



HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
January 26, 2021

In lieu of the December board meeting:


I approve the disbursements as presented to me.



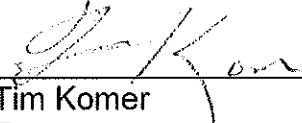
Martha Nichols
President



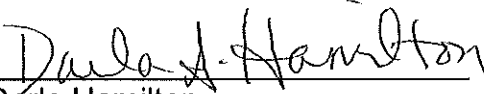
Carla Crump
Vice-President



Patricia Dump
Secretary



Tim Komer
Treasurer



Darla Hamilton
Board Member

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
November 24, 2020

A meeting of the Henry County Library Board of Trustees was held Tuesday, November 24, 2020 at 4:00 in the boardroom of the library.

Members present were Martha Nichols, Tim Komer and Patricia Dump. Also present were Director, Stephanie Rogers and Assistant Director, Debbie Jones.

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 October 27, 2020 meeting as read. Voting yes were Tim Komer and Patricia Dump.

DISBURSEMENTS: On a motion by Patricia Dump, seconded by Tim Komer it was voted to approve the disbursements as presented by Director, Stephanie Rogers. Voting yes were Tim Komer and Patricia Dump.

CORRESPONDENCE: None

DIRECTOR'S REPORT: Director, Stephanie Rogers reported the following: The library staff has finished setting up the neighborhoods in the children's department. The juvenile non-fiction shelves have been moved to create a more open area. The AWE computers have been moved closer to the youth services desk. The organization of these materials makes the collection look as if the child grows with the collection – starting with board books, picture books, easy readers, juvenile non-fiction, and finally, juvenile fiction. Library staff will be filling in more areas to round out the children's collection – such as adding more audio books. The addition of Launchpad's will also be beneficial because it also encourages education and literacy but adds another updated element to the collection of children's materials. The Launchpad tablets cost anywhere from \$100.00 to \$150.00 each. Stephanie plans to purchase 15 for Clinton and 5 for Windsor. You do not need an internet connection to be able to use these tablets. First Book is a vendor who allows non-profit organizations to order books in bulk for their communities at much lower prices. Stephanie ordered two pallets of Disney books. The first pallet contained Disney books for ages 0-18. The second pallet targets ages 4-8. These pallets were \$350.00 each. Both are worth over \$10,000.00 each. The first pallet contained over 1,400 books. The extra copies of Disney books will be donated to various locations around our community, such as Head Start, Moreland Daycare, Golden Valley Daycare, Clinton Schools, Windsor Schools, Calhoun Schools, Project Christmas Cheer and others. Library staff are working on creating an inventory of items and bundling them to be distributed all over Henry County. Stephanie was able to have another staff meeting in November. This allowed her to get the staff up-to-date with all of the upcoming improvements. She has decided that in order to stay on top of training

with the library's Integrated Library System (ILS), Windsor staff will come to Clinton twice a year to become more comfortable working in another location, especially if they have to fill in for emergencies. Crain Tree & Lawn started work on the library lawn. They have removed all of the shrubbery and put down straw for new grass seed. It already looks like a major improvement! ☺ Stephanie has been working on the library's new website and plans for it to go live January 2, 2021. Stephanie is working on the State Library Survey and will have it completed before the due date at the end of this month. Stephanie has purchased interactive early literacy calendars for 2021 through the American Library Association. These calendars will be posted on the library's Facebook page and on the library's website for parents to access and use at home. Children's Specialist, Sheila Jensen will also engage in some of these daily activities virtually. Library staff have begun to work with parents and children to encourage the 1000 books before they start kindergarten program. Other upgrades Stephanie is looking into – virtual tours of both library buildings. These tours would be on the library's website and involve touring the library's main floor, as well as the shelves. Stephanie first did this in Michigan. This tour can be found at patmoslibrary.org. Patrons would be able to visit our library virtually before entering. This has been found to be helpful for those with disabilities or caretakers of those with disabilities so they can plan for their library trip before actually coming into the building. Cassie is a time management system that Stephanie hopes to use for library's public computers. This software allows patrons to have more freedom. They can sit down at any computer and try to login using their library card number. If they owe fines, it will not give them access and ask them to see the circulation desk staff to pay fines. It also allows visiting patrons to use a guest pass system. Hoopla is like Overdrive, except that it includes movies, music and audiobooks. Many libraries already offer Hoopla. Stephanie is looking at costs to add this as a library service. Costs will be presented to the board before moving forward. Stephanie is looking at joining Missouri Evergreen. Missouri Evergreen is a consortium of over 54 libraries in the state of Missouri. The purpose of this consortium is for resource sharing. Henry County Library could very well benefit from joining a consortium because we cannot carry every published book or every book in an entire series (James Patterson, Debbie Macomber, Nora Roberts, Janet Evanovich, etc). This gives the patrons' accessibility to items that are shared across the region without taking away from our services. If anything, we would see an increase in overall circulation of items due to other libraries having access to borrow materials from our collection. LED Sign- Patrick Dittmer of Dittmer Ditching is going to provide an estimate to excavate and pour concrete. He will not begin this process until after the new year. Bob Slaughter from B & P Excavating out of Sedalia has not been able to find anyone to pour concrete. He prefers to work with someone he has in the past so this is why is unable to provide bid right now.

A motion was made by Patricia Dump, seconded by Tim Komer to approve the Reciprocal Agreement with Mid-Continent that allows Henry County Library a free library card to use Mid-Continent Library services and reciprocally allows Mid-Continent a free library card to use Henry County Library services. Voting yes were Patricia Dump, and Tim Komer.

A motion was made by Tim Komer, seconded by Patricia Dump to allow Director, Stephanie Roger to purchase 15 Launchpads for Clinton and 5 for Windsor at the cost of \$100.00-150.00 each. Voting yes were Tim Komer and Patricia Dump.


Three salary increase proposals were presented by Director, Stephanie Rogers. On a motion by Patricia Dump, seconded by Tim Komer it was voted to accept the 9% salary increase proposal. This would increase the annual salaries to \$264,725.00 and this amount was included in the 2021 projected budget. Voting yes were Patricia Dump and Tim Komer.

The projected 2021 budget and the 2020 profit and loss statement were presented by Director, Stephanie Rogers. A motion was made by Tim Komer, seconded by Patricia Dump it was voted to accept the 2021 projected budget and the 2020 profit and loss statement as presented. Voting yes were Tim Komer and Patricia Dump.

