be out a minimum of 6 weeks. She will still be able to work some from home for things like signing checks, reading e-mail, etc.

SKITS Request: Director Milburn and President McIlrath shared with the board that the Shell Knob in the Spotlight (SKITS) community theater group would like for the library to consider expanding its plans for the new Shell Knob Library meeting room. They would like for the meeting to be large enough for them to house their annual production(s). There is FEMA money to build a “safe” shelter and other federal grant money that might potentially be used. There are many issues that come with this type of joint venture, for example increased liability, rewriting the meeting room policy (currently the library always get first use of the meeting room), etc. This is something that the board is not interested in pursuing.

Motion made by A. Hall to accept the Director’s Report, second by W. Miekley. All members present voted in the affirmative. Motion carried.

NEW BUSINESS

Appoint Nominating Committee: President McIlrath asked Jan Vaughn, Wendy Miekley, and Julie Vaughn to serve as the nominating committee to elect new officers at the June 2019 meeting.

2019 Sumer Reading Club Update: Youth Services Coordinator, Janea Coker provided an update for the upcoming Summer Reading Club. Information shared included:

- Youth Services staff have been/are visiting with their area schools to promote the summer reading club.
- Early registration online and in person is currently underway.
- Booklets have been printed and are being distributed.
- There are many exciting programs planned for the summer including programs paid for by the summer reading grant (Heno Head, Marshall Mitchell-singing cowboy, Fishin’ Magicians) and many other branch programs like “Monkey See, Monkey Do” Opera (Cassville) and an outdoor film series.
- We will be using or distributing a total of 400 science program related kits (4 kits of 100 each) to the branch libraries to use as a part of the reading program. Each branch will decide how they would like to use their kits.
- We are still looking for community partner donations to help fund the program. We are grateful to all those that have already contributed.

Having no other business to discuss a **motion** to adjourn was made by A. Hall, second by W. Miekley. All members present voted in the affirmative. Motion carried. Meeting adjourned.

Respectfully submitted,

Julie Vaughn
Secretary/Treasurer

The next Scheduled Board Meeting will be held at 9:00 a.m., June 20, 2019 at the Pierce City Branch Library.

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June 20th, 2019

The Board of Trustees of Barry-Lawrence Regional Library met for their monthly meeting on Thursday, June 20, 2019 at the Pierce City Branch Library. Present were: Gina McIlrath, Jan Vaughn, Wendy Miekley, Ann Hall, Ruth Buchner (remotely), Julie Vaughn, Janene Kipers, Charles Peiter, Marketing Manager Greg Brown, Administrative Assistant Joyce Frazier, and Director Gina Milburn. Also present was guest Jessica Struckhoff, Paragon Architecture. The meeting was called to order by President Gina McIlrath.

OLD BUSINESS

Monett Branch Potential Renovation: Jessica Struckhoff of Paragon Architecture was present to discuss the potential renovation of the Monett Branch. Highlights of the discussion were as follows:

- Director Milburn reported that, as requested, she did talk with the building inspector's office in Monett to see if there were any items that needed to be considered. There were a few issues that they said we might encounter like needing a sprinkler system, parking, and following new codes.
- Discussed the pros and cons of renovating versus new construction.
- Ms. Struckhoff presented information about two different ways we could approach construction—design bid build or construction manager at risk. She provided pros and cons for both and a potential time line for renovation. The board like the idea of doing the construction manager at risk since that we bring the construction company on board during the design phase.

After a lengthy discussion President McIlrath asked for an informal poll of the board members. The question posed was "Should we renovate the existing Monett Branch or should we build a new branch/regional office". All board members present said that we should build a new branch/regional office. **A motion** was made by Ruth Buchner (remotely) to build a new branch/regional office, second by Jan Vaughn. All members present voted in the affirmative. Motion carried.

Ms. Struckhoff will work with Director Milburn and Administrative Assistant Frazier to prepare the documentation needed to move forward.

MINUTES AND REPORTS

Minutes: The May 16, 2019 meeting minutes were reviewed. **Motion** made by A. Hall, second by W. Miekley to approve the meeting minutes. All members present voted in the affirmative. Motion carried.

