

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
January 9, 2017

A board meeting of the Henry County Library Board of Trustees was held Monday, January 9, 2017 at 4:00 pm in the boardroom of the library.

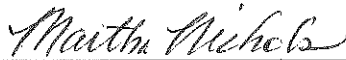
Members present were Martha Nichols, Carla Crump, Naomi Coleman and Tim Komer. Also present were Kristin Bennett, Director and Debbie Jones, Assistant Director.

CALL TO ORDER: Martha Nichols, President called the meeting to order.

Kristin Bennett gave a report on Phase 1 of the parking lot construction, noting that workers started painting and striping the lot today. Painting and striping should be completed tomorrow and then the parking lot should be available for parking tomorrow afternoon. Kristin also noted that Rick Stunz of Stunz Excavation, LLC would like extend this project to March 1, 2017 to make sure he has enough time to finish Phase 2 of the parking lot properly.

On a motion by Naomi Coleman, seconded by Carla Crump it was voted unanimously to extend the parking lot deadline to March 1, 2017 with no penalties. Voting yes were Naomi Coleman, Carla Crump and Tim Komer.

On a motion by Carla Crump, seconded by Tim Komer it was voted to adjourn. Voting yes were Carla Crump, Tim Komer and Naomi Coleman.



Martha Nichols
President



Naomi Coleman
Secretary

**HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
January 31, 2017**

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, January 31, 2016 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Naomi Coleman and Tim Komer. Also present were Kristin Bennett, Director and Debbie Jones, Assistant Director.

CALL TO ORDER: Martha Nichols, President called the meeting to order.

Greg Frencken, representing the Henry County 911 Emergency Communications Board was in attendance and spoke with the board about the parking lot funding situation. No agreements could be reached... The board thanked Greg for coming.

On a motion by Carla Crump, seconded by Tim Komer it was voted to go into closed session pursuant to Missouri Revised Statute Chapter 610 .021 Section 1. Voting yes were Carla Crump, Tim Komer and Naomi Coleman.

MINUTES: On a motion by Naomi Coleman, seconded by Tim Komer it was voted to accept all minutes as read. Voting yes were Naomi Coleman, Tim Komer and Carla Crump.

DISBURSEMENTS: On a motion by Naomi Coleman, seconded by Tim Komer it was voted to pay all expenses as presented by Kristin Bennett. Voting yes were Naomi Coleman, Tim Komer and Carla Crump.

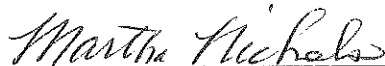
CORRESPONDENCE: Kristin Bennett announced the library received numerous Christmas cards during the holiday season. Kristin reported that an incident report was made regarding a male patron who was acting strange and erratic. While in the building he was caught whispering in a child's ear by the child's mother, she reported it to library staff and Kristin did speak with the mother regarding the situation. Kristin spoke with this male and allowed him to leave the building. Later, library staff were contacted by an officer from the Clinton Police Department, who stated the mother had filed a police report. Kristin has banned this patron from the library for one year. Kristin stated that staff later learned via social media that this patron was arrested for car theft and assault and was now residing in jail in Kansas City, Mo.

DIRECTOR'S REPORT: Kristin held an ebook class on January 17th. 15 individuals attended bringing with them a wide array of devices. She instructed them on how to use the Missouri Libraries 2 Go platform to check out free ebooks and audiobooks. Kristin stated the library was awarded \$4,278.00 as part of a Summer Reading Program Grant. This grant money will be used to hire beloved children's author, John R. Erickson, who writes the Hank the Cowdog series. Mr. Erickson will perform two concerts as part of the summer reading program kickoff in. Kristin stated that on January 26th the library upgraded to Quickbooks Pro 2017 Online as our old Quickbooks Pro 2014 will no longer be supported by Quickbooks. Melissa Clark from Trout, Breeman and Company from Harrisonville, Mo. was here to help transfer the data. As part of this upgrade the library will also be changing out its credit card processing method to utilize both Quickbooks and Paypal. The new system will be compliant with the new chip cards which is a federal requirement for vendors who accept credit cards. Kristin reported that a staff meeting was held on January 27th. Discussion pertained to policy changes, front line etiquette, circulating mobile hot spots, moving the OPAC computers in Clinton and retirement plans.

OLD BUSINESS: Kristin announced that phase 1 of the parking lot is finished except for the painting of the curbs. Phase 2 will start on February 6th, weather permitting. Kristin gave the board quotes for signage on the North side of the building. It was decided to wait until the parking lot is completed.

NEW BUSINESS: On a motion by Naomi Coleman, seconded by Carla Crump it was voted to accept the 2016 amended budget as presented by Kristin. Voting yes were Naomi Coleman, Carla Crump and Tim Komer. Kristin announced that she received two requests for reconsideration reports for the items "Thug Kitchen 101" and "The Girl with the Lower Back Tattoo". Kristin reminded the board of the "Freedom to Read Statement" and also stated that both of these items have been on the New York Times and USA Today booklists several times. Kristin announced that she will attend Library Advocacy Day in Jefferson City, Mo. on February 7th. She invited board members to attend or to at least call their state representatives and advocate for libraries. Kristin passed out copies of library policies 1-8, with changes highlighted and asked board members to review them so that they can be approved or discussed and amended at the next regular meeting.

ADJOURNMENT: On a motion by Naomi Coleman, seconded by Tim Komer it was voted to adjourn. Voting yes were Naomi Coleman, Tim Komer and Carla Crump.



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
February 28, 2017

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, February 28, 2017 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Also present were Kristin Bennett, Director and Debbie Jones, Assistant Director.

CALL TO ORDER: Martha Nichols, President called the meeting to order.

MINUTES: On a motion by Carla Crump, seconded by Tim Komer it was voted to accept all minutes as read. Voting yes were Carla Crump, Tim Komer, Naomi Coleman and Janet Sloan.

DISBURSEMENTS: On a motion by Naomi Coleman, seconded by Janet Sloan it was voted to pay all expenses as presented by Kristin Bennett. Voting yes were Naomi Coleman, Janet Sloan, Carla Crump and Tim Komer.

CORRESPONDENCE: Kristin Bennett announced the library received \$50.00 from the "Book Buddies" book club. This donation was used to purchase 2 books and placards were placed inside stating whom they were donated by.

DIRECTOR'S REPORT: Kristin Bennett reported that a "Chalk it Up to Love" chalk painting program was held in partnership with Southside Trading Company. 14 patrons attended where chalk paint was used to decorate wooden picture frames in time for Valentine's Day. Kristin stated she was invited to speak at Clinton Study Club on February 6th, she discussed new developments at the library and highlighted important services that the library provides to the community. Kristin traveled to Jefferson City, Missouri as part of library advocacy day. She announced that currently over two-thirds of the fiscal year 2017 state funding is being withheld by Missouri Governor, Eric Greitens. The Governor is also promoting a budget which includes only one-third of the previous year's funding amounts for state aid for 2018. The Secretary of State, Jay Ashcroft, has also created a budget for 2018. In his budget libraries are allocated the same level of funding as 2017. This is the budget that Kristin promoted to Missouri Representative, Wanda Brown and Missouri Senator, Ed Emery. Kristin announced that library staff are readying wifi mobile hotspots for circulation. They are currently in house and are being tested by staff members to see how

far the coverage area is. Staff members hope to roll them out in the first half of March. Kristin reported that the new chip card compliant credit card readers have been set-up and are also about to be rolled out for use in both library locations. The library will now use Go Card reader devices mounted on tablets and processing of the funds will be done using Quickbooks. Kristin held a program on how to use our database, EBSCOhost. This is part of a series of database programs the library will put on as part of our IMLS grant for the presentation equipment in the Friend's Room. Kristin reported that Jeff Michaelsen resigned his position, and the library is currently working to hire a new circulation clerk. This open position will close on March 1st. Kristin reminded the board members that she will be gone starting March 17th-March 26th for her wedding and honeymoon.