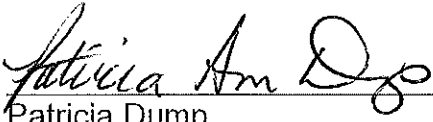
OLD BUSINESS: Director, Stephanie Rogers informed the board that Pat Dittmer has had the utilities flag the area for the installation of electricity for the sign so that the area will be ready for excavation and the pouring of concrete. Due to the city of Clinton declaring a State of Emergency and the cities of Clinton and Windsor making mask mandates a motion was made by Tim Komer, seconded by Patricia Dump to go to curbside services and appointments for passport services. Employees will continue to work their scheduled hours. Voting yes were Tim Komer and Patricia Dump.

NEW BUSINESS: A motion was made by Tim Komer, seconded by Patricia Dump to approve the bid of \$1,200.00 from Precision Contractors to remove two interior walls and repair the remaining walls in the children's. Voting yes were Tim Komer and Patricia Dump.

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



Martha Nichols
President



Patricia Dump
Secretary

Minutes Oct. 27, 2020

Martha Nichols called the meeting to order at 4:00 p.m.

Present were Director, Stephanie Harrington; Assistant Director, Debbie Jones; Martha Nichols; Tim Komer; Carla Crump; Patricia Dump; Darla Hamilton.

MINUTES:

Motion to approve the minutes of the Oct. 27, 2020 at 4:00 at the Henry County Library as corrected made by Carla Crump

Motion seconded by Tim Komer.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

DISBURSEMENTS:

Discussion of disbursements as presented by Director, Stephanie Harrington

List of Financial Accounts

Discussion of what to do with Money Market fund not insured by FDIC

Action tabled until Stephanie can talk with the bank about options.

A motion made to take \$1195 from the Truman Lake Foundation because of lost principal and move the money to the Reserve Account made by Carla Crump

Motion seconded by Tim Komer.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

Motion to approve disbursements as presented by Director, Stephanie Harrington, made by Carla Crump.

Motion seconded by Tim Komer.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

NO CORRESPONDENCE

DIRECTOR'S REPORT:

Director reported a bid for striping the parking lot for \$950.00, which will be pursued in warmer weather.

Crain and Lawn has been informed of the library board's acceptance of lawn work estimate. Work will be completed but is dependent on the weather.

Library areas are more organized, creating a grounds keeper closet and a library supply closet/production room.

The Reference desk was moved to allow the Reference Specialist to observe the circulation area.

Director has worked with Integrated Library System (ILS) Atrium, to understand current library procedures and operations in circulation.

Changes have been made to simplify duties with book reservations and lost items.

Reports are due in November and December.

Director plans to pursue a mini-technology grant (due in November) to update technology areas.

State Aid Report is also due at the end of November.

Director is working with Clinton High School's library media specialist, collaborating to get students a Henry County Library e-card, which will use the student ID barcode to access online materials and allow them to check out items in-house, beginning January 2021. Those 18 and under will need to have their parent/guardian sign the application card(s). Once this is complete, Director will contact Windsor High School to do the same. Then elementary classes will be offered the option next.

New website through Morenet is on schedule to go live January 1. Director will be working on information update and transfer of information during the next two months.

A. Discussion of the Audit completed by Cinda L. Rodgers.

Motion made to accept the Auditor's report as presented made by Tim Komer.

Motion seconded by Darla Hamilton.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

B. Discussion of the 2019 Annual Report

Note made to attach the names of the current Henry County Library Board Members.

C. Discussion of the Board Meeting Annual Calendar.

No action was taken.

D. COVID-19

Motion was made to close the library for two weeks if a member of the library staff tests positive; passport appointments, photos, and Notary will be opened and posted in newspapers and social media made by Patricia Dump.

Motion seconded by Darla Hamilton.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

OLD BUSINESS:

A. Discussion of Electron Sign.

No action

MEETING CLOSED FOR 90-DAY REVIEW OF PERSONNEL

Motion to close meeting made by Carla Crump.

Motion seconded by Tim Komer.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

MEETING REOPENED:

NO NEW BUSINESS:

ADJOURN:

Motion made by Carla Crump.

Motion seconded by Tim Komer.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

Martha Nichols *Martha Nichols*

President

Patricia Ann Dump

Patricia Dump

Board Secretary

Minutes Sept. 29, 2020

Martha Nichols called the meeting to order at 4:00 p.m.

Present were Director, Stephanie Rogers; Martha Nichols; Tim Komer; Carla Crump; Patricia Dump; Darla Hamilton.

Absent: Assistant Director, Debbie Jones

MINUTES:

Motion to approve the minutes of the August 18, 2020 regular meeting as read made by Carla Crump.

Motion seconded by Tim Komer.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

DISBURSEMENTS:

Discussion ^{of} disbursements as presented by Director, Stephanie Rogers.

Discuss over Net Other Income vs. Net Income.

A motion made by Tim Komer to explain the month of June in more detail to explain large income jump for that month.

Motion seconded by Darla Hamilton.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

Motion to approve disbursements as presented by Director, Stephanie Rogers made by Tim Komer.

Motion seconded by Darla Hamilton.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

DIRECTOR'S REPORT:

Discussion of out-building maintenance and the electronic sign.

Motion to get bids to put in the conduit made by Tim Komer.

Motion seconded by Carla Crump.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

An estimate of \$3915 for Traffic Systems equipment to count patrons in both libraries.

Motion to accept made by Carla Crump.

Motion seconded by Darla Hamilton.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

Kim Schwitzer is the new groundskeeper. She will do power washing, painting, etc.

Lawn maintenance

Motion to accept lawn maintenance bid from Crain Tree and Lawn made by Tim Komer.

Motion seconded by Carla Crump.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

Discussion of revisions needed to HCL website.

Motion to accept Morenet estimate made by Patricia Dump. - for \$900 - new website

Motion seconded by Tim Komer.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

Discussion of library memorials

Motion made by Tim Komer to move library memorials to memorial area under the tree and to purchase a bench for the front of the library.

Motioned seconded by Carla Crump.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

Discussion of Doug Jones' bid to clean brush in the back of the library lot.

Motion to table discussion pending getting a bid from Crain Tree and Lawn made by Carla Crump.

Motion seconded by Tim Komer.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

Discussion of Outdoor Recreational Seating estimates. No action.

Discussion of salaries. No action.

OLD BUSINESS:

NEW BUSINESS:

ADJOURN:

Motion made by Carla Crump.

Motion seconded by Tim Komer.

