

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
January 29, 2019

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, January 29, 2019 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: President, Martha Nichols called the meeting to order.

TREASURER'S REPORT: Treasurer, Tim Komer gave the treasurer's report. He noted that the library had a surplus income of \$87,596.00 in 2018. This was due to a much larger amount of tax income received, grant funding, and passport income. On a motion by Patricia Dump, seconded by Tim Komer it was voted to accept the amended 2018 budget as presented by Kristin Evans. Voting yes were Patricia Dump, Tim Komer, and Martha Nichols. On a motion by Tim Komer, seconded by Patricia Dump it was voted to pay off the Windsor Branch building loan. Voting yes were Tim Komer, Patricia Dump, and Martha Nichols.

MINUTES: On a motion Tim Komer, seconded by Patricia Dump it was voted to accept the minutes of the November 27, 2018 meeting as read. Voting yes were Tim Komer, Patricia Dump, and Martha Nichols.

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

CORRESPONDENCE: Kristin Evans reported an incident of a patron who called to state that whomever was driving the library's vehicle ran a red light and nearly caused an accident. After questioning library staff Kristin Evans stated that the library vehicle never left the garage on the date of this supposed incident. Kristin Evans reported that she received a patron complaint regarding the fee charged for a computer day pass. Kristin Evans announced several wonderful compliments about the library and its staff. These compliments were received from patrons who completed the community reading survey.

DIRECTOR'S REPORT: Kristin Evans reported the following: Kristin attended the Missouri Public Library Directors conference from December 5th-7th in Columbia, Missouri. On December 17th Kristin held a program instructing patrons on how to make holiday ornaments from book pages. Patron participation in Windsor was 6. Clinton attendance was 15. Kristin also ran this program for a local troop of 20 Girl Scouts. Two new employees, Hunter Goans and Emma Simshauser, were hired in December. They replaced Makala Radford and Cammie Lasswell. The Henry County Library "Book Tree" won the Mid-Day Optimist Club Christmas Tree competition. The Henry County Library was awarded a summer reading program grant for \$4,133.00. These funds will be used to pay for two summer reading program performers as well as marketing materials. This grant was through the Missouri State Library. The library was

closed Saturday, January 12th, due to dangerous weather conditions. Thursday, January 17th, Kristin Evans and Debbie Jones represented the library at the annual Clinton Chamber of Commerce banquet. Friday, January 18th, the library held a staff meeting. Library staff discussed the Sunshine law, upcoming programming, reviewed 2018 statistics, and played with new STEM robots. The renovation of the reference area in Clinton has started with the installation of new flooring. The next steps in this process will be the installation of an additional electrical outlet, adding a vending machine, building a counter top, installing a water line, purchasing an industrial Keurig machine, and finally the purchase of new café tables and chairs. Kristin was on the KDKD morning show on Tuesday, January 22nd with Tracie Sheppard from the Nutrition Trail to promote the "Wellness Panel" program. The new sectional signs were finished January 22nd. The staff are working to get them set-up in both library locations. Thursday, January 24th the Henry County Library hosted a wellness panel of local experts to help people set attainable wellness goals. 17 were in attendance.

FRIENDS OF THE LIBRARY UPDATE: Kristin Evans announced that the Friends of the Library Group raised \$994.00 selling older issues of Life magazine during the holiday season. The Friends Group paid for the piano to be tuned in the Friends of the Library Community Room. The Friends Group has over \$5,000.00 in funds. The Friends Group has applied to be a 501C3 organization. The total number of Friends Group members is 58.

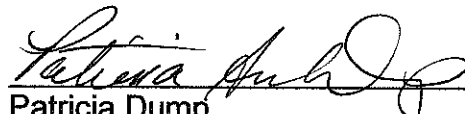
OLD BUSINESS: On a motion by Patricia Dump, seconded by Tim Komer it was voted to amend the DVD policy as presented by Kristin Evans. Voting yes were Patricia Dump, Tim Komer, and Martha Nichols. On a motion by Tim Komer, seconded by Patricia Dump it was voted to close the credit card account with Legacy Bank. Voting yes were Tim Komer, Patricia Dump, and Martha Nichols.