OLD BUSINESS: Kristin reported that the parking lot was finished on time, with today being the last day. Board members voiced concerns about the sloping of the handicap accessible entrance and Kristin stated she would speak to Rick Stunz of Stunz Excavation, LLC. Kristin told the board that a crack has developed in the concrete that was poured in phase 2. Rick states this is in the area above the spring where the geograting mesh was used. He isn't sure what caused this; it could be that the mesh didn't hold as well as it should have, or that the concrete was poured incorrectly. The concrete is under warranty for one year and Rick suggested waiting until July to make any kind of decision concerning the crack. Kristin stated that the original total for both phases of the parking lot was \$139,395.00 but the actual total wound up being less at \$123,609.00. Kristin handed out updates of policies 1-8. On a motion by Carla Crump, seconded by Naomi Coleman it was voted to approve these policies as presented. Voting yes were Carla Crump, Naomi Coleman, Janet Sloan and Tim Komer. Kristin passed out copies of an estimate for the installation of metal letters spelling "Henry County Library" for the outside north wall of the library. The estimate was in the amount of \$1668.00. On a motion by Janet Sloan, seconded by Tim Komer it was voted to accept this estimate and have the lettering installed. Voting yes were Janet Sloan, Tim Komer, Carla Crump and Naomi Coleman

NEW BUSINESS: Kristin asked the board members how they wished to acknowledge the new parking lot. The board would like to wait until it is sure that all work has been completed. Kristin presented the board with the 2016 annual report. Kristin went over areas of increases and decreases in the statistics. She also praised Patricia Crowder and Debbie Jones for all their hard work that goes into creating this report annually. Kristin announced that the newly formed "Friends of the Library" meeting was held February 16th. The following officers

were elected: President, Roger Wombwell; Vice President, Joyce Trolinger; Secretary, Beth Walker; Treasurer, Kathy Collins. Also attending was member Donna Mothersbaugh. The second meeting to create bylaws will be held March 16th.

ADJOURNMENT: On a motion by Carla Crump, seconded by Janet Sloan it was voted to adjourn. Voting yes were Carla Crump, Janet Sloan, Naomi Coleman, and Tim Komer.



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
March 28, 2017

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, March 28, 2017 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Also present were Kristin Evans, Director and Debbie Jones, Assistant Director.

CALL TO ORDER: Martha Nichols, President called the meeting to order.

MINUTES: On a motion by Janet Sloan, seconded by Carla Crump it was voted to accept all minutes with the correction of adding "on a" to Carla Crump's motion under, old business. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman and Tim Komer.

DISBURSEMENTS: On a motion by Carla Crump, seconded by Tim Komer it was voted to pay all expenses as presented by Kristin Evans. Voting yes were Carla Crump, Tim Komer, Naomi Coleman and Janet Sloan.

TREASURER'S REPORT: On a motion by Janet Sloan, seconded by Naomi Coleman it was voted to accept the treasurer's report as presented. Voting yes were Janet Sloan, Naomi Coleman, Carla Crump and Tim Komer.

CORRESPONDENCE: Kristin Evans announced that an incident report was made last week for a patron outside the library who stated she was having diabetic symptoms. One staff member stayed with the patron while another staff member called 911. The patron was transferred to the hospital by ambulance. Kristin Evans reported the library has received a written Sunshine request from Henry County Southside Commissioner, Dale Lawler. Mr. Lawler spoke with Assistant Director, Debbie Jones on Thursday, March 23rd requesting all regular, special and closed meeting minutes and all financial reports regarding the parking lot project and the Henry County Emergency 911 board. Debbie Jones suggested that Mr. Lawler put his request in writing. Mr. Lawler returned the next day with his written request asking for all regular, special and closed meeting minutes starting January 1, 2013 to present. He also asked for a full financial statement, all expenses and income for the years 2013, 2014, 2015 and 2016. Kristin reported that library attorney, Doug Harris has stated the library does not have to turn over the closed session minutes to Mr. Lawler. Kristin will provide the rest of the requested information to Mr. Lawler by Wednesday, March 29th.

DIRECTOR'S REPORT: Kristin Evans stated that the Winter Reading program concluded on March 4th. The totals were 60 adult sign-ups with 76 sheets turned in and 61 children sign-ups and 30 sheets turned in. Kristin reported that the


library's first "Crafternoon" was held on March 1st, with one patron in attendance. Library staff will hold two more "Crafternoon" events on April 5th and May 3rd and then evaluate if this program will continue into the summer. Kristin stated that DAR Genealogist, Marilyn Henry presented a program on "Getting started with Genealogy" on March 7th with 15 patrons in attendance. A Family Tree Maker software package was raffled off and the lucky winner was Lee Till. Kristin introduced new Circulation Clerk, Regina Haynie to the board. Mrs. Haynie is also an instructor at State Fair Community College and Central Methodist University here in Clinton. Regina will be primarily working evenings and weekends. Kristin announced that the newly purchased wifi hotspots have been very successful so far and have been almost continuously checked out. Due to high demand, 3 new hotspots will be purchased. Kristin stated that a Friends of the Library meeting was held March 16th. The group adopted by-laws. The next Friends of the Library meeting is scheduled for April 20th and attendees will discuss membership campaigns.

OLD BUSINESS: Kristin Evans stated she received a letter from Executive Director, Kristin Jones at the Henry County Emergency 911 Center acknowledging the conclusion of the parking lot project. Kristin discussed the possibility of a ribbon cutting for the new parking lot. After discussion by the board it was decided to take a staff picture with the plaque thanking the parking lot donors whom are, the Lindon Q. Skidmore Foundation and Mills and Sons Insurance. Kristin will then submit the photo to the newspaper(s) and enclose copies with a letter to the donors.

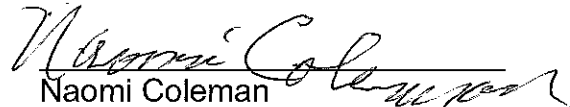
NEW BUSINESS: Kristin Evans spoke about repayment on the Building Corporation loan. On a motion by Naomi Coleman, seconded by Tim Komer the board voted to take \$100,000.00 from the R & E account and pay it on the loan and to take the other \$14,482.00 from the R & E account and place it in the reserve account. Voting yes were Naomi Coleman, Tim Komer, Carla Crump and Janet Sloan. Kristin presented an amended 2017 budget. On a motion by Naomi Coleman, seconded by Carla Crump it was voted to accept the amended budget as presented. Voting yes were Naomi Coleman, Carla Crump, Tim Komer and Janet Sloan. Kristin told the board that she has received a letter from Clinton City Administrator, Christy Maggi regarding a Tax Increment Financing (TIF) Commission hearing to be held on April 17th. Kristin has contacted the other taxing district representatives and only had one other representative show interest. Kristin will attend the hearing to gather more information. Kristin presented two estimates from Crain Pest and Lawn, L.L.C. the first estimate in the amount of \$1,200.00 is to remove gravel, then add dirt, seed and straw around the new parking lot on the North side of the building. The second in the amount of \$4,000.00 is to re-do the shrub beds with river rock on the South and East sides of the building. On a motion by Carla Crump, seconded by Naomi Coleman it was voted to accept the \$1,200.00 estimate pertaining to the North side parking lot area at this time. Voting yes were Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Kristin presented a Friends' of the Library

Memorandum of Understanding to the board. On a motion by Naomi Coleman, seconded by Tim Komer it was voted to accept this memorandum as presented. Voting yes were Naomi Coleman, Tim Komer, Carla Crump and Janet Sloan. Kristin handed out the next set of policy updates (policies 17-24) to the board for review.