Motion carried. Yes: Tim Komer, Carla Crump, Patricia Dump, Darla Hamilton.

Minutes presented by Patricia Dump.

Martha Nichols
Patricia Dump

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
August 18, 2020

A meeting of the Henry County Library Board of Trustees was held Tuesday, August 18, 2020 at 4:00 in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Patricia Dump, Tim Komer and Darla Hamilton. Also present were Director, Stephanie Harrington; Assistant Director, Debbie Jones and Bruce Dewsbury.

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

MINUTES: On a motion by Patricia Dump, seconded by Carla Crump it was voted to accept the minutes of the June 30, 2020 meeting as read after correcting of the spelling of Tim Komer's first name from Time to Tim in the disbursements paragraph. Voting yes were Patricia Dump, Carla Crump, Tim Komer and Darla Hamilton.

DISBURSEMENTS: On a motion by Carla Crump, seconded by Patricia Dump it was voted to approve the disbursements as presented by Director, Stephanie Harrington. Voting yes were Carla Crump, Patricia Dump, Tim Komer and Darla Hamilton.

CORRESPONDENCE: None

DIRECTOR'S REPORT: Director, Stephanie Harrington reported the following: Stephanie continues to make strides in getting the finances organized. She has reconciled the savings and checking accounts both ending with a zero balance. Stephanie met with the library's accountant, Roger Knibb. Roger taught Stephanie about some areas that were not familiar to her on the online version of QuickBooks. The reconciliation of the reserve and building corporation accounts will be completed soon. Stephanie received notice from the Missouri State Library that a collections grant was pursued by the previous director and that the final report was overdue. Stephanie completed the final report and submitted the information to the Missouri State Library. Danny Nichols from Rogers Lock & Key visited and will install new locks in the Clinton facility. A total of five keys will be needed by library staff for the entire library. Stephanie followed up with Jim Martin at Hobson Interiors about the carpet glue for the Windsor building. Jim is to follow up with Stephanie at the end of this month so a time can be scheduled to fix the carpet tiles. Stephanie called and left a message with Rick Stunz on August 14, 2020 regarding the conduit plans. She let Rick know that the library needs this in order to move forward with the electronic sign installation. Stephanie found out that all staff members who are approved to use a debit card will each need a debit card of their own so that tracking of fraudulent activity is covered under Legacy Bank's policies. If the library does not keep separate cards for each approved library employee, then Legacy Bank will not cover any fraudulent activity. Stephanie and Debbie have a solution for tracking the cards. They will need to be "checked out" from Debbie or

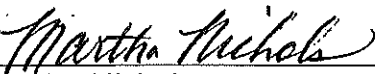
Stephanie by using a sign in/out sheet and returned with a receipt for purchases in the same fashion. On a motion by Carla Crump, seconded by Tim Komer it was voted to allow Stephanie Rogers, Debbie Jones, Sheila Jensen and Emma Simshauser to each have their own debit card from Legacy Bank to use for library purchases and that these debit cards are to be signed in/out with the approval of the Director or Assistant Director. Voting yes were Carla Crump, Tim Komer, Patricia Dump and Darla Hamilton. Stephanie has updated all of the job descriptions for all staff members (8 total). It was her intention to have the staff meeting and the staff summer reading program celebration on August 14, 2020 but due to many of our staff members falling ill it has been rescheduled for September 4, 2020. Stephanie attend her first Windsor Chamber meeting and it was great! The chamber members welcomed her back into the community and she was able to learn about many new community development projects that the chamber has planned. Stephanie hopes to partner or collaborate on some ideas with them in the future. The digital door counter for the Windsor building is still in the works. Stephanie will have quote for approval at the next board meeting. The library's technology inventory is finally complete. The library will need to make many upgrades in the near future. Overall, Stephanie proposes that the board approve a technology budget for the year 2021 when presented at the November meeting. Stephanie shared the quote from Midwest IT for \$3,859.94, which is for two monitors, a desktop printer/copier/scanner and four touchscreen OPAC units. These items are necessary and need to be replaced by the end of the year. On a motion by Patricia Dump, seconded by Tim Komer it was voted to accept the bid as presented. Voting yes were Patricia Dump, Tim Komer, Carla Crump and Darla Hamilton. Stephanie also recommends looking for a new company to do IT business with at the end of the library's technology agreement contract, which is ends June 2021. Stephanie is looking at upgrading the website to WordPress, which will cost approximately \$1,000.00 annually. Carla Crump has requested that Stephanie provide the board with more website providers and pricing at the next meeting. The library has sold the soda machine that was located in the staff breakroom. The library has donated the plants that were located in the corner window area. These plants had stained the carpet tiles, which now need replaced. The jade plant was kept and has been moved to the boardroom. Teen Services Librarian, Emma Simshauser now has her own workspace in the Youth Services Department. She will be sharing the large desk with Sheila, the Youth Services Librarian but have her own computer to work from. Because virtual programs will continue to play a large role in library services, library staff have been coming up with ideas for a new recording studio/space for these programs. These plans are still to be determined.

OLD BUSINESS: Director, Stephanie Rogers informed the board that the library is having a tough time finding a part-time janitor with experience that can also pass a background check for \$9.50 an hour. On a motion by Carla Crump, seconded by Tim Komer is was voted to advertise for a part-time janitor at the rate of \$12.00 an hour. Voting yes were Carla Crump, Tim Komer, Patricia Dump and Darla Hamilton. Stephanie Rogers will advertise for this position in the library, on the library's social media, on the Indeed website and in the local newspaper.

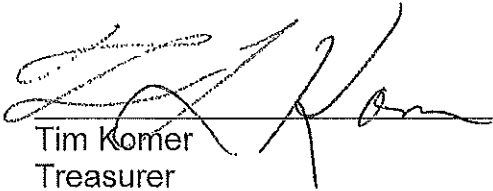
NEW BUSINESS: On a motion by Carla Crump, seconded by Patricia Dump it was voted to set the tax rate at .1952 2021 year. Voting yes were Carla Crump, Patricia Dump, Tim Komer and Darla Hamilton. On a motion by Carla Crump, seconded by Patricia Dump it was voted to keep the board members in the same offices with the addition of Patricia Dump as secretary. Voting yes were Carla Crump, Patricia Dump, Tim Komer and Darla Hamilton. The officers of are as follows:

President – Martha Nichols
Vice-President – Carla Crump
Secretary – Patricia Dump
Treasurer – Tim Komer
Board Member – Darla Hamilton

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



Martha Nichols
President



Tim Komer
Treasurer

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
July 28, 2020

A meeting of the Henry County Library Board of Trustees was held Tuesday, July 28, 2020 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 Director, Stephanie Harrington; Assistant Director, Debbie Jones and Bruce Dewsbury.