NEW BUSINESS: Kristin Evans presented the board with bid specifications for the replacement of the carpet in the Windsor Branch. The approval of these bid specifications has been tabled for a later date when all board members are in attendance. Kristin Evans stated she was asked by a Twin Lakes Hospice employee if the library would be interested in receiving their surplus of medical equipment. Kristin spoke about making this medical equipment available to the public for check-out. The board has tabled this for further discussion.

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

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
February 26, 2019

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, February 26, 2019 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: President, Martha Nichols called the meeting to order.

ANNUAL REPORT: Kristin Evans presented the board with the 2018 annual report.

AUDIT: Kristin Evans presented the board with the 2018 audit.

MINUTES: On a motion Carla Crump, seconded by Patricia Dump it was voted to accept the minutes of the January 29, 2019 meeting as read. Voting yes were Carla Crump, Patricia Dump, Janet Sloan and Tim Komer.

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 reported an incident of a bicycle that was left unattended on library property. Kristin Evans reported an incident of a child custody dispute.

DIRECTOR'S REPORT: Kristin Evans reported the following: both buildings of the library were closed due to winter weather conditions on February 6th and 7th. The library had a delayed opening of 10:00 am at both buildings on February 15th due to winter weather conditions. The Clinton facility closed early at 8:00 pm on February 19th due to winter weather conditions. Kristin attended the Clinton Chamber "Business After Hours" program at Golden Valley Memorial Hospital on February 4th. Kristin attended the Windsor Chamber lunch February 21st. Kristin attended the Clinton Honor Coalition meeting on February 21st. Kristin took part in Missouri Legislative Day in Jefferson City, Missouri on February 26th. Kristin will do a presentation for the Retired Teacher's Association on February 28th. The Henry County Library has gained four new volunteers in the past month. The library has recently partnered with AARP to place a long-term volunteer at the Clinton facility to assist library staff with the shifting and re-shelving of non-fiction materials. Work continues on the reference area improvements. The wall has been painted and new electrical outlets have been installed for the vending machines. The library hopes to have the vending machines by the end of February. Kristin hosted a paper hearts program where patrons could make paper valentines on February 11th. Four patrons attended. The Lenora Blackmore Branch in Windsor had an "I Love My Library" passive program throughout the first half of the month where patrons could write valentines to the library and receive a treat. The Lenora Blackmore Branch in Windsor also had a Lego program from February 1st-8th to celebrate the upcoming Lego 2 movie. The new DVD circulation rules went


into effect on February 1st. DVD circulation has increased by 55% since this change. The library received a grant from the Missouri State Library to purchase a large format printer. This printer will enable library staff to print posters and banners for advertisement.

OLD BUSINESS: Kristin Evans presented the board with an outline for carpet bids. These bids are for replacing the carpet at the Lenora Blackmore Branch in Windsor. The board requested that Kristin Evans contact Hobson Interiors to do a presentation of recommended commercial carpet squares at the next regular board meeting. Kristin Evans inquired about the board's decision of whether or not to check out medical equipment that would be donated to the library by Twin Lakes Hospice. On a motion by Carla Crump, seconded by Janet Sloan it was voted not to accept the offer from Twin Lakes Hospice. Voting yes were Carla Crump, Janet Sloan, Tim Komer and Patricia Dump.

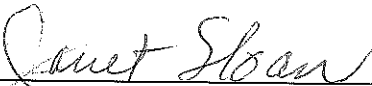
NEW BUSINESS: Kristin Evans announced that the Friends of the Library group have agreed to purchase the library an outdoor electronic sign. The funds for this project will come from the Friends of the Library Group and a grant from the Skidmore Foundation. The board asked that Kristin Evans request the sign companies bidding to give recommendations as to the best area to place the sign. Kristin Evans presented a purchase agreement for the Windsor Branch. This agreement shows the purchase of the Windsor building by the Henry County Library from the Henry County Library Building Corporation.

