

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
January 30, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, January 30, 2018 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 Evans, Director and Debbie Jones, Assistant Director.

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

TREASURER'S REPORT: Tim Komer gave a treasurer's report listing all income, expenses and the library's assets as of December 31, 2017.

2017 AMENDED BUDGET: On a motion by Naomi Coleman, seconded by Tim Komer it was voted to approve the amended 2017 budget as presented by Kristin Evans. Voting yes were Naomi Coleman, Tim Komer and Carla Crump.

MINUTES: On a motion by Carla Crump, seconded by Naomi Coleman it was voted to accept all minutes of the November 28, 2017 meeting as read. Voting yes were Naomi Coleman, 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 and Naomi Coleman.

CORRESPONDENCE: Kristin Evans reported that she received a thank-you for the purchase of her new desk and bookshelf from Debbie Jones. Juvenile library patron, Alana Buce presented Kristin Evans with an fruit and a deli tray for the library. Alana picks a business each month to thank and keeps track of it on her blog. The library received a thank-you from the Julius Wall family for the flower arrangement sent to the funeral. Kristin attended Mr. Wall's funeral in representation of the library because Mr. Wall was an attorney for the library for many years. Kristin reported that the tablet that is used for patron credit/debit card transactions was stolen from the circulation desk. However, after a little detective work by Kristin, the stolen tablet was returned and the thief was arrested. Kristin also mentioned that a big part of this recovery was due to the newly acquired security cameras. Two more cameras have been purchased and are located in the computer lab and the community room.

DIRECTOR'S REPORT: Kristin Evans reported that the library closed at 12:00 pm due to weather on January 11, 2018 and opened late due to weather at 10:00 am on January 15, 2018. Kristin announced that Karen Fields was hired as the new circulation clerk to replace Colyn Chastain. Karen started on December 4, 2018. Reference Clerk, Mike Good is retiring, his last day is February 28, 2018. The library held interviews for a new reference clerk throughout the week of January 22nd. Kristin hired Jody Anderson to fill this vacancy. Kristin gave a program about the Lenora Blackmore Branch Library for the Windsor Chamber of Commerce on December 13, 2018. Kristin and Debbie attended the annual Clinton Chamber of Commerce Banquet on behalf of the library on January 18, 2018. Kristin will be attending library legislative day in Jefferson City on Tuesday, February 6, 2018. Kristin noted that the library hosted an "Eat the Frog" program on January 4, 2018, this program focused on setting and achieving goals. Five patrons attended. Patsy Luebbert from the State Historical Society gave a presentation about the library's newspaper digitization project. Twelve patrons attended. The library will be putting on a Star Wars paper airplane program for kids and teens. Clinton's program is today at 5:00 pm and Windsor's is tomorrow, January 31, 2018 at 1:30 pm. The Winter Reading program started on January 2, 2018 and will continue through March 3, 2018. The theme this year is trains. The Friends of the Library Group met on January 25, 2018. They discussed continuing efforts to become a tax-exempt organization and the possibility of building a storage shed on library property to house extra materials for the book sale. The library's new auditor, Cinda Rodgers will be here Thursday, February 1, 2018. The library received a grant to pay for some of the 2018 summer reading program entertainment. The library has hired musician Babalou to perform at the 2018 Summer Reading Program Kick-Off and Eldred Rourke will perform his magic at the end of summer reading program party. Kristin has applied for a second digitalization grant that if received will pay for the rest of the newspaper collection to be processed.

OLD BUSINESS: Kristin announced that the student ecards go live today at the Clinton High School. This service will allow students to access the library's online content using their student id number. Permission slips were sent home with students to allow parents to opt out of this service because the library cannot guarantee that adult content will not be seen. If all goes well other Clinton schools and then other schools in the county will be added. This should help to increase the library's database usage numbers. Kristin showed the board the passport station located in the corner of the William V. Sisney Meeting Room. The library has done advertising to announce it is now a passport acceptance

facility. The first passport appointment is scheduled for February 1, 2018 and so far 14 appointments have been made.

NEW BUSINESS: On a motion by Naomi Coleman, seconded by Tim Komer it was voted to have a reserve account for discretionary funds and to amend the 2018 budget to include this reserve account. Voting yes were Naomi Coleman, Tim Komer and Carla Crump. On a motion by Carla Crump, seconded by Tim Komer it was voted to accept the hotspot circulation policy as presented by Kristin. Voting yes were Carla Crump, Tim Komer and Naomi Coleman. Kristin noted that the amount we are paying for the lease on the library's copy machines is extreme. She presented a handout showing what fees are presently charged and also what purchasing this equipment instead of leasing would cost. At this time the board chose to table this matter for further discussion and thought.

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



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
February 27, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, February 27, 2018 at 4:00 pm in the boardroom of the library.

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.

MINUTES: On a motion by Naomi Coleman, seconded by Carla Crump it was voted to accept all minutes of the January 30, 2018 meeting as read. Voting yes were Naomi Coleman, Carla Crump and Janet Sloan.

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 reported that the library sent Doug Smith a get well arrangement after his recent stroke. Kristin Evans received a thank-you note from Kelly Hendrich for the 2017 annual report. Kristin Evans stated that library patron, Bill Morris recently attend Comicon and brought back several signed comic books/graphic novels that will be used as prizes for the 2018 summer reading program. Fellow Rotarian and Golden Valley Memorial Hospital Administrator, Craig Thompson spoke with Kristin Evans about how excited his son was to complete the "Racing to Read" program. Kristin Evans heard in passing that another staff member was complimented by a patron for helping with computer issues.