Financial Report: Director Milburn reviewed the May financial report and discussion followed. Income for the month totaled \$44,954.52 with the year to date income totaling \$1,788,914.15. Expenditures for the month totaled \$174,661.61. We have \$1,307,926.71 in operating funds and \$719,080.10 in reserve funds for construction (\$591,082.79 for Monett and \$127,997.31 for Shell Knob).

Motion made by Jan Vaughn to approve the financial report, second by A. Hall. All members present voted in the affirmative. Motion carried.

Circulation Statistics: Director Milburn reviewed the May 2019 circulation, misc., and programming statistics. There were 29,123 checkouts for the month. Monett came in first in circulation with 6,194, Mt. Vernon was a close second with 6,048, and Cassville was third with 5,726. E-material checkout (including Hoopla) was 4,028. Ancestry was used 483 times. Computer use was 2,985 and Wi-Fi use was 824. We provided 209 programs with 7,574 participants. At the end of the month the branches worked to promote the upcoming Summer Reading Club to their schools. Greg Brown and Korrrlyn Cantwell went to Monett Elementary, Monett Central Park Elementary, Aurora Elementary, and Pierce City Elementary to give their presentation. "Astronaut Greg" was received with great enthusiasm.

Marketing Report: Manager Brown briefly reviewed what the Public Opinion Survey revealed and provided an outline for an "awareness" campaign. Main points of the Public Opinion Survey outcomes (phone and online) were:

- Most people polled believed in the library's importance to the community.
- Use of the library is not a predictor of being in favor of library support.
- It is key that we inform voters on library funding issues, needs, plans, and improvements.
- Public opinion seemed focused on improvements to services, technology, and programs.
- Buildings and closings of branch locations were also of importance to the public.

Motion made by A. Hall to approve the marketing report, second by Jan Vaughn. All members present voted in the affirmative. Motion carried.

Director's Report:

Staffing:

- **Aurora:** Maria Cross, FT Library Assistant Youth Services resigned. Her last day was Thursday, June 13, 2019. Her position has been posted.
- **Marionville:** Their PT Library Assistant position is still open. We hope to interview starting next week.

Maintenance: Director Milburn checked with Delta Roofing to see if we were getting any closer to getting the Monett Branch roof replaced. They said that it will be awhile longer because of all the rain that we have had in the area.

"Movies Under the Stars" Film Series: The movie series is proving to be very popular in our communities. Mt. Vernon had about 35 attend their film and Cassville (Roaring River State Park) had about 90. Monett's next film will be "How to Train Your Dragon: Hidden World" this Friday, June 21.

Board Appointments: Charles Peiter (Lawrence County) and Ann Hall (Barry County) have terms that expire June 30, 2019. Ann Hall has decided to retire from the board, so this will be her last meeting. Charles Peiter has decided to serve for another four years and we have requested that the Lawrence County Commissioners renew his term.

MPLD Meeting: Director Milburn attended the Missouri Public Library Director's Conference held June 6-7 in Joplin, MO. Agenda items included information about the National Network of Libraries of Medicine; MLA Access and Innovation Task Force; Edge 2.0 Technology Assessment and Planning Platform; Missouri State Library Update; Better Libraries and Stronger Communities through Kindness, Empathy, and Love with guest speaker Kent District Library (Michigan) Executive Director, Lance Werner; and Legal Issues for libraries.

UMB Kemper Foundation Request: A couple of months ago Director Milburn submitted an application to the Kemper Family Foundation requesting funds to help replace the roof at the Monett Branch Library. We received a letter on May 23, 2019 declining our request.

State Aid 2019-2020: Governor Parson signed Missouri's budget with no line item vetoes. State Aid to Libraries for FY20 will return to the same level that is was in FY15, which is roughly \$3.5 million. REAL appropriations (\$2,000,000) and A&E funding (\$778,000) will remain at the same level as last year. This is good news for libraries throughout Missouri and we thank everyone who sent a message to their state legislators urging them to make sure that libraries remained in the budget.