On a motion by Carla Crump, seconded by Janet Sloan it was voted to go into closed session pursuant to Missouri Revised Statutes 610 .021 Section 3.

ADJOURMENT: 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 Patricia Dump.



Martha Nichols
President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
March 8th, 2019

The Henry County Library Board of Trustees met in special session Friday, March 8th, 2019 at 10:00 am in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Tim Komer and Patricia Dump. Also present was Kristin Evans, Director.

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

On a motion by Carla Crump, seconded by Patty Dump it was voted to go into closed session pursuant to Missouri Revised Statutes 610 .021 Section 3.

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



Martha Nichols
President



Carla Crump
Vice President

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
March 26, 2019

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, March 26, 2019 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: President, Martha Nichols called the meeting to order.

MINUTES: On a motion Carla Crump, seconded by Patricia Dump it was voted to accept the minutes of the February 26, 2019 meeting as read. Voting yes were Carla Crump, Patricia Dump, Janet Sloan and Tim Komer.

TREASURER'S REPORT: Tim Komer gave the following treasurer's report for quarter one. Legacy Checking Account - \$171,280.16; Legacy Savings Account - \$182,140.52; HCL Reserve Account - \$198,951.75; Hawthorn Checking Account - \$65,345.54; Abart Funds - \$29,340.81; Truman Lake Foundation - \$1,221.09; Truman Lake Foundation Perpetual Fund - \$10,949.54; HCL Building Corporation - \$3,319.89 TOTAL FUNDS: \$633,208.49. Spendable funds: \$392,745.30.

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

CORRESPONDENCE: Kristin Evans received a thank-you card from the Henry County Retired Teacher's for speaking at their last meeting. Kristin Evans received a thank-you card from the Henry County Extension Office for the use of the Friends Room.

DIRECTOR'S REPORT: Kristin Evans reported the following: Monday, March 4th Kristin attended the Clinton Chamber of Commerce After Hours event at the Heartland Community Theater. Kristin attended the CHART meeting on March 26th. Monday, March 11th, the Henry County Library hosted the Old Ozarks history program. MSU Professor, Brooks Blevins discussed common myths about the Ozarks and explored the history of this fascinating region. 47 patrons attended. The renovation in the reference area continues. The new vending machine has been delivered. Kristin will meet with Ryan Parks from Parks Cabinets regarding the laptop bar Thursday, March 14th. The Keurig and coffee materials have been purchased. Due to high levels of precipitation this month, the ceiling in the Clinton location has developed several leaks. Huttinger Construction has been called to inspect the roof. C & M Drywall has been contracted to fix the ceiling damage. Two new computers have been purchased for the Windsor location through Midwest IT in order to replace a broken PAC machine and a broken OPAC machine. The library continues to see a high volume of passport appointments

through the month of March in preparation for the summer travel season. Library staff have completed 33 passports in the first half of March alone. Mid-America Library Alliance is changing courier companies. This will affect the library's inter-library loan deliveries throughout the end of March into the beginning of April. Library staff hope to have ILL delivery back to normal by the second week in April once the new courier service had been setup and the transition is complete.

OLD BUSINESS: Jim Martin from Hobson's Interiors was here and spoke about bid requirements and options of commercial carpet. On a motion by Janet Sloan, seconded by Patricia Dump it was voted to bid the carpet replacement for the Lenora Blackmore Branch in Windsor. Kristin presented documents for the board to sign and Debbie Jones to notarize regarding the sale of the Lenora Blackmore Branch from the Henry County Library Building Corporation to the Henry County Library.

NEW BUSINESS: Kristin Evans gave a hiring committee report regarding candidates who have applied for the Director of Library Services position.