DIRECTOR'S REPORT: Kristin Evans reported the following: February 10th the Clinton building closed early at 4:00 pm due to icy conditions; February 19th the Clinton building closed early at 12:00 pm due to an internet outage; February 20th the Clinton building closed early at 5:00 pm due to icy conditions and on February 27th both buildings opened late at 10:00 am due to inclement weather conditions. Henry County wasn't quite ready for online dating as only 2 patrons attended the "Introduction to Online Dating" Valentine's Day themed program. The library received a grant from the Missouri State Library to purchase 2 self-checkout machines. One machine will be located at each library location. New Reference Clerk, Jody Anderson was introduced to the board. She will replace Mike Good whose last day is February 28th. An open house was held on

February 23rd in honor of retiring Reference Clerk, Mike Good who has worked at the library for 24 years. Four Seasons Heating and Cooling has installed a new power outlet on the back wall at the Clinton location to be used for the charging station and the collaborative worktable. Wifi printing is now available for patrons at the Clinton location and will also be available soon at the Windsor Branch. First National Bank is now Legacy Bank and Trust. Kristin Evans stated she will be monitoring the accounts to make sure no additional fees or changes are made to the services provided. Passports have been extremely popular at the library. In the first 20 days of passport service the library has completed 24 passports and generated approximately \$500.00 in income. Kristin Evans had a presentation scheduled February 23rd for Clinton High School seniors to discuss the databases available via the new ecards provided by the library. However, due to inclement weather it was canceled and she is working on rescheduling this presentation. Library Advocacy Day was also canceled because of inclement weather and has been rescheduled for March 13th.

OLD BUSINESS: Kristin Evans provided the board with the next set of policy updates. On a motion by Janet Sloan, seconded by Naomi Coleman it was voted to accept the policy changes as presented by Kristin. Voting yes were Janet Sloan, Naomi Coleman and Carla Crump. Kristin Evans reported auditor, Cinda Rodgers was here on February 1st and spent most of the day. Cinda made a few recommendations and suggestions on techniques to make the audit process more effective. Cinda is now working on completing the annual audit. Kristin Evans spoke about the library's current copy machine lease program and a proposed copy machine ownership program. The board asked Kristin Evans to provide them with a comparison sheet of these two programs that they can review before they make any further decisions.

NEW BUSINESS: Kristin Evans provided board members with copies of the 2017 annual report. She pointed out several increases in the statistics, special programming and other highlights of the 2017 year. Kristin Evans stated she was approached by the librarian at Leesville School, who wanted to know if we could donate magazines for her students to read. On a motion by Janet Sloan, seconded by Carla Crump it was voted to donate magazines one time and see how it works before proceeding any further. Voting yes were Janet Sloan, Carla Crump and Naomi Coleman.

On a motion by Carla Crump, seconded by Janet Sloan it was voted to go into closed session pursuant to Missouri Revised Statute 610 .021 Section 11. Voting yes were Carla Crump, Janet Sloan and Naomi Coleman.

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

Martha Nichols

Martha Nichols
President

Naomi Coleman

Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
March 27, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, March 27, 2018 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 February 27, 2018 meeting as read. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman, and Tim Komer.

TREASURER'S REPORT: Treasurer, Tim Komer gave the treasurer's report stating that the total current assets of the library are \$580,423.56 Total expenses for the first quarter of 2018 are \$243,214.10, which is 35% of the budget. This is due to several annual payments which are paid at the first of each year.

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: No correspondence was received this month.

DIRECTOR'S REPORT: Kristin Evans reported the following: the 2018 winter reading program ran from January 2nd to March 3rd and the theme was trains. 57 children signed up and 22 lists were turned in. 55 adults signed up and 92 lists were turned in. These numbers are down slightly from last year except the number of adult lists, which was higher. The On March 12th 15 patrons attended the "Preserve Your History" Program where archivist Whitney Heinzmann discussed how to preserve historical documents. Missouri Legislative Day was March 13th and Kristin spoke with Senator, Ed Emory and Representative, Wanda Brown. She thanked them for their support of the library and also for the increase in library funding that is in the current budget. The library will close early on Friday, March 30th for a staff meeting. The first designs of the new library signage have been submitted to D & M Sign Company. This is the first strategic

plan project of 2018. A steady stream of passport appointments continues. To help alleviate this situation Reference Clerk, Jody Anderson has started her training to become the library's third passport agent.

OLD BUSINESS: The completed library policy manual has been sent for review to attorney K. Adam Sommers at Harris, Harris & Gilbert, LLC. On a motion by Carla Crump, seconded by Naomi Coleman it was voted to alter the GFI Digital copier contract by making it lease-to-own. Voting yes were Carla Crump, Naomi Coleman, Tim Komer, and Janet Sloan.

NEW BUSINESS: On a motion by Carla Crump, seconded by Janet Sloan it was voted to renew the library's internet membership with MOREnet for 3 years. Voting yes were Carla Crump, Janet Sloan, Naomi Coleman, and Tim Komer.

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



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
April 24, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, April 24, 2018 at 4:00 pm at the Lenora Blackmore Branch in Windsor.

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 March 27, 2018 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: During National Library week each library staff member received a homemade thank-you note and a cookie from the McMenemy family. The library received a confirmation of its subscription to DAR Magazine. The Lenora Blackmore Branch in Windsor had an incident of a person returning to the library who was previously banned. The police were contacted immediately. However, they were on another call and notified the library staff member they would be there as soon as they could. In the meantime, this person left and the library closed. The police are aware that if this person returns the library wishes to have them arrested for trespassing.

DIRECTOR'S REPORT: Kristin Evans reported the following: on April 3rd the library held the part 1 of the "Caring and Communicating with Loved Ones with Alzheimer's and other Dementias" program. This program was presented by Amy Davis-Evans from Americare USA. 14 patrons attended. The library will also host part 2 of this program on Tuesday, May 8th at 7:00 PM. The parking lot has received some extra painting towards the west edge where there was an incline that was not previously marked. This work was done by Asphalt Sealcoating & Striping. The self-checkout machines arrived on April 17th and have been setup for patron use. These machines were provided by a mini-technology grant. "Chat & Chew" for local library directors is scheduled for Wednesday, April 25th at 9:00 AM. New Missouri State Librarian, Robin Westphal will also be in attendance. Kristin was featured on KDKD radio's "Speakout" program on April 5th. and spoke about the Friends of the Library Book Sale and other upcoming programs. The Friends of the Library Book Sale was a great success. The two-day sale was held April 13th and 14th. The total amount of funds raised were \$1,489.00, the total

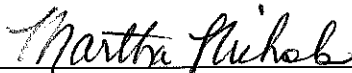
amount of items sold were 2,252 and 7 new members were signed up to be a part of the friends group. The new gallery signage should be arriving at the end of April. Staff member, Cammie Lasswell is working on the second round of signage which will include large banners that will hang from the ceiling over specific areas of the collection such as fiction, large print, non-fiction, audio, etc. Kristin will be attending National Legislative Day in Washington, DC on May 7th and 8th.