ADJOURNMENT: On a motion by Carla Crump, seconded by Janet Sloan it was voted to adjourn. Voting yes were Carla Crump, Janet Sloan, Naomi Coleman, and Tim Komer.



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
April 25, 2017

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, April 25, 2017 at 4:00 pm in the story time room of the Windsor Branch.

Members present were Martha Nichols, Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Also present were Kristin Evans, Director and Debbie Jones, Assistant Director.

CALL TO ORDER: Martha Nichols, President called the meeting to order.

MINUTES: On a motion by Naomi Coleman, seconded by Janet Sloan it was voted to accept the minutes as read. Voting yes were Naomi Coleman, Janet Sloan, Carla Crump and Tim Komer.

DISBURSEMENTS: On a motion by Carla Crump, seconded by Naomi Coleman it was voted to pay all expenses as presented by Kristin Evans. Voting yes were Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan.

CORRESPONDENCE: Kristin Evans announced that the Clinton Study Club is purchasing an Automated External Defibrillator (AED) for the Clinton location. Staff will be trained to use this device during "Staff Development Day" planned for May 26th. Kristin received \$95.00 to purchase materials in memory of former children's tutor and library patron, Ann Park. Two children's books containing four stories each from the "Sisters in Time" collection have placed in the library collection. Mr. William "Bill" Sisney was here and Kristin showed him the sign the library purchased to honor the donors who helped fund the new parking lot. Mr. Sisney stated he enjoyed the staff picture that was taken with the sign that he received in the mail. Kristin stated that two incident reports were made this week, both involving patrons with health issues. The library staff efficiently handled both of these occurrences, and both patrons were transported from the library by ambulance without further incidence. Kristin read the following note that was placed in the suggestion box "Under Liz the library was not a friendly place. It was more about protecting the books than the joy of sharing knowledge and literature. A library is about people loving books rather than an adversarial relationship with the patrons. Thanks! Good Luck!" Kristin reported that she received another Missouri Sunshine Law request from Dale Lawler. The request was for the 2017 income and expenses of the library. Kristin provided Mr. Lawler with a spreadsheet containing the requested information.


DIRECTOR'S REPORT: Kristin Evans gave the following report: Regina Haynie resigned her position due to time management conflicts with her other job. Cammie Lasswell who had previously been interviewed for the position was hired. On March 31st a staff meeting was held. Staff discussed interlibrary loan,

policy updates, state gun laws, shelf reading assignments, upcoming programs, credit card readers and guardian/minor relationships. On April 3rd staff member Mike Good put on a program informing patrons on how to use the library's genealogy databases, 19 patrons attended. On April 7th Kristin hosted a Chat & Chew session for local library directors. Eight directors attended and discussed TIF proposals, library building projects and legislative issues. On April 8th the Easter Bunny made a visit to both buildings. Attendance was low in Windsor but in Clinton we had a packed house. Representative Vicky Hartzler dropped by the Lenora Blackmore Branch on April 17th for a surprise visit and was very impressed with all the services the library offers, especially the Wi-Fi Hotspots. On April 25th at 7:00 the library will celebrate Money Smart Week by hosting a "How to Be Smart with Your Money" class". Ben Johnson of Fortress Security will be presenting. The State Library informed Kristin that the grant awards for the Digitization and the Racing to Read grants that we applied for have been put on hold due to the uncertainty of state funding. A window facing Green Street was badly cracked, we think due to a stone being flung by a vehicle tire. Bernard's Glass was able to replace it for \$600.00. This amount does not meet the insurance deductible of \$1,000.00. The wooden bench on the north side of the building was replaced due to rot. We now have a new sturdy metal bench in its place. There was no Friends Group meeting this month due to several members being unavailable to attend. The next meeting has been rescheduled for May 4th.


OLD BUSINESS: Kristin Evans attended the TIF meeting and announced that the Clinton city council passed the proposal allowing the company, One 80 to build without increasing taxes for 23 years as they had requested. Kristin informed the board that the new signage is up on the north side of the building and the lettering on the south side has been cleaned. Kristin passed out copies of the suggested policy updates. On a motion by Janet Sloan, seconded by Carla Crump it was voted to adopt the policy updates as presented by Kristin. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman and Tim Komer.

NEW BUSINESS: Kristin announced that the bank requires board approval to change the name of the R & E account. On a motion by Naomi Coleman, seconded by Janet Sloan it was voted to change the account name to the Henry County Library Reserve Account. Voting yes were Naomi Coleman, Janet Sloan, Carla Crump and Tim Komer.

ADJOURNMENT: On a motion by Carla Crump, seconded by Janet Sloan it was voted to adjourn. Voting yes were Carla Crump, Janet Sloan, Naomi Coleman, and Tim Komer.



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
May 30, 2017

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, May 30, 2017 at 4:00 pm in the board room.

Members present were Martha Nichols, Naomi Coleman and Tim Komer. Also present were Kristin Evans, Director; Debbie Jones, Assistant Director and Mike Keith, representing Mike Keith Insurance, Inc.

CALL TO ORDER: Martha Nichols, President called the meeting to order.

MINUTES: On a motion by Naomi Coleman, seconded by Tim Komer it was voted to accept the minutes as read. Voting yes were Naomi Coleman, Tim Komer and Martha Nichols.

DISBURSEMENTS: On a motion by Tim Komer, seconded by Naomi Coleman it was voted to pay all expenses as presented by Kristin Evans. Voting yes were Tim Komer, Naomi Coleman and Martha Nichols.

CORRESPONDENCE: Chris and Kristin Evans sent a thank-you to the board for the wedding gift. Naomi Coleman shared that she has had several people stop her state that the library is wonderful and they are doing great programming.

DIRECTOR'S REPORT: Kristin Evans reported the following regarding library programming: On April 25th the library hosted "How to Be Smart with Your Money" to celebrate "Money Smart Week". Financial Advisor, Ben Johnson from Fortress Wealth Management instructed 12 patrons about how to improve their financial management skills. On May 3rd the library held its 3rd "Crafternoon" program. 3 patrons attended. The decision was made to continue this program for 2 months (through June and July) due to verbal interest by several more patrons. May 9th the library offered a "D.I.Y. Spa Day" for Mom in celebration of Mother's day. 11 patrons participated and were able to make their own mango face mask, honey hydrating hair wash and exfoliating body wash. The library held its very first annual "Henry County Library Bookmark Contest" from mid-April to May 12th. The library received an astounding 218 contest entries. There were 166 from Clinton residents and 52 entries from Windsor and the surrounding county. The winners will be announced at the "Summer Reading Program Kick-Off events on June 5th. On May 24th Kristin did an interview with Joel Reagen from radio station KLOVE 96.1 FM. She discussed the services that the library offers and how the library engages with the community. She will email board members with an air date for this segment when she receives it. Kristin is scheduled to do the "Speakout" segment on local radio station KDKD on May 31st. She will discuss the summer reading program kick-off and the summer reading program in general. Kristin gave the following technical report: New