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



Martha Nichols
President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
April 30, 2019

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, April 30, 2019 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: President, Martha Nichols called the meeting to order.

MINUTES: On a motion by Carla Crump, seconded by Tim Komer it was voted to accept the minutes of the March 26, 2019 meeting as read. Voting yes were Carla Crump, Tim Komer, Janet Sloan and Patricia Dump.

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

CORRESPONDENCE: Kristin Evans reported that she received notice from the Henry County Commissioners that Tim Komer has been reappointed to the board, with his term to expire in 2023. Kristin Evans has received several verbal acknowledgements from patrons who are upset that she is leaving the library. Kristin Evans announced she has heard several great comments from those who attended the quilt walk.

DIRECTOR'S REPORT: Kristin Evans reported the following: the mini café is finished! The counter top was installed by Parks Cabinets. The water line was installed by Sherman's Plumbing. New furniture was purchased from Demco. The industrial Keurig and coffee dispenser have been setup. This new section of the library is being advertised on social media and in the local paper. Midwest Metal Craft has finished their design for the new book drop. The cost will be \$682.11. They have scheduled the install for mid-May. This book drop is specially designed for our library to be easier for the patrons to use. Kristin put on a Get Out of Debt program to celebrate Money Smart Week. This program was put on in conjunction with Anne May from the Central Missouri Community Credit Union. The program was held at both Clinton and Windsor on April 1st and 3rd. 6 patrons attended. Saturday, April 20th the Clinton location held a 25th birthday party for the building. This event was celebrated with cake, balloons, and a special display. Sheila Jensen gave a presentation to the Clinton Rotary Club about her job as the children's specialist on Thursday, April 25th. The library participated in the local quilt walk Saturday, April 27th. In addition, the library sold donated quilting books and employees put up a special display using quilts for this event. The library is partnering with the Henry County Honor Coalition to be a designated drop off point for their t-shirt design contest. The library is holding its second annual Free Comic Book Day event the week of April 29th. Throughout the week any patrons who check out

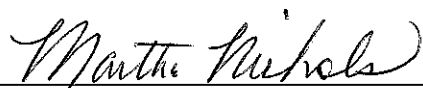
graphic novels will be entered into a drawing for one of seven signed graphic novels. These graphic novels were donated by a patron who wishes to remain anonymous. Amavi Tayaotao started her maternity leave April 29th. Both library locations will be closed Friday, May 24th for Staff Development Day.

FRIENDS OF THE LIBRARY REPORT: The total money raised at the spring book sale in March 2019 is \$1,708.55 Items sold totaled 2,694. Kristin Evans received a call from Kyle Sisney, representing the Skidmore Foundation. He informed Kristin that the Skidmore Foundation will donate \$15,000.00 to the library. This money will be used to purchase an outdoor electronic sign. Other funding for this project will come from the Friends Group and the library.

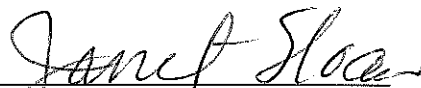
OLD BUSINESS: The library received two bids for carpet. The first bid from Jack's Warehouse Carpets was for \$12,117.44. The second bid from Hobson Interiors was for \$12,500.00. A representative from the Springfield Glass Company came to examine the skylights on April 9th. They have given us a quote of \$64,790.00. They did not find any leaks currently in or around the skylights.

NEW BUSINESS: Kristin Evans announced 3 candidates are scheduled to interview for director position on Wednesday, May 1st starting at 12:00 pm.

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
June 25, 2019

On May 25th, 2019 at 4:00 pm the board met in open session at the Henry County Library, 123 E Green St, Clinton MO 64735.

Members present were Martha Nichols, Carla Crump, Tim Komer, and Patty Dump. Kristin Evans, director, and Diana Watkins, in-coming director were also in attendance.

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

MINUTES: Carla Crump made a motion to accept the May meeting minutes. Tim Komer seconded the motion. All members voted affirmative. The motion passed.