OLD BUSINESS: On a motion by Janet Sloan, seconded by Carla Crump it was voted to accept the policy revision suggestions as printed in the memorandum received from attorney K. Adam Sommer of Harris, Harris & Gilbert, LLC. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman, Tim Komer.


NEW BUSINESS: There was no new business this month.

On a motion by Carla Crump, seconded by Janet Sloan it was voted to go into closed session pursuant to Missouri Revised Statute 610 .021 Section 11. Voting yes were Carla Crump, Janet Sloan, Naomi Coleman, and Tim Komer.

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



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
May 29, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, May 29, 2018 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 Mike Keith, Owner/Agent representing Mike Keith Insurance, Inc.

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

ANNUAL INSURANCE REVIEW: Mike Keith, Owner/Agent representing Mike Insurance, Inc. presented the annual insurance review. He explained that their would be a \$290.00 increase in the annual premium due to the increase in coverage limits of all library buildings because at a time of loss they are covered at replacement cost, not actual cash value.

MINUTES: On a motion by Carla Crump, seconded by Naomi Coleman it was voted to accept the minutes of the April 24, 2018 meeting as read. Voting yes were Carla Crump, Naomi Coleman, Tim Komer, and Janet Sloan.

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

CORRESPONDENCE: Kristin Evans received a congratulations card from the Clinton Chamber of Commerce for representing the Henry County Library at *National Library Legislative Day* in Washington, D. C. The library received a thank-you via Facebook from a patron who won a signed graphic novel in celebration of *Free Comic Book Day*. Kristin Evans received an incident report from the Lenora Blackmore Branch in Windsor regarding a patron who had fell out of one of the wooden chairs in the library. Kristin Evans contacted the patron via telephone voicing her concerns about this incident but she did not receive any response from the patron.

DIRECTOR'S REPORT: Kristin Evans reported the following: Part 1 of the *Newspaper Digitization Grant* is complete. The following newspapers have been successfully digitized:

The Clinton Advocate: 1874-1875; 1883; 1886-1887; 1889-1901

The Clinton Eye: 1885-1945

The Windsor Review: 1876-1966

These digitized newspapers can now be viewed through links on the library's web-site. Part 2 of the *Newspaper Digitization Grant* is in process. The rest of the microfilm newspapers should be digitized and ready to view by 2019. The Library won an *Early*

Literacy Grant that will be used to purchase a collection of children's educational DVDs. The DVDs will include some of the following titles: Reading Rainbow, Sesame Street, Bubble Guppies, Magic School Bus, Doc McStuffins, Octonauts, Sid the Science Kid and more. Part 2 of the *Caring and Communicating Program* geared towards family members of individuals with memory disorders took place on May 8th. 7 patrons attended this presentation led by Amy Davis-Evans from Americare USA. *Free Comic Book Day* was celebrated May 5th. The library was able to give out 6 signed graphic novels as prizes to individuals who had checked out a graphic novel in the previous week. 34 patrons checked out graphic novels and signed-up for the drawing. The comics were gifted to the library by an anonymous donor. Saturday, May 12th the library celebrated the winners of the *Summer Reading Program Annual Bookmark Contest*. There were 7 winners this year, 3 from Clinton and 4 from Windsor and other areas of the county. The library received dozens of submissions. The winners were chosen by special guest judges from the *Ladies Watercolor Group*. On Saturday, May 26th, baseball historian, Phil Dixon presented a program titled, *The Kansas City Monarchs in My Hometown – Windsor* he discussed the Monarchs and the time they spent in Windsor. 29 patrons attended. The *2018 Summer Reading Program* is just around the corner and officially starts June 2nd. Kristin attended *National Library Legislative Day* in Washington, D. C. May 7th – 8th. She was able to talk to representatives from all the Missouri members of Congress and advocate for continued support for libraries. A new staff member has been hired for the clerk position at the Lenora Blackmore Branch in Windsor. Amavi Tayaotao started on Monday, May 21st and replaces Nicole Taulman. *Staff Development Day* was held Friday, May 18th. Staff watched webinars about helping homeless patrons and how to deal with patrons experiencing a mental crisis. They were taught the importance of library statistics by Assistant Director, Debbie Jones. Kathy Wilson and Roy Qualls from Care Connection came to discuss the community resources provided by the senior center. The staff members also engaged in team building exercises and discussions on policies and procedures. The first round of signage has come in for the Clinton building and is located in the gallery. Patrons have been very complimentary towards the signs. The second set of signs will be ordered in the coming month.

FRIENDS OF THE LIBRARY REPORT: Kristin Evans reported that the Friends of the Library raised \$1,489.00 and sold 2,000 items during the two-day book sale in April. They now have 42 members. Last year they purchased an Automated External Defibrillator (AED) for the Lenora Blackmore Branch in Windsor. They are working on a gardening project for the Clinton facility and are saving funds towards the purchase of an outdoor sign for advertising library activities, programs, etc. The next meeting will be held sometime in June.

OLD BUSINESS: Kristin Evans gave each board member a copy of the completed 2017 audit to review. Kristin Evans presented each board member with the newly completed policies for their board manuals. Kristin Evans provided each board member with the 5 IT bids that were received. After much discussion it was suggested that Kristin Evans contact Cisc, LLC for more information regarding their bid. The board has tabled this matter. The decision will be made at a later date.