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

MINUTES: On a motion by Tim Komer, seconded by Carla Crump it was voted to accept the minutes of the June 30, 2020 meeting as read. Voting yes were Tim Komer, Carla Crump and Martha Nichols.

DISBURSEMENTS: On a motion by Carla Crump, seconded by Tim Komer it was voted to approve the disbursements as presented by Director, Stephanie Harrington. Voting yes were Carla Crump, Tim Komer and Martha Nichols.

CORRESPONDENCE: None

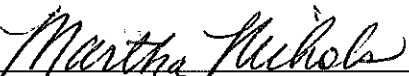
DIRECTOR'S REPORT: Director, Stephanie Harrington reported the following: Some issues have been found with the bank accounts and QuickBooks so Stephanie went ahead and made changes that she felt were necessary to make things look clean in the library's books moving forward. The funds received via the credit/debit card readers will now be deposited into the Legacy Bank savings account. Stephanie has added some codes to QuickBooks to give a more detailed description of where the money is spent. Stephanie has not yet switched over the bank accounts to her name until she has board approval. Stephanie found out that the library's QuickBooks Online account has the library's previous Accountant, Melissa Clark listed as the Master Administrator. In order to be able to make any other necessary changes to QuickBooks this will need to be changed so that Stephanie can have access. Stephanie shared information about the purchasing of a Culligan water cooler and water deliveries for library staff. On a motion by Carla Crump, seconded by Tim Komer it was voted to purchase these items from Culligan for library staff. Voting yes were Carla Crump, Tim Komer and Martha Nichols. Stephanie is also looking into ordering a new digital door counter for the Windsor location. Due to the sun hitting the infrared beam the current door counter will not work as designed. A digital door counter may be more expensive, but will be easier to use and will be needed to keep track of these statistics. She is waiting for a quote from TrafficSys regarding this matter.



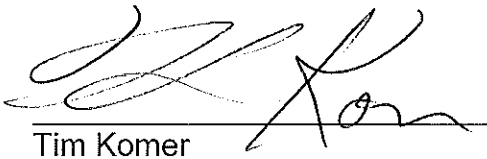
OLD BUSINESS: President, Martha Nichols shared that she has been in touch with Rick Stunz. Rick was the contractor for the library's parking lot on the North side of the building. Rick told Martha that he believes conduit was installed for the electronic sign before the concrete was poured and the parking lot completed. Rick told Martha he will stop by the library to show library staff where the conduit is located. Director, Stephanie Harrington received a bid from Andy Irby DBA Four Seasons Heating & Cooling to install the electricity to the electronic sign. The bid is for \$1500.00. This matter has been tabled until we know for certain about the conduit situation.

NEW BUSINESS: On a motion by Carla Crump, seconded by Patricia Dump it was voted to add Director, Stephanie Harrington and to keep Assistant Director, Debbie Jones on all of the Henry County Library bank accounts. Voting yes were Carla Crump, Patricia Dump, Janet Sloan and Tim Komer. On a motion by Patricia Dump, seconded by Janet Sloan it was voted to allow Director, Stephanie Harrington to obtain a debit card from Legacy Bank with all deductions to be withdrawn from the library's checking account. A credit card log is to be used and the debit card will only be used by the following library staff members for library purchases: Stephanie Harrington, Debbie Jones, Sheila Jensen and Emma Simshauser. Voting yes were Patricia Dump, Janet Sloan, Carla Crump and Tim Komer. On a motion by Janet Sloan, seconded by Patricia Dump it was voted to dissolve the Henry County Library Building Corporation and its bank accounts. Voting yes were Janet Sloan, Patricia Dump, Carla Crump and Tim Komer. On a motion by Carla Crump, seconded by Patricia Dump is was voted to transfer the funds in the library's building corporation account to the library's savings account. Voting yes were Carla Crump, Patricia Dump, Janet Sloan and Tim Komer. Director Stephanie Harrington, presented the board with a Pandemic Procedures Plan. On a motion by Patricia Dump, seconded by Carla Crump is was voted to accept the Pandemic Procedures Plan as presented. Voting yes were Patricia Dump, Carla Crump, Janet Sloan and Tim Komer.

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



Martha Nichols
President



Tim Komer
Treasurer

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
June 30, 2020

A meeting of the Henry County Library Board of Trustees was held Tuesday, June 30, 2020 at 4:00 in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Tim Komer and Patricia Dump. Also present was Clinton Senior Center Board Member, Bruce Dewsbury and Interim Director, Debbie Jones.

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 May 26, 2020 meeting as read. Voting yes were Carla Crump, Patricia Dump and Tim Komer.

DISBURSEMENTS: On a motion by Tim Komer, seconded by Carla Crump it was voted to approve the disbursements as presented by Interim Director, Debbie Jones. Voting yes were Tim Komer, Carla Crump and Patricia Dump.

CORRESPONDENCE: None

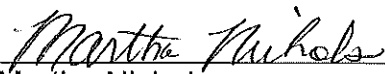
INTERIM DIRECTOR'S REPORT: Interim Director, Debbie Jones gave the following report: official documentation has been received denying unemployment benefits to former Library Director, Diana Watkins, who resigned without notice March 9, 2020. The library continues to search for a part-time janitor. The two (2) part-time clerk positions have been filled. The new clerks are Hailey Scott and Jenna Matteson. I have continued to take care of all the library invoices, payroll, mail service, and other financial matters, employee questions/concerns, etc. in the absence of a director. The library continues to operate in phase two (2) of the reopening plan. This is because the Henry County Health Center continues to report new positive cases in the county. In addition, the Centers for Disease Control (CDC) is reporting very high cases in the United States as a whole. Several libraries in the state have actually dropped back to phase one (1) where they are providing only curbside and/or drive-thru services. This is something to keep in mind should the Henry County cases continue to climb. I think that we are okay for now, right where we are. Patrons have been very appreciative of the library being open and offering what services we can for now. We have had some grumbles from a few patrons because they cannot checkout hotspots, book the Friends of the Library Community room or use the internet accessible computers. Library staff do explain that this because of social distancing issues, the increase in local cases and because items cannot be properly disinfected between users. I can handle a few grumbles, it could be much worse! Library Auditor, Cinda Rogers continues to work on completing the annual audit for 2019. The only documents that she has not received are the Building