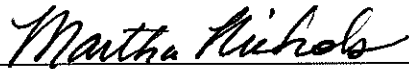
computers were purchased for the reference desk in Clinton and the circulation desk in Windsor. The previous reference desk computer had completely failed and the circulation computer in Windsor was so old and short on memory that it was no longer able to effectively run the Cybrarian program to manage the public PC's. Through the month of May both library locations have experienced technical issues involving internet failures, slow internet connections, difficulties with printing and problems connecting to the public access computers time management program, Cybrarian. In order to assist us in getting everything in working order, MOREnet Representative, Kurt Hawley, was here May 25th. He found a few things that needed corrected and most can be fixed inexpensively. He also noted that our system was much better than most other libraries. The hotspots continue to be . . . HOT! The library started out with 5 hotspots in March (3 in Clinton, 2 in Windsor). Due to astonishingly high demand we have doubled the original amount and now have 10 total (6 in Clinton, 4 in Windsor). There were 30 checkouts of the Hotspots from March through April. That's a checkout almost every other day of only 5 items! Kristin received notice that the library was approved for a "Digitalization Grant" where microfilmed newspapers will be scanned and made available via the internet. The library was also approved for the "Racing to Read Grant" which will provide more board books, educational toys, children's furnishings and other types of materials that are pre-literacy in nature. Both of these grants were awarded from the Missouri State Library through the Institute of Museums and Library Services. Kristin also reported the following: Auditor, Denny Hoskins from Cochran, Head, Vick & Company came on May 24rd to pick up the paperwork and has started our annual audit. A small amount of water from the recent heavy rains has come up through a crack in the foundation and damaged some of the carpet in the Clinton building. Integrity Flooring was here on May 27th and has repaired the carpet. Staff Development Day was held May 26th. Customer service, how to perform a reference interview, how to access the library's genealogy sites on the library's webpage, team building, trivia game and the 2017 summer reading program were topics of discussion. Kristin will attend the Missouri Public Library Director's conference on June 1st and 2nd in Columbia. The "Summer Reading Program Kick-Off" is June 5th. There will be 2 concerts with Children's Author, John R. Erickson who has written the "Hank the Cowdog" series of books. The Clinton concert is at 9:00 AM in Henry Elementary School cafeteria and the Windsor concert is at 1:00 PM at the Assembly of God Church in Windsor

OLD BUSINESS: None

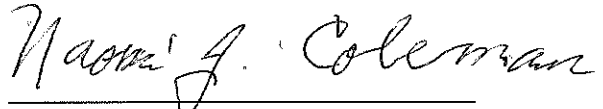
NEW BUSINESS: Kristin handed out the next set of policy manual updates. These handouts are the first 12 pages of the personnel policy and minimal changes were discussed. The board wishes to review these policies in depth and vote at the next scheduled board meeting. Kristin asked for board approval to give the proceeds of all future book sale items to the Friends of the Library Group. She stated that last year the book sale proceeds were approximately \$1,600.00 and the newly formed Friends Group could use this to boost their

profits. She also mentioned that all Friends of the Library members would receive a 10% discount on items purchased from the book sale. On a motion by Naomi Coleman, seconded by Tim Komer it was voted that all proceeds from the book sale from this day forward to be deposited in the Friends of the Library account and that all Friend Group members will receive a 10% discount on book sale items. Voting yes were Naomi Coleman, Tim Komer and Martha Nichols. Kristin proposed selling the library's National Geographic collection and give the proceeds of this sale to the Friends of the Library Group. The library owns 200 volumes from 1886-2001 and Mike Good, Reference Clerk has done research and found that they are worth between \$2,000.00 and \$8,000.00. The board decided to table this matter for further discussion. Mike Keith representing Mike Keith Insurance, Inc. was here to discuss the library's insurance renewal. On a motion by Naomi Coleman, seconded by Tim Komer it was voted to accept the policy as presented, minus the comprehensive and collision coverage on the library automobile. Voting yes were Naomi Coleman, Tim Komer and Martha Nichols. Mike also discussed that the library might want to purchase cyber insurance and explained what it covered. The board wishes to table this matter for further discussion.

ADJOURNMENT: On a motion by Tim Komer, seconded by Naomi Coleman it was voted to adjourn. Voting yes were Tim Komer, Naomi Coleman and Martha Nichols.



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
June 28, 2017

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, June 28, 2017 at 4:00 pm in the board room.

Members present were Martha Nichols, Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Also present were Kristin Evans, Director and Debbie Jones, Assistant Director.

CALL TO ORDER: Martha Nichols, President called the meeting to order.

MINUTES: On a motion by Carla Crump, seconded by Tim Komer it was voted to accept the minutes as read. Voting yes were Carla Crump, Tim Komer, Naomi Coleman and Janet Sloan.

DISBURSEMENTS: On a motion by Janet Sloan, seconded by Naomi Coleman it was voted to pay all expenses as presented by Kristin Evans. Voting yes were Janet Sloan, Naomi Coleman, Carla Crump and Tim Komer.

CORRESPONDENCE: Kristin reported that she received a patron note from the suggestion box stating that they loved the library so much they were now reading more. Naomi Coleman was asked by a patron to pass along that they were unhappy because the library had been closed for staff training 2 Fridays in a row. Kristin explained that this wasn't true, both buildings were closed for one day Friday, May 26th for staff training. Reminders were placed for over a month in both buildings at all desks, doors, and the drive-up window; it was circulated in both local newspapers and on the library's website; numerous posts were made on the library's Facebook and Twitter pages announcing this closing.

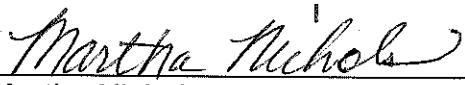
DIRECTOR'S REPORT: Kristin reported the follow regarding the summer reading program: This year's summer reading program kick-off was a huge success. Popular children's author, John R. Erickson performed at both locations and also autographed copies of his books. Clinton had 410 children and adults attend and 40 were in attendance in Windsor. 143 "Hank the Cowdog" books were sold. Children's Specialist, Sheila Jensen and Kristin were invited back to Henry Elementary School on Friday, June 16th and signed up an additional 107 children for summer reading program. Current summer reading programs statistics are: Listeners-93, Readers-224, Teens-28 and Adults-96. On June 29th author, Gayle Harper did a program and book signing about her book "Road Trip with at Raindrop", 5 patrons attended. Ms. Harper won the 2016 Missouri Author Award from the Missouri Library Association. Kristin reminded the board of the upcoming program on July 11th at 7:00 pm "Lifting Missouri out of the Mud" where Lincoln University Associate Professor, Thomas Gubbels will discuss the evolution of the Missouri Highway System in the 20th Century. Kristin announced

that the Friends of the Library Group met on June 22nd. They have 11 members to date and have raised enough funds through membership dues and the book sale to open a bank account. On June 12th Kristin attended the Joplin Public Library auction. She was able to purchase discounted library supplies in good condition that fit with the goals of the library's strategic plan. Items purchased were: chairs for the Friends of the Library Room, three small bookcarts, toys and tables for the children's areas in both buildings and a water cooler for the employee breakroom.


OLD BUSINESS: The board discussed purchasing cyber security insurance. This insurance would cost \$1313.00 annually, which is an increase of 10%. On a motion by Carla Crump, seconded by Janet Sloan it was voted not to purchase cyber security insurance at this time. Voting yes were Carla Crump, Janet Sloan, Naomi Coleman and Tim Komer. Kristin announced that currently the library owns 32 bound volumes of National Geographic Magazine from the years 1888-2013. These items are not circulating. Kristin pulled 10 volumes at random and only one had been checked out in the last 5 years. This checkout was for 30 minutes and was by a staff member. Kristin would like to remove these from the shelves to make room for the planned updates to the reference area per the strategic plan. Kristin had Reference Clerk, Mike Good research their value on Ebay and they sell for anywhere from between \$2,000.00 to \$8,000.00. Kristin stated these are available for purchase in compact disc format through Amazon for \$25.00. On a motion by Naomi Coleman, seconded by Tim Komer it was voted that Kristin investigate the sale of these items and purchase the compact discs from Amazon. Voting yes were Naomi Coleman, Tim Komer, Carla Crump and Janet Sloan. The board discussed the next set of policy updates. On a motion by Naomi Coleman, seconded by Carla Crump it was voted to accept these updates as presented by Kristin. Voting yes were Naomi Coleman, Carla Crump, Tim Komer and Janet Sloan.