NEW BUSINESS: Kristin Evans spoke about safety issues with the 22 wooden chairs located at the Lenora Blackmore Branch in Windsor. On a motion by Carla Crump, seconded by Tim Komer it was voted to purchase new chairs as suggested by Kristin Evans. Voting yes were Carla Crump, Tim Komer, Naomi Coleman, and Janet Sloan. Kristin Evans announced that the library is making much more doing passports than previously expected. She would like to take some of these extra funds and provide eye and dental insurance for all part-time employees and eye insurance for all full-time employees (dental is already provided for full-time employees). She also suggested that the board allow employees to add their spouses and/or children to the health insurance if they so request with the employee having this amount deducted from their paycheck. On a motion by Janet Sloan, seconded by Carla Crump it was voted to pay for eye and dental insurance for all employees whether full or part time and to allow the employees to add family members to the policy at the cost of the employee. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman, and Tim Komer.

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



Martha Nichols
President



Naomi Coleman
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
June 5, 2018

A meeting of the Henry County Library Board of Trustees was held Tuesday, June 5, 2018 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.

On a motion by Janet Sloan, seconded by Carla Crump it was voted to go into closed session pursuant to Missouri Revised Statute 610 .021 Section 11. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman, and Tim Komer.


The library's current IT Technician, Doug Smith addressed the board stating that he would like to continue working at the library and felt he was knowledgeable and affordable.

On a motion by Naomi Coleman, seconded by Tim Komer it was voted to return to closed session pursuant to Missouri Revised Statute 610 .021 Section 11. Voting yes were Naomi Coleman, Tim Komer, Carla Crump, 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
June 26, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, June 26, 2018 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Naomi Coleman, Tim Komer, Janet Sloan, and Patricia Dump. 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 Janet Sloan it was voted to accept the minutes of the May 29, 2018 meeting as read. Voting yes were Carla Crump, Janet Sloan, Naomi Coleman, and Tim Komer.

TREASURER'S REPORT: Treasurer, Tim Komer gave the following second quarter report: The account balances as of June 21, 2018: First National Checking – \$44,798.20; First National Savings \$150,915.27; Henry County Library Reserve Account - \$164,951.39; Money Market Checking Account – \$86,013.25; Truman Lake Foundation - \$1,207.40; and Truman Lake Perpetual Fund - \$11,076.60. The Henry County Library Building Corporation has a remaining amount of \$59,999.00 for the Lenora Blackmore Branch Building in Windsor. Plans are to pay this amount in January 2019, which would be three years early. The 2018 budget shows the expenses at \$397,765.39 which is 57.40%.

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 Evans reported that an incident occurred where a backpack was left unattended in the building. The police were called by unable to respond. The library received a thank-you from musical performer "Babaloo" who was the entertainment for the 2018 Summer Reading Program Kick-Off. "Babaloo" stated he had a great time and enjoyed working with library staff. Kristin Evans also received thank-you cards from several children who attended the Summer Reading Program Kick-Off. Kristin received a thank-you via email from Ukulele Instructor, David Firman who enjoyed working with the library at the "Ukulele 101" program.

DIRECTOR'S REPORT: Kristin Evans reported the following: the 2018 Summer Reading Program, "Libraries Rock" started on June 7th. The library partnered with both the Windsor and Clinton school districts to present a concert featuring performer, "Babaloo". This program was funded by a grant from the Missouri State Library. This event was a huge success as hundreds of children attended these two events! June 9th

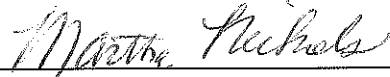
the library presented Ukulele 101 at both the Windsor and Clinton library locations. Ukulele instructor, David Firman, taught patrons ukulele basics. 11 patrons attended in Windsor and 23 patrons attended in Clinton. The ukuleles purchased for this program have also been added to the circulation collection and have been extremely popular. Kristin attended the summer Missouri Public Library Director's (MPLD) meeting from June 6th-8th in St. Louis Missouri. At this meeting she and fellow library director Stacey Embry of Morgan County Library, started a small libraries director group that now includes over 30 members. Kristin also attended a Missouri Libraries 2 Go meeting while at MPLD. The Friends of the Library held their annual meeting on June 18th. At this meeting the Friends reviewed the activities of the previous years and discussed ideas for the future. The first set of children's educational DVDS have been purchased as part of the early literacy collection grant. They should start arriving in the next couple of weeks. The second set will be purchased at the end of June. There will be four separate purchases made in order to avoid backlog in processing. New genre labels have been purchased for the books at both library locations. This project will be taken on by volunteers at both the Clinton and Windsor locations. Instead of using colored tape to indicate the book genres, the new stickers will feature small, recognizable pictures. This will help patrons better identify the genre of the book and make browsing easier. Previously, the library labeled mystery, western, and science fiction. The library will add romance, christian fiction, and fantasy to these genre categories.

OLD BUSINESS: The Midwest IT Service team was here and met with Kristin Evans on June 25th. They reviewed the library's IT system. They will start next week on July 2nd. Kristin Evans sent current IT technician, Doug Smith a letter explaining that the library board did accept another company's bid and that the board voted to pay him his regular salary for the month of July to be "on call" in case he his needed during this time. Kristin Evans also met with Doug Smith to go over the plans for this transition process. The new chairs for the Windsor location have arrived. This project of swapping out the new chairs with the old is about halfway done. The old chairs are for sale and have been selling quite well. Kristin Evans reported that she attempted to sign-up the part-time employees for dental and vision insurance to be paid for by the library as voted on at the previous board meeting. She was informed that this cannot be done until the annual sign-up in October 2018 and it will go into effect January 2019.


NEW BUSINESS: None

RECOGNITION OF NAOMI COLEMAN: The Henry County Library Board of Trustees, Kristin Evans, and Debbie Jones presented Naomi Coleman with a cake, flowers and a personalized vase to thank her for her many years of service as a library board member.