Corporation documents. I have continued to work with Roger, the accountant from Troutt, Beeman and Company, P. C. to retrieve and send this info to Cinda. It should be finished very soon, hopefully later this week. When the library hires new employees they must all go through a background check. When Director, Kristin Evans was here she set this up through a company called Checkpoint HR. When Director, Diana Watkins came she set it up to automatically pay with the Capital One Spark credit card. When I went to complete the information to run the background checks on the two (2) new employees I figured it would bounce back asking for a different form of payment because Diana Watkins was supposed to cancel this credit card. However, when that didn't happen I called Checkpoint HR and they told me that it went through using the Capital One Spark credit card sure enough a couple days later I received a bill from Capital One. I called Capital One and inquired about the card and stated it was supposed to be canceled as Diana Watkins is no longer employed by the Henry County Library. The customer service representative then passed my call off to his supervisor. They supervisor told me that the only way the card can be canceled it for Diana Watkins to call and cancel it herself. I could not cancel it because it is in her name. I have went through and changed the billing information for Checkpoint HR so this doesn't happen again. I attempted to contact Diana Watkins to have her cancel the card. She didn't answer her phone and she doesn't have voicemail set up on her phone so I wasn't able to leave a message. Please note, I attempted to call Diana Watkins several weeks ago for the accountant as he had questions about some entries. She didn't answer, had no voicemail and never did return my call. The accountant and I were able to clear up the entries using other documentation that I eventually found. Anyway, I do not believe any other items are set up to be paid with the Capital One Spark credit card. However, if I find anything I will delete it from the records and set up payment to be withdrawn in another form. I have been in touch with the library's new Director, Stephanie Harrington via telephone and email. I called and welcomed her to the library team. I let her know that I have all of her documents, passwords, library email account, etc. set up and ready to go when she starts on July 20, 2020. I will assist her in any way that I can to make the transition as smooth as possible. I want to thank you all for allowing me to apply for the director's position. I will continue to be my persistent self and work diligently for the Henry County Library. I am currently performing tasks with library staff members to promote and carry-out the 2020 Summer Reading Program. All of the library's program is being provided virtually this summer due to the Covid-19 pandemic. Some tasks prove to be challenging but we are all working hard as we perform these new duties. I told them next year it will be expected of the library to provide both in-person (we hope) programming and virtual programming so that we are able to reach more patrons! A couple of staff members and I are also working on inventory of the entire library collection in both buildings. I do love my job! I appreciate all that each of you do and have done for the library and myself. I thank you for your support through this last year and so hope that this next year with Stephanie will be invigorating and revitalizing!


OLD BUSINESS: Sure Fire Sign, Inc. Representative, Johnny Scott was here to address questions and concerns regarding the outdoor electric sign. Mr. Scott stated that the sign is ready to go as soon as the electricity for the sign has been installed. Whitehead Consultants, Inc. will be contacted to find out if a trench was laid under the parking lot to install wiring for electronic sign. This matter was tabled for future discussion regarding the electricity installation. President, Martha Nichols will contact the library's attorney, Doug Harris to ask if he can assist the library with cancelling the Caption One Spark credit card that is tied to former Director, Diana Watkins.

NEW BUSINESS: On a motion by Patricia Dump, seconded by Carla Crump it was voted to accept the director's contract after the noted corrections have been made by Attorney, Doug Harris' office. Voting yes were Patricia Dump, Carla Crump 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 and Patricia Dump



Martha Nichols
President



Patricia Dump
Acting Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
May 26, 2020

A meeting of the Henry County Library Board of Trustees was held Tuesday, May 26, 2020 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 was Interim Director, Debbie Jones.

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 March 24, 2020 meeting as read. Voting yes were Carla Crump, Patricia Dump, Janet Sloan and Tim Komer.

DISBURSEMENTS: On a motion by Patricia Dump, seconded by Janet Sloan it was voted to approve the disbursements as presented by Interim Director, Debbie Jones. Voting yes were Patricia Dump, Janet Sloan, Carla Crump and Tim Komer.

CORRESPONDENCE: The Board of Trustees received a thank-you card signed by all library staff members thanking the library board of trustees for paying all library staff members their regular wages while the library was closed for the Covid-19 pandemic.

DIRECTOR'S REPORT: All library staff returned to work May 11, 2020 to reopen the library after being closed for the Covid-19 pandemic. All staff spent the first week cleaning and disinfecting both library buildings and their contents. The furniture has been moved and/or covered to discourage patrons and guests from "hanging out" in the library at this time. Certain items are not available for checkout at this time because they cannot be disinfected properly. On May 18, 2020 the library reopened to the public and library staff are providing drive-through and curbside services for the next two weeks. This has been going extremely well and we have had no patron complaints. In fact, the staff and I have received compliments in both buildings for the way that we have been taking care of and helping the patrons! We plan to unlock the doors June 1, 2020 as long as Henry County doesn't have any new cases or outbreaks of the coronavirus. Library staff will encourage all patrons and guests to wear masks, use the automatic hand sanitizer dispensers and to keep their library visits to 20 minutes or less. Computers, passport/notary services and meeting rooms will not be available for some time because of social distancing issues. All library programs for now and the entire summer will be done virtually using Facebook Live and Zoom. Library staff have created paper forms of library programming for those without internet access. All returned items are being quarantined for 72 hours as recommended by the CDC. The first hour of each day is designated for seniors over 60 and immunocompromised individuals. Interlibrary loan service has been suspended until August 10. The library received a grant to take the summer reading program on the road to our smaller communities in the county