TREASURER'S REPORT: Tim Komer presented the treasurer's report for the second quarter. The library currently has \$518,275.78 in assets. With 50% of the year passed the library has gained 81.61% (\$601,452.97) in budgeted income and spent 48.89% (\$360,352.35) of budgeted expenses.

DISBURSEMENTS: The board reviewed the June disbursements. Carla Crump made a motion to approve the disbursements as presented. Tim Komer seconded the motion. All members voted in favor and the motion passed.

CORRESPONDENCE: Kristin reported on a compliment that staff member Emma Simshauser received after helping a patron with government documents.

DIRECTOR'S REPORT: Kristin reported the 2019 summer reading program is going well so far. The Kick-off was extremely successful with over 500 patrons attending the two sessions with Mad Science. These events were grant funded. Kristin hopes that the library can beat their 2017 and 2018 numbers. Kristin put on a dinner and a book program on June 10th and 13th about the book Hidden Figures. The patrons had great discussion. 17 total patrons attended. The large format printer has been set up. Staff are still learning to use it. It has already garnered a lot of interest from patrons. This equipment was funded by a mini-tech grant. The drive-thru book drop was completed by Mid-West Metal Craft in Windsor. It works wonderfully and will be much easier to use than the previous one. Kristin attended MPLD in Joplin from June 5-7th. She also went to both Chamber meetings, and the annual Rotary banquet in June.

IN-COMING DIRECTOR'S REPORT: Diana Watkins reported that she is still in the process of moving in. She had learned a lot her first day and she is excited about this opportunity and liking everything she is seeing so far.

OLD BUSINESS: Kristin discussed the necessity of adding the line "Vacation and sick leave (if taken) must also run concurrent with FMLA leave." Tim Komer made a motion

to update the policy. Patty Dump seconded. All members voted in favor and the motion passed. Kristin informed the board that the Windsor carpet project was completed. She showed them before and after pictures. The carpet was provided and installed by Hobson's Interiors and cost \$12,500 per the accepted bid agreement.

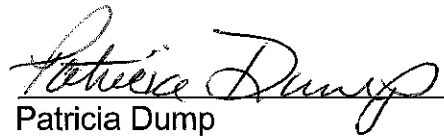
NEW BUSINESS: Kristin told that board that in-coming director Diana Watkins needs to be added to all of the bank and credit card accounts. Carla Crump made a motion that Diana Watkins be added to the signature cards for the Legacy and Hawthorn accounts library accounts as well as the Building Corp account. Also that she be put on the Capital One credit card account and on the debit card and Kristin Evans be removed from all of these accounts. Patty Dump seconded the motion. All members voted in favor and it passed.

Patty Dump made a motion to go into closed session under Missouri Revised Statutes 610 .021 Section 3. Carla Crump seconded. All members voted in favor and the board went into closed session.

After the closed session Carla Crump made a motion to adjourn the meeting. This was seconded by Patty Dump. All members voted in favor. The motion passed and the meeting was adjourned.



Martha Nichols
President



Patricia Dump
Acting Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
August 20, 2019

TAX RATE HEARING AND REGULAR MEETING

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, August 20, 2019 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Janet Sloan and Tim Komer. Also present were Diana Watkins, Director and Debbie Jones, Assistant Director.

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

TAX RATE HEARING: On a motion by Tim Komer, seconded by Janet Sloan it was voted to set the 2020 tax rate at .1952. Voting yes were Tim Komer, Janet Sloan, and Martha Nichols.

BUDGET 2020: On a motion by Tim Komer, seconded by Janet Sloan it was voted to accept the 2020 budget as presented by Diana Watkins. Voting yes were Tim Komer, Janet Sloan and Martha Nichols.

MINUTES: On a motion by Janet Sloan, seconded by Tim Komer it was voted to accept the minutes of the July 30th, 2019 meeting as read. Voting yes were Janet Sloan, Tim Komer and Martha Nichols.