NEW BUSINESS: Kristin reported that a couple of times in the last year the library's credit card limit has maxed out. The limit is currently at \$2,000.00 On a motion by Janet Sloan, seconded by Tim Komer is was voted to raise the credit card limit to \$3,000.00. Voting yes were Janet Sloan, Tim Komer, Carla Crump and Naomi Coleman. Kristin announced that she has had a patron challenge a book. This book is titled "Bill O'Reilly's Legends & Lies: Civil War and was written by David Fisher. The patron stated that the book is not accurate because it doesn't discuss the United States Civil War west of the Mississippi. Kristin pointed out that it does mention the burning of Lawrence, Kansas and the Battle of Wilson's Creek near Springfield, Missouri. She also reported that this book has been on the New York Times best seller list and on Amazon for several weeks. The author, Mr. Fisher has written 20 other best-selling books. Kristin also noted that we have 10 other books specifically on subject of the United States Civil War west of the Mississippi. On a motion by Carla Crump, seconded by Naomi Coleman it was voted to keep this book in circulation. Voting yes were Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan.

ADJOURNMENT: On a motion by Tim Komer, seconded by Janet Sloan it was voted to adjourn. Voting yes were Tim Komer, Janet Sloan, Carla Crump and Naomi Coleman.



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
July 26, 2017

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, July 26, 2017 at 4:00 pm in the board room.

Members present were Martha Nichols, Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Also present were Kristin Evans, Director and Debbie Jones, Assistant Director.

CALL TO ORDER: Martha Nichols, President called the meeting to order.

SPECIAL SESSION: Kristin Evans, Director called the special session to order. Kristin asked for an election of officers for the board of trustees. On a motion by Carla Crump, seconded by Janet Sloan it was voted to keep the same officers as the previous year. Voting yes were Carla Crump, Janet Sloan, Martha Nichols, Naomi Coleman and Tim Komer. Officers are as follows: President, Martha Nichols; Vice-President, Carla Crump; Secretary, Naomi Coleman; Treasurer, Tim Komer.

MINUTES: On a motion by Naomi Coleman, seconded by Janet Sloan it was voted to accept the minutes as read. Voting yes were Naomi Coleman, Janet Sloan, Carla Crump and Tim Komer.

DISBURSEMENTS: On a motion by Carla Crump, seconded by Tim Komer it was voted to pay all expenses as presented by Kristin Evans. Voting yes were Carla Crump, Tim Komer, Naomi Coleman and Janet Sloan.

CORRESPONDENCE: None

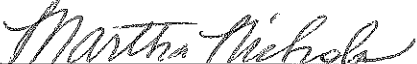
DIRECTOR'S REPORT: Kristin announced that staff member, Dawn Adams has notified the library of her intention to resign her position as clerk in Windsor. Dawn's last day will be July 31st. Interviews for this position were held on July 20th and 21st. Kristin then introduced the library's newest staff member, Nicole Taulman to the board. Nicole will be filling the Windsor clerk position. Kristin reported that she and staff member, Ethan Waggoner have installed the 3 free little libraries in the cities of Urich, Deepwater and Montrose. These libraries were built by Boy Scout Troop 515 and the materials for this project were donated by Full Line Lumber of Clinton. The goal of this program is to provide library materials to small county towns without physical library locations. Kristin stated that the library has received a lot of positive feedback on this project. Kristin reported the library hosted "Lifting Missouri Out of the Mud", a history themed program about the Missouri highway system through the 1900s on July 11th. The presenter was Dr. Thomas Guebbels, Associate Professor at Lincoln University. 9 patrons attended. Kristin stated that Sheila Jensen, Children's Specialist won a grant from Starnet for free eclipse glasses for the library. The library received 1,000 eclipse glasses. Library staff members started handing these glasses out the week of July 10th. They were extremely popular and have all been given away but 200 that were saved to use in conjunction with a suite of upcoming library eclipse themed programs in August.

Kristin announced that from June 5th to July 5th library staff members collected 75 items that were donated to the VA as part of our Veteran's Service Project. Kristin announced that the library will be participating in the annual back-to-school fair held at the community center July 27th. Library staff members will use this opportunity to encourage parents to sign-up their children for library cards. Kristin will attend Employment Law Training, hosted by Mid-American Library Alliance at the Mid-Continent Public Library in Kansas City on July 28th. Kristin reminded the board that next month's meeting will be held on August 15th (the 3rd Tuesday of the month) in order to have the annual tax levy hearing.


OLD BUSINESS: On a motion by Naomi Coleman, seconded by Janet Sloan the board voted to sell the library's National Geographic Collection. Voting yes were Naomi Coleman, Janet Sloan, Carla Crump and Tim Komer. Kristin handed out the next set of policy manual updates for the board to review.

NEW BUSINESS: Kristin reported that the library has been the victim of several acts of vandalism lately. Kristin handed out copies of security camera information and pricing. Before the board decides on the purchase of this equipment they requested Kristin inquire about adding an additional outdoor camera for the South side of the Clinton building and to find out about the night vision aspects of the outdoor cameras. Kristin reported that one of the HVAC units froze up and has been out of service. The parts for this unit are still under warranty. However, Dustin Gray of DMG Mechanical states that the reason for this unit acting this way is due to the units working against each other because of the original installation of the previous units and their ductwork and that installing new parts probably won't properly fix this problem. The board requested Kristin contact another HVAC repair company to inquire about this issue before proceeding with repairs. Kristin announced that she would like to keep the Windsor Branch open during the 2017 Septemberfest this year in hopes of attracting additional patrons to the library and its services. On a motion by Carla Crump, seconded by Naomi Coleman it was voted to keep the Windsor Branch open during the 2017 Septemberfest. Voting yes were Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Kristin asked for board permission to apply for a grant to purchase 2 chairs and 2 ottomans for the library's teen area from the Truman Lake Community Foundation. On a motion by Janet Sloan, seconded by Carla Crump it was voted that Kristin apply for grant from the Truman Lake Community Foundation. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman and Tim Komer

ADJOURNMENT: On a motion by Tim Komer, seconded by Naomi Coleman it was voted to adjourn. Voting yes were Tim Komer, Naomi Coleman, Carla Crump and Janet Sloan.



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
August 15, 2017

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, August 15, 2017 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Also present were Kristin Evans, Director; Debbie Jones, Assistant Director and Dale Lawler, Henry County Commissioner.

CALL TO ORDER: Martha Nichols, President called the meeting to order.

MINUTES: On a motion by Janet Sloan, seconded by Carla Crump it was voted to accept the July 25, 2017 minutes as read. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman and Tim Komer.

DISBURSEMENTS: On a motion by Carla Crump, seconded by Naomi Coleman it was voted to pay all expenses as presented by Kristin Evans. Voting yes were Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan.

CORRESPONDENCE: Kristin Evans announced that Mike Good, Reference Clerk received a thank-you card for going above and beyond while assisting these patrons with the printing of their requested documents. Library staff have given away all of the free eclipse glasses except those held for the library's eclipse watch party on Monday, August 21st. All patrons that are requesting glasses are being encouraged sign-up and attend the eclipse watch party programming.