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
July 31, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, June 31, 2018 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Janet Sloan, Tim Komer, and Patricia Dump. Also present were Kristin Evans, Director; Debbie Jones, Assistant Director; and Cindy Roth, library patron.

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

On a motion by Carla Crump, seconded by Tim Komer it was voted to close the regular meeting, dissolve the old board and go into special session for the election of officers. Voting yes were Carla Crump, Tim Komer, and Janet Sloan.

SPECIAL SESSION: Kristin Evans, Director called the meeting to order. Kristin Evans asked for nominations for the office of President. Carla Crump nominated Martha Nichols for President, seconded by Janet Sloan. Voting yes were Carla Crump, Janet Sloan, and Tim Komer. Kristin Evans asked for nominations for the office of Vice-President. Janet Sloan nominated Carla Crump for Vice-President, seconded by Tim Komer. Voting yes were Janet Sloan, Tim Komer, and Martha Nichols. Kristin Evans asked for nominations for office of Treasurer. Janet Sloan nominated Tim Komer for Treasurer, seconded by Carla Crump. Voting yes were Janet Sloan, Carla Crump, and Martha Nichols. Kristin Evans asked for nominations for the office of Secretary. Martha Nichols nominated Janet Sloan for secretary, seconded by Carla Crump. Voting yes were Martha Nichols, Carla Crump, and Tim Komer. Kristin announced the officers as follows:

President: Martha Nichols
Vice-President: Carla Crump
Secretary: Janet Sloan
Treasurer: Tim Komer
Board Member at Large: Patricia Dump

On a motion by Martha Nichols, seconded by Carla Crump it was voted to close the special session and return to the regular meeting. Voting yes were Martha Nichols, Carla Crump, Janet Sloan, and Tim Komer.

OPEN FORUM: Library patron, Cindy Roth was here to voice her displeasure with the way the library staff is handling her printing and computer issues. On a motion by Patricia Dump, seconded by Tim Komer it was voted to have Kristin send a board approved certified letter to Cindy Roth from the board regarding this situation

addressing her concerns. Voting yes were Patricia Dump, Tim Komer, Carla Crump, and Janet Sloan.

SWEARING IN OF NEW BOARD MEMBER: Director, Kristin Evans swore in new board member, Patricia Dump.

MINUTES: On a motion by Carla Crump, seconded by Janet Sloan it was voted to accept the minutes of the June 26, 2018 meeting as read. Voting yes were Carla Crump, Janet Sloan, Tim Komer, and Patricia Dump.

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

CORRESPONDENCE: Kristin Evans stated that library employees reported 10 incidents for the month of July. One was for damage to the shed that belongs to the Friends of the Library. The damage has been repaired. Several various patron disturbances were reported. One resulting in two patrons being banned from library property for one month, with a repeat occurrence by one of the same patrons that resulted in a one-year ban. Kristin Evans received a thank-you note from former board member, Naomi Coleman. Kristin Evans found two notes in the suggestion box one which stated "the library was an airport you don't have to leave" and the other mentioned the phenomenal cleanliness of the library and how inviting it was. Kristin Evans reported that Reference Clerk, Jody Anderson received two compliments for all the hard work she put into the genealogy research she did.

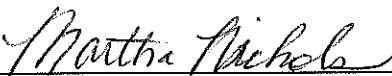
DIRECTOR'S REPORT: Kristin Evans reported the following: The Michael family and the Clinton Missouri Police Department will hold a remembrance ceremony on August 6, 2018 at 6:00 pm. The ceremony is to honor Officer Michael who was killed in the line of duty one year ago. It will take place at the memorial marker near the flag pole on the South side of the library building. On Saturday, June 30th the library participated in the Olde Glory Days Parade. Three staff members and three children dressed up like rock stars and handed out bookmarks and candy to parade observers in order to promote the summer reading program. On Saturday, July 7th the library held a program about Missouri's Meteorite Impacts. 19 patrons attended and were taught about Missouri's three meteorite impacts by MSU Professor, Dr. Kevin Evans. On Wednesday, July 11th Kristin Evans and Amavi Tayatao attended the Windsor Chamber of Commerce Luncheon. Kristin introduced Amavi to the Windsor Chamber members. On Monday, July 23rd a new volunteer was placed in the library through the Career Center's youth at work program. This volunteer will assist with the new genre labels, updating e-book cataloging records, and helping Sheila Jensen with the children's programming. On Wednesday, July 25th the library took part in the back-to-school-fair. The library handed out 285 reading-themed dog tags and had 20 children and adults sign-up for library cards. On Wednesday, July 25th Kristin met with the new director of Trails Regional Library System, Rochelle McCaulley. They discussed the possibility of doing joint programming in the future. The new signage banners that are part of the strategic plan

have been finished. Kristin is working with Jerry's Pest Control to get the banners hung. These banners will help to better direct the patrons to the libraries' collections. The DVDs that were purchased as part of the Early Literacy grant have arrived. Kristin is in the process of cataloging them and getting them on the shelves. Library staff will discuss whether or not they should be placed in their own special area during the August 24th staff meeting.

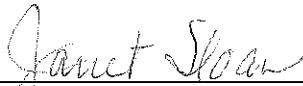
OLD BUSINESS: Midwest IT Service has continued to come in weekly. They have installed a new server, firewall, deep freeze software, and Microsoft Windows 10 on all computers. They continue to work on printer, internet, barcode scanners, wifi printing, and Cybrarian software problems, and have installed a new security camera viewer that can easily be seen by staff. The outdoor security camera on the north side of the building is not working. Kristin Evans contacted Crime Busters Security and asked them to fix it or refund the library the money as this continues to be an ongoing problem. Crime Busters Security has elected to refund the library. So now Midwest IT techs are trying to come up with the solution to fix this security camera. Kristin Evans went over the interest rates offered by Hawthorn and Legacy Banks. On a motion by Carla Crump, seconded by Tim Komer it was voted to accept the offer as presented by Legacy Bank. Voting yes were Carla Crump, Tim Komer, Janet Sloan, and Patricia Dump.