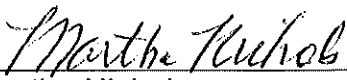
which include, Deepwater; Montrose and Urich. However, because of the coronavirus this cannot be done. So, I came up with this solution, sort of like a mini bookmobile. Library staff will contact patrons in these areas and invite them to sign up for summer reading program. Staff will also ask them to call in or email with requests for materials. Library staff will then deliver those materials to these communities every 2 weeks on a certain day and time during the summer reading program. The grant was approved with these changes and will cover the costs of these visits. If all goes well the library staff and I would like to continue this service throughout the year, weather permitting. I am continuing to work with the accountant to learn the banking and QuickBooks procedures. I have been to the bank to make sure Diana Watkins was removed from all library accounts. I have signed the documents required by the bank to take care of the library's financial matters. I have canceled the library's credit card account because it was tied to Diana Watkins. I have also destroyed all debit cards as requested by you, the board. I spoke with the library's Auditor, Cinda Rodgers. Diana Watkins was supposed to contact her in January about performing the 2019 annual audit and 2019 financial report required by the state of Missouri, she didn't. I had most all of the materials boxed up and ready to go, however, Diana Watkins did not obtain the rest of the required documents. I have since gathered the required items except the Henry County Library Building Corporation documents. The accountant and I will finish gathering the building corporation documents and I will mail them to Cinda Rodgers. Cinda Rodgers will pick up the documents sometime next week. She assured me she has plenty of time to complete the 2019 Missouri financial statement and the 2019 audit. Trisha Crowder and I are diligently working to complete the 2019 annual report. This report was to be submitted to the Missouri State Library by April 30, 2020. I have contacted the state library and they have granted an extension because of the Covid-19 pandemic and the changes in staffing. I am also planning to contact our book vendors because Diana Watkins totally deleted the library's standing order program, which was setup years ago, to ensure we receive all titles from the most popular authors. I have renewed the library's Deep Freeze software for another 3 years. This software allows the computers to be wiped clean of information between patrons. The technicians from Midwest IT have done an inventory of all computers in both buildings. They are developing a report of this inventory as several of the computers will need replaced. GFI Digital has removed the old OKI workroom copier/scanner and replaced it with a new Ricoh copier/scanner. This actually caused a decrease in the monthly lease payment.

OLD BUSINESS: Interim Director, Debbie Jones provided the board with handouts of the most recommended credit cards for a nonprofit business. On a motion by Patricia Dump, seconded by Tim Komer it was voted to have the library apply for a Chase Ink Business Unlimited Visa card. Voting yes were Patricia Dump, Tim Komer, Carla Crump and Janet Sloan. Interim Director, Debbie Jones will contact Chris Helm of Helm Plumbing and Electrical and John Scott of Johnny Scott Marketing and invite them to speak with the board at next month's meeting regarding the installation of the electricity and electronic sign. Interim Director, Debbie Jones discussed the problems created by and the abuse of the library's wifi hotspots. The board has tabled this matter for further discussion.

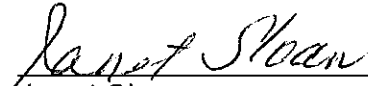
NEW BUSINESS: Mike Keith of Mike Keith Insurance, Inc. was here to present the board with the business and contents insurance renewal. On a motion Carla Crump, seconded by Patricia Dump the board voted to accept the renewal as presented. Voting yes were Carla Crump, Patricia Dump, Janet Sloan and Tim Komer.

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

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



Martha Nichols
President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
May 26, 2020

CLOSED SESSION

The Henry County Library Board of Trustees met in closed session pursuant to Missouri Revised Statute 610 .021 on Tuesday, February 25, 2020 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 was Interim Director, Debbie Jones.

Interim Director, Debbie Jones reported that the library's janitor, Tyler King has resigned. Job ads for this vacancy and the two part-time clerk positions are currently posted until June 15, 2020.

Debbie Jones, Interim Director provided the board with document packets for each candidate that has applied for the Director of Library Services vacancy.

On a motion by Patricia Dump, seconded by Carla Crump it was voted to reconvene back to the regular open meeting. Voting yes were Patricia Dump, Carla Crump, Janet Sloan and Tim Komer.

Martha Nichols
President

Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
March 24, 2020

A meeting of the Henry County Library Board of Trustees was held Tuesday, March 24, 2020 at 4:00 in the boardroom of the library.

Members present were Martha Nichols, Janet Sloan, Tim Komer and Patricia Dump. Also present was Interim Director, Debbie Jones.

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

MINUTES: On a motion by Janet Sloan, seconded by Patricia Dump it was voted to accept the minutes of the March 19, 2020 meeting as read. Voting yes were Janet Sloan, Patricia Dump and Tim Komer.

CORRESPONDENCE: None

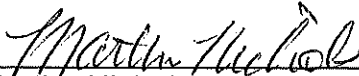
DIRECTOR'S REPORT: The Friends of the Henry County Library Group has decided to cancel the spring book sale due to the coronavirus issue.

OLD BUSINESS: None


NEW BUSINESS: None

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

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



Martha Nichols
President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
March 24, 2020

CLOSED SESSION

The Henry County Library Board of Trustees met in closed session pursuant to Missouri Revised Statute 610 .021 on Tuesday, March, 2020 at 4:00 pm in the boardroom of the library.

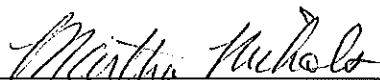
Members present were Martha Nichols, Janet Sloan, Tim Komer and Patricia Dump. Also present was Interim Director, Debbie Jones.

On a motion by Tim Komer, seconded by Patricia Dump it was voted to submit advertising for a new director of library services asking candidates to submit a resume and cover letter to the Henry County Library Board of Trustees in care of the Henry County Library before April 24, 2020 at 5:00 pm. Voting yes were Tim Komer, Patricia Dump and Janet Sloan.


On a motion by Janet Sloan, seconded by Patricia Dump it was voted to keep the library closed until further notice due to the Covid-19 pandemic. Voting yes were Janet Sloan, Patricia Dump and Tim Komer.

On a motion by Patricia Dump, seconded by Janet Sloan it was voted to have the board members vote by phone if the library needs to close longer regarding the coronavirus issues. Voting yes were Patricia Dump, Janet Sloan and Tim Komer.

On a motion by Janet Sloan, seconded by Patricia Dump it was voted to reconvene back to the regular open meeting. Voting yes were Janet Sloan, Tim Komer and Patricia Dump.



Martha Nichols
President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
March 19, 2020

A meeting of the Henry County Library Board of Trustees was held Tuesday, March 19, 2020 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 was Assistant Director, Debbie Jones.

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 February 25, 2020 meeting as read. Voting yes were Carla Crump, Patricia Dump, Janet Sloan and Tim Komer.

DISBURSEMENTS: On a motion by Janet Sloan, seconded by Patricia Dump it was voted to approve the disbursements as presented by Assistant Director, Debbie Jones. Voting yes were Janet Sloan, Patricia Dump, Carla Crump and Tim Komer.

TREASURER'S REPORT: On a motion by Patricia Dump, seconded by Janet Sloan it was voted that Henry County Library Board Treasurer, Tim Komer will review the bank account reconciliations and credit card bill each month. Voting yes were Patricia Dump, Janet Sloan, Carla Crump and Tim Komer. Assistant Director, Debbie Jones and Board Treasurer, Tim Komer will look into a business credit card for the library. On a motion by Carla Crump, seconded by Patricia Dump it was voted not to do library banking business with a debit card. Voting yes were Carla Crump, Patricia Dump, Tim Komer and Janet Sloan. Board Treasurer Tim Komer and Assistant Director, Debbie Jones will spend time learning Quickbooks and other banking issues from the accountant.