DIRECTOR'S REPORT: Kristin Evans reported that the end of summer reading program party on August 5th with LegoLand Discovery Center was a huge success. Windsor had 45 attendees and Clinton had 107 attendees. The overall success of the 2017 summer reading program was mixed. At Clinton we had a large increase in the number of patron sign-ups and a measurable increase in the number of lists turned in every category. Total sign-ups were 388 with 196 lists turned in. At Windsor the number of sign-ups and the number of lists turned in were down in every category. Total sign-ups were 127 with 141 lists turned in. We believe that the Windsor School District summer school negatively impacted our numbers with community members going to summer school instead of the library. We hope to partner with the summer school next year and increase our participation. The Friends of the Henry County Library met on Thursday, August 3rd. The board worked on planning for the first annual Friends of the Henry County Library book sale. The book sale will be held Friday, September 15th and Saturday, September 16th, which coincides with the Clinton's city wide garage sale days. Thursday, August 24th the library will host "Ghost Communities of Henry County". Presenter, Brenda Dehn from the Henry County Museum will

discuss communities in Henry County that have disappeared over the years. The library will close early on Friday, August 25th for a staff meeting. Penguin Random House Representative, Brad Simpson will be her for the next "Book Buzz" on Monday, September 11th from 7-8 pm in the Friends of the Library Community Room. Brad will give the readers the inside scoop on fall 2017 titles.

OLD BUSINESS: Reference Clerk, Mike Good is researching the best way to sell the National Geographic collection on EBay and has also set up the library with a PayPal account to use in managing this sale. On a motion by Naomi Coleman, seconded by Janet Sloan, it was voted to accept the security camera bid from Crime Busters Security Systems, Inc. Voting yes were Naomi Coleman, Janet Sloan, Carla Crump and Tim Komer. Sherwood Heating & Cooling, LLC came to look at the HVAC unit. Kristin is still waiting on a quote. However, they do not see anything wrong with the blower motor or the ductwork. The unit was low on Freon so they filled it and the unit is working at this time. On a motion by Carla Crump, seconded by Naomi Coleman it was voted to accept the personnel policy updates as presented by Kristin Evans. Voting yes were Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Kristin reported that she has spoken with Rick Stunz of Stunz Excavation, LLC about the existing crack in the parking lot. The existing warranty expires February 2018. Rick told Kristin that the crack has not expanded. Rick is willing to extend the warranty for another year free of charge or he can saw out the cracked portion and then have the concrete work redone. This matter was tabled for further investigation and a second opinion.

NEW BUSINESS: On a motion by Carla Crump, seconded by Janet Sloan it was voted to bid the audit services. Voting yes were Carla Crump, Janet Sloan, Naomi Coleman and Tim Komer. On a motion by Carla Crump, seconded by Naomi Coleman it was voted to switch the collection signs portion of the strategic plan to 2018 and the children's area renovations at both Clinton and Windsor portion to 2017, this switch will allow Kristin to apply for an upcoming grant to pay for part or all of the signage. Voting yes were Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Kristin announced that the Clinton High School class of 2018 are going to raise funds to place some kind of outdoor monument or marker in memory of fallen Clinton Police Officer, Gary L. Michael, Jr. Carla Crump mentioned that she would like something that could be flat on the ground and mowed over or something flat around the flag pole, other board members agreed. Kristin will speak to the class representative and give them this information. She will continue to keep the board apprised of this matter.

ADJOURNMENT: On a motion by Naomi Coleman, seconded by Carla Crump it was voted to adjourn. Voting yes were Naomi Coleman, Carla Crump and Janet Sloan.

Martha Nichols
Martha Nichols
President

Naomi J. Coleman
Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
August 15, 2017

2018 BUDGET APPROVAL AND TAX RATE HEARING

The 2018 budget approval and tax rate hearing of the Henry County Library Board of Trustees was held Tuesday, August 15, 2017 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Also present were Kristin Evans, Director; Debbie Jones, Assistant Director and Dale Lawler, Henry County Commissioner.

Martha Nichols, President called the hearing to order.

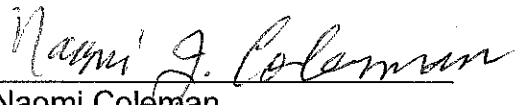
On a motion by Janet Sloan, seconded by Carla Crump it was voted to set the 2018 tax rate at .1936. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman and Tim Komer.

On a motion by Tim Komer, seconded by Janet Sloan it was voted to accept the 2018 budget with a three (3) percent increase for qualified employees as presented by Kristin Evans, Director. Voting yes were Tim Komer, Janet Sloan, Carla Crump and Naomi Coleman.

On a motion by Naomi Coleman, seconded by Carla Crump it was voted to adjourn the 2018 budget approval and tax rate hearing. Voting yes were Naomi Coleman, Carla Crump, Tim Komer and Janet Sloan.



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
September 26, 2017

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, September 26, 2017 at 4:00 pm in the storytime room of the Lenora Blackmore Branch in Windsor.

Members present were Martha Nichols, Carla Crump, Naomi Coleman and Janet Sloan. Also present were Kristin Evans, Director and Debbie Jones, Assistant Director.

CALL TO ORDER: Martha Nichols, President called the meeting to order.

AUDIT BID OPENING: Director, Kristin Evans opened the first audit bid from Cinda L. Rodgers CPA, PC. The bid was 2018 - \$3,800.00, 2019 - \$3,800.00, 2020 - \$3,800.00. Kristin opened the next bid from Jennings & Harris CPA's, PC. The bid was 2018 - \$4,700.00, 2019 - \$4,850.00, 2020 - \$5,000.00. Kristin opened the final bid from Cochran, Head, Vick and Co., PC. The bid was 2018 - \$6,480.00, 2019 - \$6,674.00, 2020 - \$6,875.00. On a motion by Janet Sloan, seconded by Carla Crump it was voted to accept the bid from Cinda L. Rodgers CPA, PC pending a check of her references by Kristin. Voting yes were Janet Sloan, Carla Crump and Naomi Coleman.

MINUTES: On a motion by Naomi Coleman, seconded by Janet Sloan it was voted to accept all minutes of the July 25, 2017 meeting as read. Voting yes were Naomi Coleman, Janet Sloan and Carla Crump.

TREASURER'S REPORT: Kristin Evans gave the treasurer's report stating that the total current assets of the Henry County Library are \$276,048.30 and the total assets of the Henry County Library Building Corporation are \$3,352.52. The total expenses for the year are \$530,469.00 and that the budget is at 79.04 % with the last quarter of the year to go.

DISBURSEMENTS: On a motion by Carla Crump, seconded by Janet Sloan it was voted to pay all expenses as presented by Kristin Evans. Voting yes were Carla Crump, Janet Sloan and Naomi Coleman.

CORRESPONDENCE: Kristin Evans announced that the library received a donation of \$50.00 by Doretta Watson for books in memory of Devin Wendegatz; a donation of \$300.00 was received from Schreiber Foods, Inc. for children's programming. This will be used for "Winter Read to Me" prizes and decorations, and the library received a \$25.00 donation from Delta Kappa Gamma MU Chapter to be used for whatever purpose the library needs. Suggestion box requests were: Bunny books about real bunnies, more paranormal romance books and a lemonade stand. Kristin has purchased more real bunny books and more paranormal romance titles. However, the suggestion for the lemonade stand was declined.