NEW BUSINESS: Kristin Evans reported she was approached by a State Fair Community College Representative, Kathleen Miler who would like to use the Lenora Blackmore Branch in Windsor as an HSE Classroom because of wifi availability. These classes would need to be held at the location in Windsor after hours. On a motion by Tim Komer, seconded by Patricia Dump it was voted to deny the request at this time and offer the use of either library location during open hours and also give Kathleen information about other areas that may be available. Voting yes were Tim Komer, Patricia Dump, Carla Crump, and Janet Sloan. Kristin presented the board with information regarding the library's current phone service and quotes for service from several companies. The board members discussed these quotes and have asked Kristin to find out more information before making a decision to change the library's phone service.

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



Martha Nichols
President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
August 21, 2018

TAX RATE HEARING AND REGULAR MEETING

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, August 21, 2018 at 4:00 pm in the boardroom of the library.

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

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

TAX RATE HEARING: On a motion by Carla Crump, seconded by Janet Sloan it was voted to set the 2019 tax rate at .1952. Voting yes were Carla Crump, Janet Sloan, Tim Komer, and Patricia Dump.

MINUTES: On a motion by Janet Sloan, seconded by Tim Komer it was voted to accept the minutes of the July 31, 2018 meeting as read. Voting yes were Janet Sloan, Tim Komer, Carla Crump, and Patricia Dump.

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

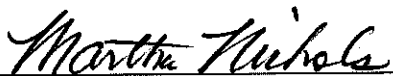
CORRESPONDENCE: Kristin Evans stated that the library staff had one incident this month. Library staff noticed a bicycle was left unattended behind the Friends of the Library shed. Authorities were contacted and retrieved the bicycle.

DIRECTOR'S REPORT: Kristin Evans reported the following: The 2018 summer reading program came to a close on August 4th with two performances by magician, Eldon Roark. 42 patrons attended this event in Windsor and 101 attended in Clinton. Overall, 506 patrons signed up for the summer reading program this year. 362 reading lists were completed. There were increases in most areas of the program from previous years. The library is holding its annual *Pencils for Penalties* fine forgiveness program throughout the month of August. This year the library has increased the number and types of fines that will be forgiven. All library fines will be forgiven up to \$10.00 except for fines that have been sent to collections. The goal is to be able to waive more fines for patrons, cut down on confusion, and encourage more donations. On August 6th-7th Kristin taught a book page fall wreath program. A total of 13 patrons participated and learned how to make an autumn themed wreaths using pages from old books. Crime Busters Security Systems, Inc. has agreed to refund the library for the malfunctioning camera in the parking lot. Midwest IT Services is working to purchase two replacement

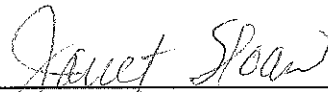
cameras that will tie into our current system and will have the power required to keep the cameras operating. Both libraries will be getting bandwidth upgrades in the month of August during the MOREnet bandwidth upgrade window. Windsor will go from 6 MPG to 20 MPG. Clinton will go from 10 MPG to 30 MPG. All the hardware will be paid for through MOREnet. The increased combined cost for both libraries will be \$195.00 per month. These bandwidth levels will hopefully fulfill library needs for the next two years. There will be a staff meeting on Friday, August 24th. Topics to be discussed are: review of the 2018 summer reading programs, comments on the new IT company, discussion about creating a section for the juvenile DVDS, and lost and found procedures. Martha Nichols announced that she had driven by the library after hours and noticed several people at the library mingling about. The board members expressed concerns about this and asked Kristin Evans to contact the police to inquire about these after-hours activities and to possibly increase patrols.

OLD BUSINESS: On a motion by Tim Komer, seconded by Carla Crump it was voted to change all of the library's phone services to Century Link. Voting yes were Tim Komer, Carla Crump, Janet Sloan, and Patricia Dump. All tasks have been completed in the movement of library funds to accounts with better interest rates at Legacy Bank.

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



Martha Nichols
President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
September 25, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, September 25, 2018 at 4:00 pm at the Lenora Blackmore Branch in Windsor.

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

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

TREASURER'S REPORT: Treasurer, Tim Komer gave the following 3rd quarter report. The account balances as of September 20th 2018 are: Legacy Checking \$33,876.03; Legacy Savings \$28,421.74; Henry County Library Reserve Account \$165,172.92; Money Market Checking \$95,850.87 with \$30,125.81 of this being Abart funds; Truman Lake Foundation \$1,212.16; Truman Lake Perpetual Fund \$11,723.42; and Henry County Library Building Corporation \$3,518.57. The 2018 budget shows the expenses at \$516,240.24, which is 74.84%.

MINUTES: On a motion by Janet Sloan, seconded by Patricia Dump it was voted to accept the minutes of the August 21, 2018 meeting as read. Voting yes were Janet Sloan, Patricia Dump, 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, Janet Sloan, and Patricia Dump.

CORRESPONDENCE: Kristin Evans received a thank-you card from Natalie Prussing Halpin for hosting the book discussion program for her book *The Captain and the Judge*. Kristin announced that a patron has been banned from all library property for one month due to being intoxicated while on library property.