CORRESPONDENCE: Martha Nichols read the resignation letter left by former director Diana Watkins. Debbie Jones provided each board member with a copy of the letter sent to Senator Emery by Diana Watkins regarding Drag Queen story times.

DIRECTOR'S REPORT: None

OLD BUSINESS: None

NEW BUSINESS: On a motion by Janet Sloan, seconded by Carla Crump it was voted to purchase 3 automatic hand sanitizers for public use as soon as possible. Voting yes were Janet Sloan, Carla Crump, Tim Komer and Patricia Dump.

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

QUESTION 1

4. The following table shows the number of people who visited the National Museum in London in each year from 1990 to 2000.

Year: 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000

Number of visitors: 1,200,000, 1,300,000, 1,400,000, 1,500,000, 1,600,000, 1,700,000, 1,800,000, 1,900,000, 2,000,000, 2,100,000, 2,200,000

Use the data to draw a line graph showing the number of visitors to the National Museum in London from 1990 to 2000.

Label the axes and include a title for your graph. The x-axis should be labeled 'Year' and the y-axis should be labeled 'Number of visitors'. The title should be 'Number of visitors to the National Museum in London from 1990 to 2000'.

Use a scale of 1 cm to represent 100,000 visitors on the y-axis.

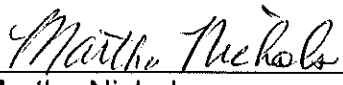
Use a scale of 1 cm to represent 1 year on the x-axis.

QUESTION 2

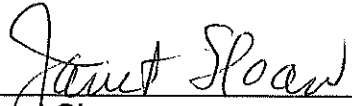
5. The following table shows the number of people who visited the National Museum in London in each year from 1990 to 2000.

Year: 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000

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



Martha Nichols
President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
March 19, 2020

CLOSED SESSION

The Henry County Library Board of Trustees met in closed session pursuant to Missouri Revised Statute 610 .021 on Tuesday, February 25, 2020 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 was Assistant Director, Debbie Jones.

Assistant Director, Debbie Jones will provide the board with the former applications, the director's job description and all advertisements so the board can start looking for a new director.


On a motion by Carla Crump, seconded by Tim Komer it was voted to promote Debbie Jones to the position of Interim Director. Voting yes were Carla Crump, Time Komer, Janet Sloan and Patricia Dump.

On a motion by Tim Komer, seconded by Janet Sloan it was voted to give Debbie Jones a \$5,000.00 tax-free bonus for performing the duties of director for the past 7 months. Voting yes were Tim Komer, Janet Sloan, Carla Crump and Patricia Dump.

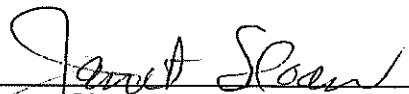
On a motion by Carla Crump, seconded by Janet Sloan it was voted to allow Acting Director, Debbie Jones to hire 2 part-time clerks for the library and 2 temporary part-time clerks for the 2020 summer reading program. Voting yes were Carla Crump, Janet Sloan, Time Komer and Patricia Dump.

On a motion by Tim Komer, seconded by Patricia Dump it was voted to keep the library closed through March 31, 2020 regarding the coronavirus issues.

On a motion by Patricia Dump, seconded by Carla Crump it was voted to reconvene back to the regular open meeting. Voting yes were Patricia Dump, Carla Crump, Janet Sloan and Tim Komer.



Martha Nichols
President



Janet Sloan
Secretary

Section 1

Section 2

Section 3

Section 4

Section 5

Section 6

Section 7

Section 8

Section 9

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
February 25, 2020

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, February 25, 2020 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 Tim Komer it was voted to accept the minutes of the January 28, 2020 meeting as read. Voting yes were Carla Crump, Tim Komer, Janet Sloan and Patricia Dump.

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

CORRESPONDENCE: Diana Watkins reported that she received a letter from Missouri State Senator, Ed Emery regarding "Drag Queen Storytime" in public libraries. On a motion by Carla Crump, seconded by Janet Sloan it was voted that Diana Watkins would send a letter in return informing Senator Emery that the Henry County Library patrons are not interested in this type of storytime programming.

DIRECTOR'S REPORT: Diana Watkins reported the following: The library has been awarded a Show Me Steps grant of \$202.14 to help defray the costs of lodging and mileage so that Diana may attend New Director's Boot Camp in Jefferson City on April 16th and 17th. This free training has been offered to all Missouri Library Directors who are in their 1st year of directorship at their library. The Missouri State Library is strongly encouraging all those 1st year directors to attend even if they have previously been a director at another library. The first 2020 Summer Reading Program meeting was held March 19th with Children's Specialist, Sheila Jensen; Teen Programming Coordinator, Emma Simshauser and Assistant Director, Debbie Jones in attendance. This year's theme is Imagine Your Story. The 2020 Summer Reading Program Kickoff is scheduled for June 4th and Bobby Norfolk will present Monsters, Dragons and Ogres! The summer reading program will have programming for all ages and will run 8 weeks. Programming is being planned for Henry County's smaller towns such as Deepwater, Montrose and Urich. The end of summer reading program party will be held August 1st and will be hosted by Dickerson Park Zoo. The library will participate in the Clinton's Downtown Quilt Walk on April 25th. The library's display case will be used to showcase quilts made by library staff members or family quilts along with some of the library's quilting books. The ALA and other library organizations are arguing with several e-book


vendors/publishers who are trying to severely restrict library use of their products. If the publishers get their way, libraries are estimating that their cost for e-books will triple in price. It hoped that a compromise can be reached that will still allow libraries to provide e-books at a cost that library budgets can support.

OLD BUSINESS: The installation of the library's electronic sign continues. Digrite has been contacted and will be here to mark any areas that cannot be used. Helm Plumbing has been contacted and will perform the electrical portion of this task.