Weeding: We are almost finished weeding at the Mt. Vernon Branch. The only section left to complete is Adult Non-Fiction. After we complete Mt. Vernon we will put weeding on hold for a little while so that we can prepare to transition to Missouri Evergreen.

Missouri Evergreen: We gave notice to TLC, our library ILS vendor that we will be terminating our service with them and moving to Missouri Evergreen. Since our contract is up at the end of November, TLC was going to require us to pay for an entire year of service even though we planned to migrate in February 2020. After talking with the Evergreen team we were able to move our migration date up and we will now go live mid-November 2019, three months earlier than planned. This move will save us approximately \$10,000. We are excited to roll out this new computer library circulation system and catalog to our patrons. One of the great benefits of moving to Evergreen is that it is a statewide consortium. As members of the consortium we will be able to provide our patrons with access to over 3 million items. We will begin rolling out information in the early fall in preparation for the transition.

Motion made by A. Hall to accept the Director's Report, second by J. Kipers. All members present voted in the affirmative. Motion carried.

NEW BUSINESS

Pest Policy: As time was limited the pest policy discussion was tabled until the August 2019 meeting.

Report of Nominating Committee and Election of Officers: The nominating committee met prior to the meeting to discuss the nomination of officers for 2019-2020. All current officers were asked to remain in place: Gina McIlrath—President, Wendy Miekley—Vice President, and Julie Vaughn Secretary/Treasurer. No other nominations were made from the floor. **Motion** was made by A. Hall, second by C. Peiter to accept the nominated officers as presented by the Nominating Committee. All members present voted in the affirmative. Motion carried.

Corporate Authorization Resolution: As there will be no change in officers, the library district's Corporate Authorization Resolution will remain in effect as is.

FY20 Meeting Dates and Time: After discussion, a **motion** was made by A. Hall, second by Jan Vaughn to keep the regular meeting date on the third Thursday of each month at 9 a.m. at the Pierce City Branch Library. All present voted in the affirmative. Motion carried.

There will be no meeting during the month of July. The first scheduled board meeting of the new fiscal year will be August 22, 2018 (the fourth Thursday).

Proposed 2019-2020 Budget:

Director Milburn shared several budget handouts for the board to review: income projections, expenditure projections, budgeted item breakdowns, capital/furniture/maintenance expenditure projections, staff health/dental/vision insurance projected costs, and salary expenditure projections (including a proposed salary schedule). Director Milburn reviewed the proposed budget figures and discussion followed.

- Proposed tax revenue figures were based on the 2018-2019 income from both counties real estate/personal property taxes and the average overall increase in taxes over a 5 year period. Using the average overall increase works well for us as it provides a more realistic number. Assessments will not be received until late July or early August, so these numbers will need to be adjusted for the August meeting. State Aid should increase a little. The estimate I was given was 50 cents per capita. State Equalization and A&E funds should remain the same. Other income includes TIF distribution, donations, fines/fees, book sale income, e-rate refunds, and investment income. Income is projected to be \$1,712,502.
- The proposed budget for expenditures is projected to be more than the last fiscal year. There are increases across the board on many of our services, such as utilities, e-material, databases, insurance, etc. Additional expenditure line items that were discussed included health/dental/vision insurance, staff salaries, capital improvements furnishings/equipment/maintenance, and technology. Expenditures are projected to be \$1,822,973. Once we have a better idea about our income projections in August we will make adjustments to bring this more in line with our income.
- If we want to continue to keep pace with the state minimum wage we will need to increase staff salaries 9.9% in January 2020. Fortunately this would only effect our fiscal year budget for 6 months. This is an important issue to consider so that we can be in line with other businesses in the area in order for us to be competitive and to obtain qualified staff. The increase was included in the salary projections, but no firm decision needs to be made until the end of the calendar year. Director Milburn would also like to make the Marketing Manager position full time.

- There are several maintenance items that need to be addressed throughout the system, such as the retaining wall at Marionville, painting and flooring for Aurora, painting and flooring for Cassville, flooring at Pierce City, roof replacement at Monett, etc.