DISBURSEMENTS: On a motion by Tim Komer, seconded by Janet Sloan it was voted to pay all expenses as presented by Diana Watkins. Voting yes were Tim Komer, Janet Sloan and Martha Nichols.

CORRESPONDENCE: The board received a thank-you card from former director, Kristin Evans thanking them for her farewell reception and plaque.

DIRECTOR'S REPORT: Diana Watkins reported the following: Diana attended the Windsor Chamber of Commerce luncheon on August 14th. She states they are an extremely active group and are gearing up for the 14th annual Septemberfest. The library staff at Windsor are working on a display to tie-in with these festivities. Diana is planning to talk to businesses and clubs in some of Henry County's smaller communities to see who might be interested in hosting a regular "library on the road" event. These events would include issuing library cards, providing materials for checkout, and programming. Roger from our accounting firm was here on August 9th and spent several hours setting up the accounts so that Diana can pay bills. A representative from the library's automation system, Atrium will be doing training with Diana in the near future so that she can better understand the library's system. Atrium will also be working on straightening out the cataloging module so that she and Assistant Director, Debbie Jones can continue to catalog. Debbie has been originally

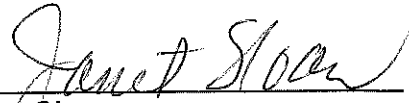
cataloging items of high interest and other items as time allows until these issues can be fixed. Hobson Interiors will be going back to Windsor to re-glue the newly installed carpet squares. They think that the residual glue from the previous carpeting is causing the new glue to not adhere correctly. They will be using a stronger glue to correct this issue. Diana had her Lager's administrative training on August 16th. The library has re-advertised the Building and Grounds Associate position. Diana is working with the Friends of the Library Group to transfer the handling of the Friends Group funds to their board. The next Friends of the Library meeting is scheduled for September 19th to go over last minute plans of the semi-annual book and bake sale.

OLD BUSINESS: Diana Watkins informed the board that the City of Clinton's Community Development and City Building Inspector, Chuck Bailey will be stopping by to approve the placement of the library's electronic sign.

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



Martha Nichols
President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
September 24, 2019

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, September 24, 2019 at 4:00 in the Lenora Blackmore Branch in Windsor.

Members present were Carla Crump, Janet Sloan and Tim Komer. Also present was Diana Watkins, Director.

CALL TO ORDER: Carla Crump, Vice-President called the meeting to order.

MINUTES: On a motion by Tim Komer, seconded by Janet Sloan it was voted to accept the minutes of the August 20, 2019 meeting as read. Voting yes were Tim Komer, Janet Sloan and Carla Crump.

DISBURSEMENTS: Due to Quick Book issues there were no financial reports or disbursements to approve. Joint financials from September and October will be presented at the October board meeting.


CORRESPONDENCE: None

DIRECTOR'S REPORT: Diana Watkins updated the board on the issues with Quick Books. These issues should be resolved by October 1st. Diana Watkins apprised the board of Carol Ketchum's retirement and also announced that Emma Simshauser was promoted to full-time clerk/teen specialist. Diana Watkins announced that the library has reverted back to a part-time janitor. Repairs, lawn care and snow removal will be done via contract labor. The library was unable to hire and retain a full time building and grounds associate at a pay rate that would be financially feasible to the library's budget.

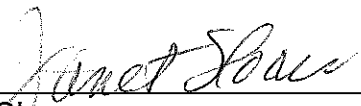
OLD BUSINESS: None

MISCELLANEOUS: The board members held a discussion regarding bush trimming around the building and emerging trends at the library and other libraries around the country.

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



Carla Crump
Vice-President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
October 29, 2019

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, October 29, 2019 at 4:00 in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Tim Komer and Patricia Dump. Also present were Diana Watkins, 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 Patricia Dump it was voted to accept the minutes of the September 24, 2019 meeting as read. Voting yes were Carla Crump, Patricia Dump and Tim Komer.