DIRECTOR'S REPORT: Kristin Evans reported a "Ghost Communities" program was held in Clinton on August 24th. Presenter, Brenda Dehn from the Henry County Museum discussed local historical towns in Henry County. 46 patrons attended. This program was also held at the Lenora Blackmore Branch in Windsor on September 25th with an attendance of 6. On August 25th the Henry County Library held a staff meeting. The staff discussed the new payroll schedule, new volunteers from the Missouri Employment Office, upcoming programs and reviewed the outcome of the 2017 summer reading program. On August 31st the library held a small memorial service for former staff member, Devin Wendegatz. A small tree was planted near the garage in Devin's memory. Kristin thanked the board members for attending this celebration of Devin's life. On September 7th Kristin was a guest on the "Speak Out" program at KDKD radio station, she spoke about all of the September programming at the library. On September 11th Brad Simpson from Penguin Random House presented the third annual "Book Buzz" program. Brad discussed some of the most popular upcoming books and handed out free items to the 40 guests in attendance. On September 12th the library kicked off the "Racing to Read" grant program. New reading areas were set-up in both the Windsor and Clinton locations. Board books and alphabet blocks were given out at all storytimes and participants were taught the 5 roads to reading. Members of the Clinton Rotary Club came to two storytimes throughout the month to be guest readers and to help hand-out books and blocks. The Friends of the Henry County Library held their first annual book/bake sale on September 15th and 16th. The Friends sold 1,485 items, signed up 9 new members and raised \$1,397.56. Twenty-two members volunteered at this fundraiser. The Friends of the Library now has 42 members. On September 16th Kristin gave a short presentation to the local retired teacher's group about library resources. On September 22nd the Lenora Blackmore Branch in Windsor hosted a "Banned Books" party for teens. 6 teens attended this event, which focused on combating censorship and celebrating books that have been challenged in libraries. The library has taken on two volunteers through the Missouri Employment Office. These volunteers will be working at the library for several months. Volunteer, Jason Kuper is working at the Lenora Blackmore Branch in Windsor and Volunteer, Charidee Clamp is working at the Clinton location. The library has also had several community service volunteers help out with library projects over the month at each location. Kristin reported that she and Assistant Director, Debbie Jones will be at the Missouri Library Association Conference in St. Louis, Missouri October 4th – 6th.

OLD BUSINESS: Kristin Evans supplied board members with the next set of policy updates to review. Kristin told the board that she had spoken with a representative from Westport Construction Company regarding the crack in the concrete and that they remarked cutting out the cracked area would do more damage than good. Their opinion was that the library should extend the warranty. Kristin also spoke Whitehead Consultants, Inc. Engineer, Gary Phillips and his opinion was the same, that the library should extend the warranty. Kristin will contact Rick Stunz of Stunz Excavation, LLC and have the warranty extended for another year. Kristin stated that she has received an HVAC bid from DMG Mechanical for the complete installation of two blower assemblies in the amount of \$795.00 and installation of a new barometric damper assembly in the amount of \$595.00. Kristin has also received a bid from

Sherwood Heating & Cooling, who deny that there is anything wrong with the blower motors, duct work or barometric damper, but that a new low ambient air conditioning system needs to be installed, at the cost of \$750.00. Kristin told the board that at this time the unit is working without any problems. The board discussed this matter and no decisions were made. Kristin stated that the National Geographic collection is being readied for sale on eBay. The volumes are being cleaned by volunteers, pictures will be taken and a very detailed description of this collection will be written. The asking price will start at \$3,000.00.

NEW BUSINESS: Kristin announced that longtime library supporter and patron, Mr. William V. (Bill) Sisney recently passed away. In his lifetime, as member of the Skidmore Foundation from 1986-2016, Mr. Sisney was able to gift the library with donations totaling \$78,500.00. Kristin asked that the library board consider renaming the boardroom in his memory and honor calling it "The William V. Sisney Boardroom" and that a plaque be purchased stating this. On a motion by Janet Sloan, seconded by Naomi Coleman it was voted to rename the boardroom in memory of Mr. Sisney as requested and that Kristin purchase a plaque for this purpose. Voting yes were Janet Sloan, Naomi Coleman and Carla Crump. Kristin reported that the Henry County Library is only using 50% of the annual budget for employee payroll. Kristin researched several (26) other library's payroll percentages and stated that we are on the very low end (next to last) on this list. Kristin would like to increase this percentage to attract more qualified candidates and to retain efficient, experienced employees. Kristin asked the board to allow her to investigate this further. On a motion by Carla Crump, seconded by Janet Sloan it was voted to allow Kristin to continue her investigation in this matter. Voting yes were Carla Crump, Janet Sloan and Naomi Coleman

ADJOURNMENT: On a motion by Carla Crump, seconded by Janet Sloan it was voted to adjourn. Voting yes were Carla Crump, Janet Sloan and Naomi Coleman.



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
October 31, 2017

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, October 31, 2017 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Also present were Kristin Evans, Director and Debbie Jones, Assistant Director.

CALL TO ORDER: Martha Nichols, President called the meeting to order.

MINUTES: On a motion by Janet Sloan, seconded by Carla Crump it was voted to accept all minutes of the September 26, 2017 meeting as read. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman and Tim Komer.

DISBURSEMENTS: On a motion by Carla Crump, seconded by Naomi Coleman it was voted to pay all expenses as presented by Kristin Evans. Voting yes were Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan.

CORRESPONDENCE: Kristin Evans shared that she received a number of personal thank-yous from several people that attended the Truman Lake Foundation Awards Banquet. These praises were in regards to the current direction and management of the library, its programs and activities.

DIRECTOR'S REPORT: Kristin Evans reported she and Debbie Jones traveled to St. Louis to take part in the annual Missouri Library Association Conference. They went to numerous presentations, talked to vendors, and met with other local librarians. They are working on applying items they learned during the conference to the library. The library was awarded \$658.00 for teen furniture through a grant from the Truman Lake Foundation. Kristin was in attendance at the October 30th awards banquet. Gillis Family Dentistry has agreed to sponsor a charging station in the teen area of the library. The charging station will be set-up at no cost to the library and will have the Gillis Family Dentistry logo on it as well as advertising materials. This community sponsorship program for charging stations is overseen by Ebsco. The Racing to Read grant finished on October 5th. Overall the library put on 17 programs during this grant including programs in the library and at 7 different outreach sites. 373 patrons attended these programs and 618 sets of alphabet blocks and board books were given out to children. The Clinton Rotary Club partnered with the library on this project. On October 19th Kristin did a program for the Rotary Club highlighting the library's achievements during this grant. The library staffed a table at SeniorFest on October 12th. Kristin and Carol Ketchum advocated library services to hundreds of attendees. Four attendees signed up for library cards and four attendees signed up for device trainings. On October 16th Kristin held a Halloween Craft party at both the Windsor and Clinton locations. Patrons were shown how to make a spider web door hanger. 12 patrons attended in Windsor and 16 patrons attended in Clinton. On October 26th Kansas City Paranormal did a ghost hunting program in Clinton. They discussed how they search for ghosts and shared videos from past ghost hunts.

Attendance for this program was 35. On October 27th and 30th Children's Specialist, Sheila Jensen held a Let's Get Batty program that taught children all about bats. 8 were in attendance at Windsor and 5 in Clinton. Kristin informed the board that she will be taking two weeks of medical leave from November 1st – 15th to have reconstructive surgery on her knee due to a torn ACL.


OLD BUSINESS: The board reviewed policy updates and no decisions were made, this matter was tabled until next month's November meeting. Kristin expressed the need for an increase in the starting wage of all employees. On a motion by Naomi Coleman, seconded by Tim Komer it was voted to increase the starting wage of new employees and to adjust the wages of current employees accordingly as requested. Voting yes were Naomi Coleman, Tim Komer, Carla Crump and Janet Sloan. Kristin informed the board that 4 out of the 8 references she contacted regarding Cinda L. Rodgers CPA, PC called her back. All had positive things to say about Ms. Rodgers. Kristin plans to meet with Cinda sometime in January to start the audit process.

NEW BUSINESS: Martha was contacted by Henry County Presiding Commissioner, Jim Stone regarding the library becoming a Passport Acceptance Facility. He informed Martha that the current employee at the Henry County Courthouse who performs these tasks is retiring. Kristin then informed the board that she has researched training, benefits, costs, rules, etc. for this service. Kristin informed the board that this would be an excellent service to bring people into the library that aren't currently using our facilities. On a motion by Naomi Coleman, seconded by Carla Crump it was voted that the library apply to become a Passport Acceptance Facility. Voting yes were Naomi Coleman, Carla Crump, Tim Komer and Janet Sloan.