After discussion a **motion** was made by W. Miekley, second by C. Peiter to approve, as presented; the proposed budget of \$1,712,502 for income, \$1,822,973 for expenditures, and the full time status for the Marketing Manager position. All members present voted in the affirmative. Motion carried.

Public Tax Levy Hearing Date: Motion was made W. Miekley, second by Julie Vaughn to set the tax levy hearing date and time for Thursday, August 22, 2019, 9:00 a.m., at the Pierce City Branch. All present voted in the affirmative. Motion carried.

Having no other business to discuss a **motion** to adjourn was made by A. Hall, second by C. Peiter. All members present voted in the affirmative. Motion carried. Meeting adjourned.

Respectfully submitted,

Joyce Frazier
Recording Secretary

There will be no board meeting in July 2019. The next Scheduled Board Meeting will be held at 9:00 a.m., August 22, 2019 at the Pierce City Branch Library.

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August 22nd, 2019

The Board of Trustees of Barry-Lawrence Regional Library met for their monthly meeting on Thursday, August 22, 2019 at the Pierce City Branch Library. Present were: Gina McIlrath, Wendy Miekley, Ruth Buchner (remotely), Julie Vaughn, Janene Kipers, Charles Peiter, Katie Brittenham, Administrative Assistant Joyce Frazier, and Director Gina Milburn. Absent was Jan Vaughn. The meeting was called to order by President Gina McIlrath.

PUBLIC HEARING TO SET 2019-2020 TAX LEVY: As required, notice of the public tax hearing was posted at all nine branch library locations, seven days prior to the hearing. The annual pro forma report from the state auditor's office allows the library to levy a maximum of 0.1482 cents per \$100 valuation for the upcoming fiscal year. This is down from the last voter approved levy of 0.15 cents per \$100 valuation, as it has been for the last several years. After discussion, a **motion** was made by C. Peiter, second by J. Kipers to set the tax levy for the 2019-

2020 fiscal year at 0.1482 per \$100 valuation, second by W. Miekley. All members present voted in the affirmative. Motion carried.

MINUTES AND REPORTS

Minutes: The June 20, 2019 meeting minutes were reviewed. **Motion** made by W. Miekley, second by K. Brittenham to approve the meeting minutes. All members present voted in the affirmative. Motion carried.

Financial Report: Director Milburn reviewed the June and July 2019 financial reports and discussion followed. We ended FY 2019 (June) collecting more income than we budgeted. This was due in part to receiving more grant funds and moving assigned funds into the Shell Knob Building Fund and the Monett Building Fund. Our expenditures for the year were roughly \$175,000 more than we budgeted. We were over because we used assigned funds from the end of the calendar year to make a down payment on a new roof for Monett, the Monett Building Fund, and the Shell Knob Building Fund. For July, our income was \$25,420.93 and our expenditures were \$148,768.11. This is typical for the first month of the fiscal year. We collected the bulk of our tax funds at the beginning of the calendar year and therefore will show very little income for the rest of year beyond delinquent taxes, fines, fees, and donations. We have sufficient funds in checking operations to finish the calendar year providing there are no major repairs or disasters to address. **Motion** made by Julie Vaughn to approve the financial report, second by C. Peiter. All members present voted in the affirmative. Motion carried.

Balance Budget Figures for 2018-2019: President Gina McIlrath requested a motion to balance the budget figures for the fiscal year ending with June 2019. **Motion** made by Julie Vaughn second by W. Miekley to balance the budget figures according to CPA standards for FY 2018-2019. All members present voted in the affirmative. Motion carried.

Circulation Statistics: Director Milburn reviewed the June and July 2019 statistics.

- June 2019: Mt. Vernon was first in circulation this month with 7,253. Monett came in second with 6,272 and Cassville in third with 6,099. E-material checkout continues to do well and was 2,422. Ancestry was used 110 times and Hoopla was used 1,663. The computers were used 2,936 and wifi was accessed 864 times. In June we provided 230 programs with 8,641 participants.
- July 2019: Mt. Vernon came in first in circulation in July with 6,979, Monett was second with 6,665, and Cassville was third with 6,419. E-material checkout was 2,474. Ancestry was used 396 times and Hoopla was used 1,713 times. Database usage continues to increase each month, especially with Hoopla. Computer use was 3,255. Wifi use was 872. In July 2019 we provided 203 programs with 5,429 participants.

