HENRY COUNTY LIBRARY

BOARD OF TRUSTEES

January 28, 2025

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, January 28, 2025, at 4:00 pm in the boardroom of the Library.

Members present were, Tim Komer, Patty Dump, Shelly Acosta, and Kathy Cooper. Absent was Luke Edwards. Also present were, Director, Debbie Jones and Administrative Assistant, Stephanie Nichols.

**CALL TO ORDER:** President, Tim Komer called the meeting to order.

**PUBLIC COMMENTS:** None.

**BOARD COMMENTS:** None.

**EXECUTIVE SESSION:** None.

**AGENDA:** On a motion by Kathy Cooper, seconded by Patty Dump, it was voted to accept the Agenda as presented by Director, Debbie Jones. Voting yes were, Kathy Cooper, Patty Dump, and Shelly Acosta.

**MINUTES:** On a motion by Kathy Cooper, seconded by Shelly Acosta, it was voted to accept the Minutes of the December 3, 2024, meeting as read. Voting yes were, Kathy Cooper, Shelly Acosta, and Patty Dump.

**TREASURER’S REPORT:**

1. **APPROVAL OF DISBURSEMENTS:** On a motion by Kathy Cooper, seconded by Shelly Acosta, it was voted to approve the disbursements as presented by Director, Debbie Jones. Voting yes were, Kathy Cooper, Shelly Acosta, and Patty Dump.
2. **PURCHASE OF CERTIFICATES OF DEPOSIT:** On a motion by Shelly Acosta, seconded by Kathy Cooper, it was voted to approve the purchase of three (3) certificates of deposit in the amount of $50,000 each from Legacy Bank for a period of 6 months at the interest rate of 4.50%. Any signer listed on the Henry County Library checking account at Legacy Bank is authorized to sign for the purchase of the certificates of deposit.

**CORRESPONDENCE:**

1. **Statistical Reports:** The November/December statistical reports were presented for the board’s review.

**DIRECTOR’S REPORT:** Library Director, Debbie Jones reported the following.

**December Tax Funds Received:** $86,477.94 in tax funds were received in December.

**Louise Adair Francisco Trust Funds Received:** $7,919.52

**Elf on the Shelf Participation:** A total of 124 children participated in this holiday program. The winner drawn received a mug, cocoa, and candy.

**Ornament Decorating Contest Participation:** Thirty children participated in this contest. The winners received an age-appropriate art set.

**January Tax Funds Received:** A total of $608,784.73 in tax funds was received in January.

**Incident Reports:** Several incident reports were completed regarding problems with the homeless population. Library staff were forced to ban some of these guests from the property because they wouldn’t follow library policies.

**Blackout Poetry/Short Story Participation:** A total of 28 kits have been picked up for this contest. A winner will be drawn at each building and will receive a mug containing a hot chocolate bomb, peppermint spoons, and a library stocking cap.

**Adult Winter Reading Program Coming Soon:** This program will be held from February 10th to March 24th. Administrative Assistant Stephanie Nichols created a Library-opoly game. Library cups and magnetic bookmarks will be given out to anyone who signs up. If a patron completes two sides, they will receive a multifunction pen and meat thermometer and two tickets that will be entered for the final grand prize drawing. If the patron completes the entire board, they will receive a reversible throw and eight tickets to enter the grand prize drawing. The grand prizes are a barbecue tool set, a Bento lunch box, a burrito tortilla blanket, a candle warmer lamp, and a Farberware Cutting board/charcuterie tray with a lid.

**W-2 and 1099 forms Completed and Distributed:** All contractors and library staff members have received their tax forms for 2024.

**Bookkeeping Cleanup:** Accountant, Roger Knib will be here Friday, February 14th, to complete the annual end-of-year cleanup before items are sent to the auditor.

**Annual Audit:** As soon as the Accountant has completed the annual cleanup, Administrative Assistant, Stephanie Nichols and I will gather all the items needed for the annual audit. I will then contact the auditor and arrange for pickup of these materials.

**Gas Meter Replacement:** The library’s gas meter was shattered by what I believe was ice falling from the roof. Administrative Assistant, Stephanie Nichols contacted Liberty Utilities. Liberty ordered a new meter and installed it today.

**Staff Meeting:** A mandatory staff meeting is scheduled for Friday, February 7th, from 3 to 5 p.m.

**Collaborative Summer Library Program (CSLP) Grant:** The library received a reimbursement of $250.07 for advertising items purchased from CSLP. The library also submitted a request for a 2025 Summer Library Program Grant in the amount of $3,052.00. I received notice from the Missouri State Library that this grant was approved.

**2024 Athletes & Entertainers and Equalization Funds Report Completed and Accepted:** I have submitted all the required paperwork to the Missouri State Library for these funds, and the reports were accepted.

**Windsor and Clinton Inventory:** As of this very moment, the Lenora Blackmore Branch in Windsor has eight more items for me to review. Then, the inventory for the entire building will be complete. The inventory for the Clinton building will start immediately.

**2025 Summer Reading Program Meetings:** Youth Services Librarian, Katie Hunter, Administrative Assistant, Stephanie Nichols, and I have started the first of several meetings to plan the 2025 Summer Reading Program.

**Employment Law Class:** I completed my Employment Law Class through State Fair Community College with a 97%.

**2024 Annual Report:** Library staff members have started creating the 2024 Annual Report. A completion date of March 1st has been set, and the report will be presented at the March meeting.

**Procedures for Employee Handbook:** Library staff members will soon start the process of creating procedures for the employee handbook.

**Storytime Update:** Storytime at the Lenora Blackmore Branch in Windsor is moving to a new day and time! There has been zero interest in the last several weeks for Storytime on Tuesdays at 2:00 p.m. in Windsor. So, starting in February, Storytime will be at 10:30 a.m. on Tuesdays in Clinton and at 10:30 a.m. on Thursdays in Windsor.

**OLD BUSINESS:**

1. **Amendment of the Juvenile Behavior Policy:** Amendments to Sections J and K of Policy 8: Library User Behavior were presented to the board for review. On a motion by Shelly Acosta, seconded by Patty Dump, it was voted to approve the amendments with modifications to read “library premises” as opposed to “in the library” or “at the library” and “aged twelve (12) and under” as opposed to “under the age of twelve (12). Voting yes were, Patty Dump, Shelly Acosta, and Kathy Cooper.
2. **Strategic Plan 2025 Outdoor LED Light Bidding:** Director, Debbie Jones reported that she will be placing a legal ad for Outdoor LED Light bids in the month of February to be due prior to the March 25th board meeting.

**NEW BUSINESS:**

1. **Change of Legal Counsel from Doug Harris to Adam Sommer**: Director, Debbie Jones reported that the library’s legal representative from Harris, Sommer & Peppard, LLC will be changing from Doug Harris to Adam Sommer. On a motion by Shelly Acosta, seconded by Kathy Cooper, it was voted to approve Adam Sommer as the library’s legal representative. Voting yes were, Shelly Acosta, Kathy Cooper, and Patty Dump.
2. **Approval of 2024 Final Budget:** On a motion by Shelly Acosta, seconded by Kathy Cooper, it was voted to approve the 2024 Final Budget as presented by Director, Debbie Jones. Voting yes were, Shelly Acosta, Kathy Cooper, and Patty Dump.

**ADJOURNMENT:** On a motion by Kathy Cooper, seconded by Shelly Acosta, it was voted to adjourn. Voting yes were, Kathy Cooper, Shelly Acosta, and Patty Dump.

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Tim Komer Shelly Acosta

President Secretary