On a motion by Carla Crump, seconded by Naomi Coleman it was voted to go into closed session pursuant to Missouri Revised Statutes 610 .021 Section 3. Voting yes were Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan.

BOARD ROOM DEDICATION: Martha Nichols spoke about long-time library supporter Mr. William V. (Bill) Sisney. The library board then dedicated the board room in his memory. From now on the room will be known as the William V. Sisney Meeting Room. Several of Mr. Sisney's relatives and friends were in attendance. Mr. Sisney's wife, Laura placed the plaque to dedicate the room on the door.

ADJOURMENT: On a motion by Carla Crump, seconded by Naomi Coleman it was voted to adjourn. Voting yes were Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan.



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
November 28, 2017

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, November 28, 2017 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Naomi Coleman, Tim Komer and Janet Sloan. Also present were Kristin Evans, Director and Debbie Jones, Assistant Director.

CALL TO ORDER: Martha Nichols, President called the meeting to order.

MINUTES: On a motion by Naomi Coleman, seconded by Janet Sloan it was voted to accept all minutes of the October 31, 2017 meeting as read. Voting yes were Naomi Coleman, Janet Sloan, Carla Crump and Tim Komer.

DISBURSEMENTS: On a motion by Carla Crump, seconded by Tim Komer it was voted to pay all expenses as presented by Kristin Evans. Voting yes were Carla Crump, Tim Komer, Naomi Coleman and Janet Sloan.

CORRESPONDENCE: Kristin Evans reported about several incident reports. The first was a discovery of over 2,000 lottery tickets found in the trashcan of the computer room by a library employee. The price of these tickets added up to over \$7,000.00. Clinton police were notified and a report was made. After investigating the police reported that the tickets were not stolen and that there is a code on each ticket that can be scanned into a computer and used to redeem other prizes. The next incident was reported by the sister of a lady who fell outside the handicapped entrance of the Friends room, injuring her shoulder. No claim has been filed although the library's insurance company has been notified. Kristin checked with the city and the wheel chair slope is up to code. Kristin also purchased some yellow safety tape to border this area as requested in the patron complaint. Lastly, it was reported that a section of the retaining wall that surrounds the HVAC units on the west side of the building has been damaged. The police department and the library's insurance company have been notified. The police did view the security footage of the outdoor camera at the 911 building. It shows a silver van hit this wall causing the damage, however there were no license plates on the van. A mason has been contacted to provide a repair estimate and this incident was reported to the insurance company.

DIRECTOR'S REPORT: Kristin Evans reported she has embarked on a project to re-catalog the graphic novels by series instead of author in order to make them easier for patrons to find. Kristin and Debbie held annual staff reviews from November 16th-20th. Staff were able to reflect on their work the past year, discuss their strengths and weaknesses and set goals for 2018. Kristin and Debbie will hold interviews for the open full time circulation clerk position being vacated by

Colyn Chastain. The hope is to have a candidate hired by the beginning of December. 36 applicants applied for this position and 6 were chosen to interview. Kristin announced that the teen areas in both buildings have been renovated. A grant from the Truman Lake Foundation and support from Gillis Family Dentistry helped pay for some of the materials. This is the final item that was to be completed as part of the year 2017 of the strategic plan. Kristin stated that throughout the month of November the library has been running the annual food for fines program whereby library staff accept donations of non-perishable food items in lieu of payment for overdue materials. This year's food for fines theme is "Make Hunger Extinct" which coincides with our "Dinovember" celebration. Kristin announced that Children' Specialist, Sheila Jensen held a "Full-Steem Ahead" program where she taught children how to do science experiments with leftover Halloween candy. She had a total of 12 participants. Kristin stated the Windsor Garden Club's Burr Oak Nut Ornament program scheduled for November 12th was canceled due to the presenter having a family emergency. Kristin will be doing a presentation at the Windsor Chamber of Commerce December meeting about the recent improvements at the Lenora Blackmore Branch. Kristin will attend the Missouri Public Library Director's Conference December 7th and 8th in Osage Beach. Kristin stated that Library Advocacy Day is scheduled for Tuesday, February 6th in Jefferson City. She invited any interested board member(s) to also attend this event and meet with local representatives.

OLD BUSINESS: The board discussed policy updates. On a motion by Janet Sloan, seconded by Carla Crump it was voted to change the part of the sick leave policy to now state that employees hired after January 1, 2018, who retire in good standing and have at least 10 years of service will be paid for 2 weeks of any unused sick/personal leave. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman and Tim Komer. On a motion by Naomi Coleman, seconded by Carla Crump it was voted to change part of the sick leave policy to state that all part time employees will now accrue personal time off (PTO) instead of sick/personal leave beginning January 1, 2018. Voting yes were Naomi Coleman, Carla Crump, Tim Komer and Janet Sloan. On a motion by Janet Sloan, seconded by Naomi Coleman it was voted to change part of the medical insurance policy to state that the library will pay 80% of the medical insurance for all full time employees hired after January 1, 2018. This percentage will no longer be based on years of service. Voting yes were Janet Sloan, Naomi Coleman, Carla Crump and Tim Komer. On a motion by Janet Sloan seconded by Carla Crump it was voted to accept all other policy updates except those previously listed above, as presented by Kristin. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman and Tim Komer. Kristin announced that she has completed her training and testing to be a passport acceptance agent. Because of difficulties with Debbie's name she has just started her training. Kristin continues to get everything ready to become a passport acceptance center. Kristin reported that

the National Geographic collection ad has been placed on eBay. Much work was completed to get this collection ready, such as, removing all stickers and pockets from each book, taking numerous pictures of the collection and creating a detailed description. The asking price is \$3,500.00. It has been listed for 2 weeks and had 22 views

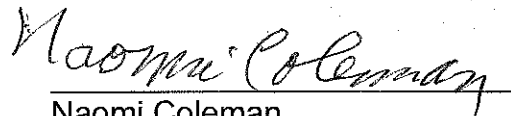
NEW BUSINESS: Kristin provided each board member with a list of programs, device training sessions, grants received, technology projects, community representation engagements, new library services, training opportunities, webinars and many other accomplishments she has provided as Director of Library Services for the 2017 year. Debbie provided the board members with a 2018 schedule of meetings.

On a motion by Carla Crump, seconded by Tim Komer it was voted to go into closed session pursuant to Missouri Revised Statutes 610 .021 Section 3. Voting yes were Carla Crump, Tim Komer, Naomi Coleman and Janet Sloan.

ADJOURNMENT: On a motion by Naomi Coleman, seconded by Carla Crump it was voted to adjourn. Voting yes were Naomi Coleman, Carla Crump, Tim Komer and Janet Sloan.



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY

BOARD OF TRUSTEES

December 26th 2017

In lieu of the December board meeting:

I approve the disbursements as delivered to me.



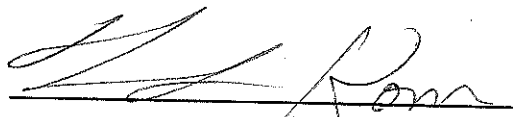
Martha Nichols, President



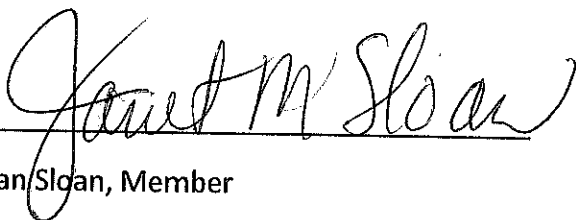
Naomi Coleman, Secretary



Carla Crump, Vice President



Tim Komer, Treasurer



Jan Sloan, Member