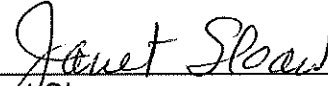
NEW BUSINESS: On a motion by Janet Sloan, seconded by Carla Crump it was voted to destroy outdated paper checks from Legacy Bank (formerly First National Bank) numbered 001036 – 001250, paper checks from a previous account, now closed at UMB Bank numbered 17007 – 17055 and also unnumbered deposit slips from the same previous account, now closed at UMB Bank. Voting yes were Janet Sloan, Carla Crump, Tim Komer and Patricia Dump. On a motion by Tim Komer, seconded by Carla Crump it was voted to allow Assistant Director, Debbie Jones permission to sign all Henry County Library checks and deal with all Henry County Library financial matters as needed. Voting yes were Tim Komer, Carla Crump, Janet Sloan and Patty Dump.

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

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



Martha Nichols
President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
February 25, 2020

CLOSED SESSION

The Henry County Library Board of Trustees met in closed session pursuant to Missouri Revised Statute 610 .021 on Tuesday, February 25, 2020 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 Diana Watkins, Director and Debbie Jones, Assistant Director.


Diana Watkins informed the board that items purchased with tax money cannot be sold at the Friends of the Library book sale.

Diana Watkins has been contacted by the Missouri Library Association regarding the spread of the COVID-19 also known as the Coronavirus. She stated the board needs to be thinking about creating an emergency pandemic policy in cases such as this.

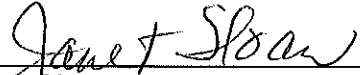
Diana Watkins reported that a patron using the Friends of the Library Meeting Room fell on an icy patch of the parking lot. The patron was transported to the hospital by ambulance. Mike Keith Insurance has been contacted and a report only claim has been made. A snow/ice log has been created for staff to use during inclement weather as requested by the insurance company

Diana Watkins spoke about issues regarding the misuse of the library's Wi-Fi.

Carla Crump made a motion to reconvene back to the regular open meeting, seconded by Janet Sloan. Voting yes were Carla Crump, Janet Sloan, Tim Komer and Patricia Dump.



Martha Nichols
President



Janet Sloan
Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
January 28, 2020

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, January 28, 2020 at 4:00 in the boardroom of the library.

Members present were Martha Nichols, Carla Crump and Tim Komer. Also present was Debbie Jones, Assistant Director.

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

MINUTES: On a motion by Carla Crump, seconded by Tim Komer it was voted to accept the minutes of the November 26, 2019 meeting as read. Voting yes were Carla Crump, Tim Komer and Martha Nichols.

DISBURSEMENTS: Disbursements not available.

CORRESPONDENCE: None

ASSISTANT DIRECTOR'S REPORT: Debbie Jones gave the following report: The library received a grant for the 2020 Summer Reading Program in the amount of approximately \$9,600.00. These funds will be used for programming and to pay two temporary part-time employees to assist with the 2020 Summer Reading Program. The library staff has really pulled together and worked like a well-oiled machine. All staff have put forth extra effort to keep the library up and running while being short-staffed by two part-time clerks, while several employees were out with various viruses and illnesses, etc. Because of this shortage in staff members Debbie Jones and Patricia Crowder have had to delay the 2019 annual report. These ladies plan to start working on this project soon. The Sons of the American Revolution (SAR) will be placing items in the display case Thursday, January 30th. These SAR materials will be on display for the public to view for two months. Debbie has contacted Tom Shaw at Shaw Accounting Group to assess the library's bookkeeping situation. He will be here Thursday, January 30th to meet with Diana Watkins and/or Debbie. Kimberly Schweitzer has been hired as a part-time circulation clerk. She has caught on quickly and has been a big help to the library staff. The library still has an opening for a part-time circulation clerk.

OLD BUSINESS: None

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

Section 10

1. The first part of the document is a list of names of people who have been involved in the project.

2. The second part of the document is a list of names of people who have been involved in the project.

3. The third part of the document is a list of names of people who have been involved in the project.

4. The fourth part of the document is a list of names of people who have been involved in the project.

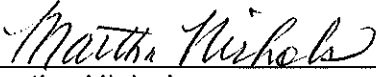
5. The fifth part of the document is a list of names of people who have been involved in the project.

6. The sixth part of the document is a list of names of people who have been involved in the project.

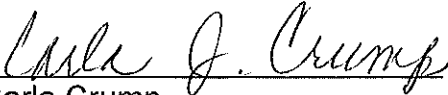
7. The seventh part of the document is a list of names of people who have been involved in the project.

8. The eighth part of the document is a list of names of people who have been involved in the project.

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



Martha Nichols
President



Carla Crump
Vice-President/ Acting Secretary

HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
January 28, 2020

CLOSED SESSION


The Henry County Library Board of Trustees met in closed session pursuant to Missouri Revised Statute 610 .021 on Tuesday, January 28, 2020 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Carla Crump and Tim Komer. Also present was Debbie Jones, Assistant Director.


Debbie Jones informed the board that Diana Watkins, Director is being kept up to date on the misuse of the library's Wi-Fi.

Debbie Jones reported that the library hired part-time clerk, Emily Spangler. Emily's start date was January 6, 2020. Emily had attendance issues and called in 7 out of 11 shifts she was scheduled for. She was given a written reprimand about her poor attendance. On Saturday, January 25th Emily did not call in or report to work. Emily is no longer employed with the Henry County Library.

Tim Komer made a motion to reconvene back to the regular open meeting, seconded by Carla Crump. Voting yes were Tim Komer, Carla Crump and Martha Nichols.



Martha Nichols
President



Carla Crump
Vice-President/Acting Secretary

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYSICS 439: QUANTUM MECHANICS II
PROBLEM SET 10

Due: Friday, November 11, 2011

1. Consider a particle in a one-dimensional potential well

defined by $V(x) = 0$ for $0 < x < a$ and $V(x) = \infty$ elsewhere.

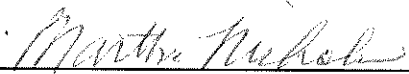
(a) Find the energy eigenvalues E_n and the corresponding normalized energy eigenfunctions $\psi_n(x)$.

**Addendum to Closed Session Minutes
Henry County Library Board Meeting
January 28, 2020**


Diana Watkins, Library Director, was not present for the board meeting nor had she been at work the previous week and has missed many other days over the past six months. Tim Komer suggested that, in accordance with personnel policy, we should have a note in her file documenting the reason for her many absences. The board was in unanimous agreement. It was agreed that Martha Nichols would ask her for this note. This note was to be requested to be written on official letter head from an appropriate source.

This addendum is written to document additional actions that were taken in the closed session on January 28, 2020.

Board Members Present:

Martha Nichols 

Carla Crump 

Tim Komer 

Board members Jan Sloan and Patty Dump were not present.