Director's Report:

Staffing:

- **Aurora:** Leigh Ann Self was hired to fill the full time Library Assistant Youth Services vacancy at Aurora. She started July 15, 2019.
- **Cassville:** Donna Terry, part time Library Assistant, resigned with an effective date of July 31, 2019. Kelly Godfrey, part time Library Assistant at Shell Knob requested a transfer to Cassville. She started at Cassville on August 1, 2019.

- **Marionville:** Michelle Korzaan was hired to fill the vacant part time Library Assistant position. She started July 3, 2019.
- **Miller:** Kathy Wells will be out on medical leave for some time. Mt. Vernon will staff the branch in her absence.
- **Mt. Vernon:** Mikayla Jones will be out on maternity leave in October.
- **Shell Knob:** Bonnie Hoyt was hired to fill the vacant part time Library Assistant position. She started July 29, 2019. Unfortunately after a couple of weeks she submitted her resignation and will be leaving us at the end of August.

Maintenance:

- **Aurora:** To start the new fiscal year the wall behind the service desk and the meeting room walls were freshly painted. We requested an estimate from J & J Flooring to replace the flooring with vinyl planks in the meeting room and hallway.
- **Cassville:** The meeting room, the hallway (basement), the storytime room, and the wall in the adult book area have all been freshly painted. Vinyl plank flooring will be installed soon in the meeting room, storytime room, behind the service desk, and in the office. Peterson Family Trust Funds will pay for the painting and the flooring.
- **Marionville:** We finally got a quote to replace the concrete block wall at the back of the building. They will begin work on that in the next couple of weeks. Forrester Funds will pay for the replacement of the wall. The damaged guttering was also replaced.
- **Monett:** Delta Roofing began replacing the roof on Tuesday, August 12. They hope to complete the project by the end of day on Thursday, August 22. For the safety of staff and customers we had to close on August 13 and 19, all day. There were also several days when we were only open partial days for the same reason.
- **Pierce City:** The bathroom flooring and the hallway flooring will be replaced soon. We will be using vinyl plank flooring.
- **Shell Knob:** The empty lot was bush hogged. Melvin Casper has redone the signs for the branch and for the lot. He and David Parrigon will be putting those back up soon.

“Movies Under the Stars” Film Series: The movie series has been very popular this summer. The last movie for Monett was scheduled for August 16. Unfortunately it was cancelled and rescheduled due to severe weather warnings. The last movie will be held at the Monett Pavilion downtown on August 30.

Board Appointments: Katie Brittenham has been appointed to a four year term by the Barry County Commissioners. She replaces the position vacated by Ann Hall.

Missouri Evergreen: Missouri Evergreen contracted with a new company, Equinox, for service. We hope to migrate as scheduled and are awaiting instructions from the new company.

Leadership Monett: Greg Brown applied and was accepted to attend Leadership Monett this year. He will be attending the retreat August 22-23.

Motion made by W. Miekley to accept the Director’s Report, second by J. Kipers. All members present voted in the affirmative. Motion carried.

OLD BUSINESS

Revised FY 2019-2020 Budget: Revisions to the FY 2019-2020 Operating Budget presented at the June 2019 meeting were discussed. The revisions were based on end of year expenditures that were made and the projected tax income estimates that were received. Using handouts provided in the board member packets, Director Milburn reviewed the changes.

- Income projections: Actual income through the end of June 2019 changed from \$1,696,238.31 to \$1,700,548.44 once all income was received through the end of the month. No changes were made to the section for taxes and state aid. We will no longer receive e-rate refunds for telephone services. The overall projected 2019-2020 income increased slightly from \$1,712,502 to \$1,720,752.
- Expenditure projections: Actual expenditures through end of July 2019 changed from \$1,723,390.77 to \$1,843,267.40. The increases were due in part to a prepayment to Hoopla, end of month payments for insurance, and end of month payroll. Slight increases or decreases were made to the projected expenditure line items as follows—salary (increase), health insurance (increase), maintenance/repairs (increase), and capital (decrease). The expenditure projection increased from \$1,822,973 to \$1,826,514.