DIRECTOR'S REPORT: Kristin Evans reported the following: August 24 the library held a staff meeting. Staff members discussed the summer reading program, creating a lost and found policy, upcoming programs, and the new IT company. This year's pencils for penalties drive saw 817 items donated and over \$150.00 in fines waived. This year the library waived old overdue fines for the first time in order to better assist patrons to get their accounts in good standing. September 10th the library hosted authors Natalie Prussing Halpin and Lisa Irlle. They discussed their book *The Captain and the Judge* about Natalie's mother and father who led remarkable lives throughout the state of Missouri in the late 1800s and early 1900s. 20 patrons attended this program. Kristin Evans attended the Association of Rural and Small Libraries conference September 11th-14th. It was held in Springfield, IL. This trip was funded through a continuing education grant from the Missouri State Library. Kristin attended sessions about

leadership, staff development day, increasing circulation, improving library signage, helping low income individuals, and the 2019 summer reading program. The Friends of the Library will host their fall book sale Friday, September 21st and Saturday, September 22nd. The dishwasher in the Friends of the Library Community Room broke down. A new dishwasher was purchased from Sherman's Heating & Cooling and installed for \$480.00. Several repairs were also required for the HVAC systems. New filters, a fan blade, and fan motor were purchased and installed. The invoices for those repairs have not yet been received. The library continues to experience delays in hanging the new banners. Kristin is working with Jerry's Pest Control to get the banners up. They will need to rent a scissor lift and use all of their staff to get this project completed. This project must also be done during nice weather to keep the scissor lift from tracking mud into the library. Kristin hopes to have this project completed by the end of September. The new parking lot cameras have been purchased and are awaiting installation by Midwest IT. They will need to work to put in new wiring through the ceiling for the second camera. During the week of September 10th the library's website and email domain was transferred over to a new account to reset the username, password, and contact information due to the changing of IT providers. This transfer resulted in temporary outages of the library's website and email accounts. These problems have been resolved. Jody Anderson and Debbie Jones have begun weeding the reference collection. The goal of this project is to remove materials that are no longer used and to replace the outdated materials with new relevant versions. This project is part of the 2018 strategic plan. Part of the National Geographic collection sold through Ebay for \$500.00. The remainder of the collection will be put up for sale at the Friends of the Library book sale.

LEGISLATIVE INFORMATION: Kristin Evans reported that the Missouri Proposition B \$12 Minimum Wage Initiative (2018) will be on the November 6, 2018 ballot. This measure would increase the minimum wage from the present \$7.85 an hour to \$8.60 in 2019; \$9.45 in 2020; \$10.30 in 2021; \$11.15 in 2022; and \$12.00 in 2023. Kristin Evans announced that Missouri has been given a new extension which will expire January 22nd, 2019 to become Real ID license compliant. The Missouri Department of Revenue has also stated they are confident they will get another extension and expect the state to be compliant by March 2019. Kristin Evans received a letter from Missouri State Senator, Ed Emery regarding *Drag Queen Storytimes* and asked libraries to be aware that they may need to create a policy regarding this matter. The board chose not to implement any policy at this time.

OLD BUSINESS: Kristin Evans reported that she spoke with the Clinton Missouri Police Department in regards to after-hours complaints. Kristin was told the police have not had any complaints about the library since June 2018. Outdoor trashcans and cigarette receptacles will be installed this week to hopefully help with the amount of trash found outside each day. Kristin Evans announced that the library phone service has been switched over to Century Link without any interruption of service. The bill for

this month was \$500.00 instead of the usual \$700.00. Kristin will continue to monitor the invoices making sure the library is saving money by using Century Link.

NEW BUSINESS: Kristin Evans provided the board with new policy language for the PTO, medical, dental, and vision insurance policies. Kristin also submitted a new lost and found policy. On a motion by Carla Crump, seconded by Janet Sloan it was voted to accept these policies as presented. Voting yes were Carla Crump, Janet Sloan, Tim Komer, and Patricia Dump. Kristin Evans provided the board with information regarding a rewards credit card offered by Legacy Bank. The board requested that Kristin research other credit card rewards program options and report back about this matter. Kristin Evans spoke about a new service offered by Booksystems for the library's OPAC units. This service is called Syndetics Unbound it provides much more content than our current form of OPAC, such as, author information, awards, professional book reviews, other book and author recommendations, etc. On a motion by Janet Sloan, seconded by Patricia Dump it was voted to add this service. Voting yes were Janet Sloan, Patricia Dump, Carla Crump, and Tim Komer. Kristin Evans approached the board about selling the Life Magazines. The board requested Kristin research the value of this collection and report back about this matter.

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



Martha Nichols
President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
October 30, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, October 30, 2018 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Tim Komer, and Patricia Dump. 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 Tim Komer, seconded by Patricia Dump it was voted to accept the minutes of the August 21, 2018 meeting as read with the correction of Time to Tim in the disbursements section. Voting yes were Patricia Dump, Tim Komer, and Martha Nichols.

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

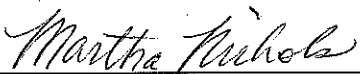
CORRESPONDENCE: Kristin Evans reported about an electrical incident that occurred at the Lenora Blackmore Branch in Windsor. Kristin Evans received a thank-you from an anonymous patron for the items displayed during *Banned Books Week*. Kristin Evans received a thank-you from the John Gursick family regarding the purchase of materials in his memory.

DIRECTOR'S REPORT: Kristin Evans reported the following: Sheila Jensen and Kristin Evans attended the Missouri Library Association conference in Columbia, Missouri October 3rd through 5th. They attended a performer's showcase, several networking events, and a wide range of sessions and brought back useful knowledge and information to the library. Thursday, October 4th Carol Ketchum and Jody Anderson represented the library at the 2018 Seniorfest. They had over 195 people stop by their table to learn about library resources and programs. The Henry County Library received a Truman Lake Grant for a new receipt printer, scanner, power cord, and receipt paper rolls. These items totaled \$487.00. They will go next to the drive-thru window in Clinton so that the drive-thru window can be full service. Kristin Evans attended the awards banquet to accept the check on Tuesday, October 23rd. Kristin Evans hopes to have the full service drive-thru station set-up by the second week in November. The Henry County Library has partnered with *Bright Futures* in order to adopt a classroom. The library has been assigned to Debbie Abdoler's kindergarten class. Kristin Evans, Sheila Jensen, and Makala Radford will be visiting the classroom several times each month to do educational activities with the children. Kristin made the first visit on Tuesday, October 23rd and read Halloween themed stories and did a Halloween craft with the children. The Lenora Blackmore Branch's *Happy Fall Y'all* submission at Farrington Park in Windsor won second place this year. The workers at Windsor will once again