MONTHLY FINANCIAL REVIEW

A. CHANGES TO PROCEDURES: The issues with Quickbooks seem to have been solved. The library is now running Quickbooks, using the government entity rules. Somehow this was changed to commercial rules around February 2019. Quickbook updates have been completed. Now that the corrected rules are being used the bills are integrating correctly with the bank accounts. However, the checkbook of each account will need to be reconciled for each month going back to February 2019. The computer that runs Quickbooks and contains the financial information needs replaced. It has a motherboard that is dying. Midwest IT has a computer on order and will transfer all information to the new computer as soon as possible.

B. DISBURSEMENTS: Due to Quick Book issues there were no financial reports or disbursements to approve. Diana Watkins announced the library will be paying invoices by paper check instead of internet banking. This will require two signatures, one by the director and another by a member of the board. Bank employees are in the process of setting up the library's accounts so that the board members will be able to view all banking transactions. Both of these items will create much better financial safeguards and paper trails for everyone.

CORRESPONDENCE: Diana Watkins presented the board with a thank-you note that was received from former library clerk, Carol Ketchum. Carol expressed her thanks to the board and staff for the retirement flowers she received.

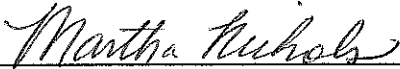
DIRECTOR'S REPORT: Diana Watkins updated the board with the following information: The library was awarded a Targeted Collections Development Grant from the Missouri State Library. This grant gives the library \$1800.00 to spend on print materials to help our Henry County residents train, find and keep jobs. Prior to submitting the application Diana spoke with several area employers to find out what they thought their biggest hurdles was in finding and retaining qualified employees. Overwhelmingly, local employers reported that even if the employee has the necessary

skills, they seldom come equipped with the "soft" skills (knowing how to dress appropriately, showing up on time, getting along with co-workers, accepting guidance from supervisors, understanding what constitutes sexual harassment or discrimination) needed to keep the position or to move out of an entry level position. The majority of these funds will be used to focus on these soft, but necessary skills. A smaller portion of the grant will be spent on general career guidance materials such as employment trends, guides to education requirements and financial resources. Diana has drastically changed the library's book ordering procedures. Previously, the library had 100's of automatic/standing orders set up through our book jobbers, Ingram, Penguin Random House and Center Point. Diana was able to cancel or convert to "list only" a large portion of the auto-ships we have been receiving through Ingram. She is working on doing the same for the Penguin Random House items, but we are locked in to receiving everything being published by Center Point until March 2020. Purchasing materials by standing order is a waste of the materials budget and takes up necessary shelf space. Roger, from the library's accounting firm, will be here again on Friday, November 1, 2019 to continue to work out the library's Quickbook issues and get everything back on track. The Lenora Blackmore Branch in Windsor now has a fully lit bathroom, with bulbs in the over-sink light fixture and functioning door stops in the bathroom and storytime room. Halloween is Thursday and the Windsor staff members will be handing out treats from 5-7 pm in conjunction with the downtown festivities. In Clinton Miss Sheila will host a costume parade and hand out treats at the regular 10:30 am storytime. The library is partnering with the Good Shepherd Hospice to collect hats, gloves and scarves for the Henry County homeless military veterans. Collection boxes will be located in each library building from November 11th until December 17th.

OLD BUSINESS: On a motion by Carla Crump, seconded by Patricia Dump it was voted to place the electronic sign in the grassy, semi-circle area on the East side of the North parking lot. Voting yes were Carla Crump, Patricia Dump and Tim Komer. Diana will contact the sign company and schedule this to be completed.

On a motion by Tim Komer, seconded by Carla Crump is was voted to go into closed session pursuant to Missouri Revised Statute 610 .021. Voting yes were Tim Komer, Carla Crump and Patricia Dump.