After discussion a **motion** was made by C. Peiter, second by J. Kipers to approve the revised FY 2019-2020 Operating Budget figures. All members present voted in the affirmative. Motion carried.

NEW BUSINESS

Pest Policy, 6.6: Director Milburn presented a new policy that addresses issues with pest infestations. The policy will be added to **Section 6: Collection Development** of the Policies and Procedures Manual. After review and discussion, a **motion** was made by Julie Vaughn to approve the **1st reading** of the Pest Policy, second by W. Miekley. All present voted in the affirmative. Motion carried. **2nd reading motion** was made by J. Kipers, second by R. Buchner. All present voted in the affirmative. Motion carried.

Annual Statistics for FY 2018-2019: Director Milburn was not able to complete the annual statistics for the August Board Meeting. She will finish the report and will present it to the board at the September 2019 meeting.

Code of Ethics Resolution: Motion made by Julie Vaughn, second by W. Miekley to approve the Code of Ethics Resolution to be submitted to the Missouri Ethics Commission. All member present voted in the affirmative. Motion carried.

Having no other business to discuss a **motion** to adjourn was made by C. Peiter, second by Julie Vaughn. All members present voted in the affirmative. Motion carried. Meeting adjourned.

Respectfully submitted,

Joyce Frazier
Recording Secretary

The next Scheduled Board Meeting will be held at 9:00 a.m., September 19, 2019 at the Pierce City Branch Library.

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September 19th, 2019

The Board of Trustees of Barry-Lawrence Regional Library met for their monthly meeting on Thursday, September 19, 2019 at the Pierce City Branch Library. Present were: Gina McIlrath, Ruth Buchner (remotely), Julie Vaughn, Jan Vaughn, Janene Kipers, Charles Peiter, Katie Brittenham, Administrative Assistant Joyce Frazier, and Director Gina Milburn. Also in attendance was guest Ellis Motley. Absent was Wendy Miekley. The meeting was called to order by President Gina McIlrath.

MINUTES AND REPORTS

Minutes: The August 22, 2019 meeting minutes were reviewed. **Motion** made by Jan Vaughn, second by C. Peiter to approve the meeting minutes. All members present voted in the affirmative. Motion carried.

Financial Report: Director Milburn reviewed the August 2019 financial report and discussion followed. Our income for August was \$26,014.83 and our expenditures were \$174,076.97. This is typical for this time. Until the taxes for next year start coming in we will have very little income each month from now until December. Most of the taxes that we will collect from now until the end of the year will be delinquent taxes. Our expenditures were a little higher this month because we paid for our internet service from Morenet for the year and we finished paying for the new roof on the Monett Branch. **Motion** made by J. Kipers to approve the financial report, second by Jan Vaughn. All members present voted in the affirmative. Motion carried.

Circulation Statistics: Director Milburn reviewed the August 2019 statistics. Cassville came in first in circulation in August with 6,330, Mt. Vernon was second with 5,812, and Monett was third with 5,715. E-material checkout was 2,458. Ancestry was used 832 times and Hoopla was used 1,737. Database usage continues to increase each month, especially with Hoopla. We are now hitting our monthly cap amount. Computer use was 3,133. Wifi use was 974. In August 2019 we provided 142 programs with 3,931 participants.

Director's Report:

Staffing:

- **Monett:** We will be interviewing candidates for the open part time library assistant position.
- **Mt. Vernon/Miller:** We hired Lynn Beeson as a temporary part time library assistant.
- **Shell Knob:** Bernie Litzsinger was hired to fill the vacant part time library assistant position.

Maintenance:

- **Cassville:** All the painting and flooring installation have been completed.
- **Marionville:** Work on the concrete block wall began on Tuesday, September 17.
- **Pierce City:** The installation of new flooring in the hallway and bathrooms begins next week.
- **Shell Knob:** Melvin Casper and David Parrigon put up the repaired sign on the branch and the sign on our property in August.