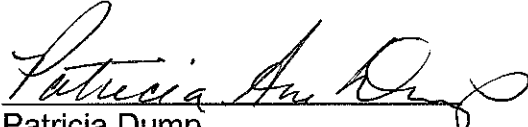
staff a table outside the library for Windsor's downtown *Halloween on Main Street* program. Kristin Evans presented a program on the history and culture of vampires at both the Clinton and Windsor locations on Monday, October 29th. This program explored the longevity of vampires as a cultural phenomenon and ended with a short book discussion on Dracula. 18 adults and teens attended this program. The two new parking lot cameras have been installed. Unfortunately, they will not integrate to our current camera software so Mid-West IT is looking into a new DVR machine that will support both camera types. Calvin Stafford was here on October 29th and installed the ceiling banners. Circulation Clerk, Cammie Lasswell has turned in her resignation in order to further her college career in graphic design. Her resignation will become effective December 31st. The Henry County Library staff members will be distributing surveys asking patrons for their opinions about the materials offered by the library. This survey will ask patrons about their favorite types of materials, favorite genres, favorite non-fiction topics, and favorite authors. There are 3 different survey options: adult, teen, and children. This survey has been made available online via the library's webpage and the library's social media accounts. This survey is intended to gain valuable patron feedback about reading preferences in order to help guide material purchasing in 2019.

OLD BUSINESS: Kristin Evans discussed the option of selling the *Life* magazine collection by single issues. On a motion by Patricia Dump, seconded by Tim Komer it was voted to allow the Friends of the Library group to sell this collection by single issue. Voting yes were Patricia Dump, Tim Komer, and Martha Nichols. Kristin Evans wasn't able to report on the phone bill cost as the library had a credit this month. She will check on it again next month and report back. Kristin Evans provided the board with a business credit card comparison. On a motion by Tim Komer, seconded by Patricia Dump it was voted to obtain a business credit card from Spark-Capitol One. Voting yes were Tim Komer, Patricia Dump, and Martha Nichols. Kristin Evans reported that recent purchase of *Syndetics Unbound* via Booksystems is now available online and on all the OPAC units. She encouraged the board members to take a look and review all of the new content now available to patrons and staff.

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



Martha Nichols
President



Patricia Dump
Acting Secretary

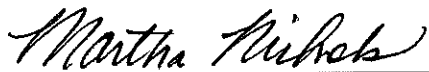
Kristin is working with local vendors to create new signs for the window and to make it more accessible. The open part-time circulation clerk position closed on Friday, November 23rd. Kristin and Debbie will hold interviews Thursday, November 28th. They hope to have someone hired by December 1st. The library now has over 500 patrons on the list to receive newsletters via email. The Friends of the Henry County Library group have already raised over \$800.00 selling issues of Life Magazine.

KRISTIN'S YEAR IN REVIEW: Kristin Evans presented the board with a list all of the programs, grants, projects, day-to-day responsibilities, areas of community involvement, training, and conferences she has done in the 2018 year.

OLD BUSINESS: Kristin Evans reported that the monthly phone bill with Century for both the Clinton and Windsor locations totaled \$354.29. The monthly total previously for both locations with AT&T was \$716.00. This is a savings of \$351.67 each month. The library is now using the Spark credit card and has already earned \$2.00 in cash back credit.

NEW BUSINESS: The library board decided to table any decision regarding the proposal of eliminating overdue fines for youth materials. The library board decided to table any decisions regarding DVD checkouts. The board decided to table any decisions regarding the addition of temporary resident cards.

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



Martha Nichols
President



Janet Sloan
Acting Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
November 27, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, November 27, 2018 at 4:00 pm in the boardroom of the library.

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

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

BUDGET: On a motion by Carla Crump, seconded by Janet Sloan it was voted to approve the 2019 budget as presented by Director, Kristin Evans. Voting yes were Carla Crump, Janet Sloan, and Martha Nichols. On a motion by Janet Sloan, seconded by Carla Crump it was voted to increase all part-time employee wages by .65 cents an hour and to increase all paraprofessional wages by .50 cents an hour starting in January 2019. Voting yes were Janet Sloan, Carla Crump, and Martha Nichols.

MINUTES: On a motion Carla Crump, seconded by Janet Sloan it was voted to accept the minutes of the October 30, 2018 meeting as read. Voting yes were Carla Crump, Janet Sloan, and Martha Nichols.

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 Martha Nichols.


CORRESPONDENCE: Kristin Evans reported an incident of an abandoned vehicle that was towed from the library's parking lot. Kristin Evans informed the board that the library has received several compliments on both the drive thru window grant project and the book Christmas tree located in the gallery.

DIRECTOR'S REPORT: Kristin Evans reported the following: Friday, November 9th, Kristin did a presentation for the United Methodist Women's Group. She discussed new library services and upcoming programs. Both library locations closed at 1:00 pm on Monday, November 12th due to winter weather conditions. Both library locations had a delayed opening at 10:00 am on Monday, November 26th due to winter weather conditions. Tuesday, November 13th the library held its annual Book Buzz in conjunction with Penguin Random House. Patrons learned about popular upcoming books and did literary themed activities. 8 patrons attended the Windsor session and 15 patrons attended the Clinton session. During the week of November 19th Kristin Evans and Debbie Jones did annual staff reviews with all current staff members. The library donated two boxes of books to Whiteman Air Force Base to go into holiday care packages for service members who are deployed abroad. The library is participating in the Mid-Day Optimist Club's holiday tree fundraising contest and has put together a book tree! All the grant equipment has arrived for the drive thru window grant project.

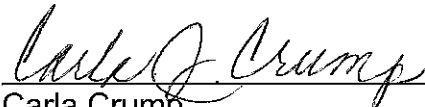
HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
January 29, 2019

In lieu of the December board meeting:

I approve the disbursements as presented to me.




Martha Nichols
President




Carla Crump
Vice-President



Janet Sloan
Secretary



Tim Komer
Treasurer



Patricia Dump
Member