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



Martha Nichols
President



Patricia Dump
Acting Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
November 26, 2019

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, November 26, 2019 at 4:00 in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Janet Sloan, Tim Komer and Patricia Dump. Also present were Diana Watkins, 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 Patricia Dump it was voted to accept the minutes of the October 29, 2019 meeting as read. Voting yes were Carla Crump, Patricia Dump, Janet Sloan and Tim Komer.

DISBURSEMENTS: Due to a Quick Books system-wide issue Diana Watkins was unable to print checks or monthly financial reports.

CORRESPONDENCE: A thank-you note was received from State Fair Community College Instructor, Patricia Dump for Reference Clerk, Jody Anderson. Jody presented Mrs. Dump's class with information on how to use the library's databases.

DIRECTOR'S REPORT: Diana Watkins gave the following report: Diana continues to work on transitioning the library's vendors to herself from the former library director. This has been an issue with some of the library's bills, as it is hard to pay a bill if you aren't receiving the invoices. Some vendors are able and willing to do this, but others say their system doesn't allow it and they require the account's representative to be a part of the address. Diana has applied for the Summer Reading Program grant. She is asking for the maximum amount allowed under the guidelines (\$10,000.00). Last year the library's awarded grant covered the cost of the professional/paid performers only. For summer 2020 the library has requested funding for our professional/paid performers, two seasonal employees and supplies for the hands-on programs. The grant was written with an eye to providing much needed outreach services to our smaller communities of Deepwater, Urich, Calhoun and Montrose. Children's Specialist, Sheila Jensen has arranged meeting space in these communities to provide programs and a small traveling library collection. The library's request for funds for two seasonal employees (perfect jobs for students out for summer break) will allow for Sheila and Emma to have help when they travel to these communities. Diana is very excited about the chance to take the library on the road and if the summer proves successful, she would love to make monthly rounds all year. The library will find out in January if we are awarded this grant. The library has been awarded the Summer Reading program promotional grant of \$224.03 to use for the purchase of promotional materials to use as advertising and bag stuffers. Diana is finishing up the Public Library Survey, which is required by the Missouri State Library. All public libraries, which receive any state or federal funds are required to complete the survey each year. Missouri's information is then forwarded to the IMLS (Institute of Museum and Library Services) at the federal level where it is

combined with information from other states and used to develop policies, long term goals and help allot funding to public libraries across the United States and its territories. The library is still short a part-time staff member. Assistant Director, Debbie Jones has worked her usual scheduling magic and we are staffed adequately through the month of December. Advertising for this position will begin the first week of December and the successful applicant will start work in January 2020. Diana has decided to discontinue all standing automatic orders with Ingram. The library will have to spend the remaining \$11,000.00 on materials with these funds. Diana's plan is to use money for specific patron requests and to fill gaps in the collection. Diana has reached out to Baker & Taylor and plans to transfer most of the library's materials purchasing to their company in 2020. By doing this the library's money can stay in the bank accounts earning interest until we receive the materials. Diana has ordered several ALA (American Library Association) published books for staff development purposes. Currently the library does not have a professional development collection which can guide staff in best practices. In the last couple of years the ALA has published a number of books on innovative teen programming and our new full-time Clerk/Teen Programmer, Emma Simshauser is very excited to learn more about growing the library's teen group. Diana is also planning to add materials on reader's advisory, intergenerational programming and outreach services. Reference Clerk, Jody Anderson has taken on the overhaul of the library website. She is removing all outdated content, clarifying the passport application material and streamlining the links to make for easier navigation. This is an ongoing project so check back often to see the library's new and improved website at: henrycolib.org.

OLD BUSINESS: Diana Watkins has contacted the electrician to begin the installation of the electronic sign. She is waiting for the electrician to contact her with a start date.

On a motion by Janet Sloan, seconded by Carla Crump is was voted to go into closed session pursuant to Missouri Revised Statute 610 .021. Voting yes were Janet Sloan, Carla Crump, Tim Komer and Patricia Dump.

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



Martha Nichols
President



Janet Sloan
Secretary