Missouri Evergreen: From now until we migrate we will be meeting with Equinox (the company hired to help us with the migration) by phone on Monday mornings. Each time we meet we discuss settings and issues that will help make the transition go more smoothly. On October 14 we will close the library system for a staff training day. The training day this year will be devoted to circulation training for the new system in preparation for our “go live” date in mid-November. On October 15 administration/cataloging staff will receive cataloging training and report training. They will also provide online training for staff to learn to work with the new PAC program.

Weeding: In ongoing preparation for the migration to Evergreen we weeded at Miller. We also weeded some misc. items from the catalog and collection, such as audio cassettes, kits, and playaways.

Audit: It is time once again for our annual audit. We hope to have that completed by the end of October and ask our auditor to present his findings at the November meeting. The audit must be completed and submitted to the state before the end of the year.

Motion made by Julie Vaughn to accept the Director’s Report, second by K. Brittenham. All members present voted in the affirmative. Motion carried.

NEW BUSINESS

Annual Statistics for FY 2018-2019: Circulation for the system was 359,474. This is almost the same as last year (360,668). E-material circulation increased by almost 13,000 checkouts for a total of 47,173. This is the biggest increase we have seen, all due to adding Hoopla at the start of the year. Aurora, Cassville, Monett, and Mt. Vernon are the biggest circulators of material with 74% of the overall circulation. We have 26,014 cardholders. Programs for children, teens, and adults are very popular. This year we provided 2,745 programs with 68,399 participants. Cassville, Monett, and Mt. Vernon provided the most programs with 59% of the system total. Aurora, and Marionville follow up with 26%. We had 219,756 patron visits during 2018-2019 to our 9 branch locations.

Customers used our computers/wifi 45,442 times. We had 434 volunteers give 1,782.45 hours of service. The library system owns 206,224 items. The average turnover rate per item is 1.6. The highest circulating category is DVD’s with a turnover rate of 4.2 times per item. Other top categories are children’s picture books, fiction, large print, and books on CD. Overall, “entertainment” categories account for 87% of our circulation.

Summer Reading Club 2019: Janea Coker, Youth Services Coordinator, shared information about the 2019 Summer Reading Club. We had 176 programs with 7,598 attendees. This was up from the 2018 program (5,159). We had a total of 1,084 children (610), teens (72), and Adults (402) sign up to read in the program. We had 756 readers complete the program: 62% children, 53% teens, and 84% adults completed. A total of 15,372 books were read by all age groups (10,601 children, 738 teens, and 4,033 adults). We received \$13,100 in donations and grant funds. We are grateful to all local businesses, individuals, Walmart and the State Library for their financial support. Overall the Summer Reading Club was very successful and fun was had by all. We will start planning for next summer soon and will be looking at ways to make it improve and make it run more smoothly.

Online Survey: During the last couple of months we have been surveying non-library users in Monett through Facebook ads to see what types of services they feel are important in a new library for Monett. Director Milburn shared a handout put together by Marketing Manager Greg Brown and discussion followed. Overall 27 questions were posed with a good response rate. The top three things that they would like to see in a new branch are:

1. Dedicated place for a children's library, storytime, and kids programs.
2. More books and a greater number of the most popular book titles.
3. More/better programs for adults and seniors.

Guest Ellis Motley asked permission to speak to the board. Mr. Ellis would like for the Board of Trustees to consider temporarily displaying a painting by local artist Grace Tinker. This painting hung in the Pierce City School superintendent's office for many years. The office is being remodeled and they no longer want the painting. They gave the painting to the local historical society who would like for the painting to be on display for the community to view. After discussion a **motion** was made by Julie Vaughn, second by Jan Vaughn to display the painting on a short term temporary basis at the Pierce City Branch. All members present voted in the affirmative. Motion carried.

Having no other business to discuss a **motion** to adjourn was made by C. Peiter, second by K. Brittenham. All members present voted in the affirmative. Motion carried. Meeting adjourned.

Respectfully submitted,

Joyce Frazier
Recording Secretary

The next Scheduled Board Meeting will be held at 9:00 a.m., October 17, 2019 at the Pierce City Branch Library.

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