HENRY COUNTY LIBRARY

BOARD OF TRUSTEES

February 25, 2025

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, February 25, 2025, at 4:00 pm in the boardroom of the Library.

Members present were, Tim Komer, Patty Dump, Shelly Acosta, and Kathy Cooper (via video chat). 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 Patty Dump, seconded by Shelly Acosta, it was voted to accept the Agenda as presented by Director, Debbie Jones. Voting yes were, Patty Dump, Shelly Acosta, and Kathy Cooper.

**MINUTES:** On a motion by Shelly Acosta, seconded by Patty Dump, it was voted to accept the Minutes of the January 28, 2025, meeting as read. Voting yes were, Shelly Acosta, Patty Dump, and Kathy Cooper.

**TREASURER’S REPORT:**

**APPROVAL OF DISBURSEMENTS:** On a motion by Shelly Acosta, seconded by Patty Dump, it was voted to approve the disbursements as presented by Director, Debbie Jones. Voting yes were, Shelly Acosta, Patty Dump, and Kathy Cooper.

**CORRESPONDENCE:**

1. **Statistical Reports:** The January 2025 statistical report was presented for the board’s review.

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

**February Tax Funds Received:** $22,181.14 in tax funds were received in February.

**Banned Patron:** A patron was found looking at pornographic material on a public computer in the computer lab. The patron was asked to leave and was banned indefinitely from using the library’s computers.

**Adult Reading Challenge:** As of today, 46 adults have signed up in Clinton, and 13 adults have signed up in Windsor.

**Blackout Poetry:** A total of 30 blackout poetry kits were handed out in Clinton and Windsor, and of those, 13 were returned. A winner was drawn in each building. The winners were given a mug, a hot chocolate bomb, and other library swag.

**Candy Jar Guesses:** For Valentine’s Day, jars of candy were set out for patrons to guess how many pieces were in each jar. A total of 31 guesses were made in Clinton, and 27 guesses were made in Windsor.

**Love Your Library Program:** A total of 31 Love Your Library Statements were received in Clinton, and 14 were received in Windsor.

**End-of-Year Accounting:** Accountant Roger Knibb was here to clean up any 2024 bookkeeping issues before items were sent to the auditor. He came planning to stay at least half the day. However, he told me that the accounting was in order, and he wasn’t even here for about 20 minutes. He said the books looked better than ever and that I was doing an excellent job of keeping track of all the accounting.

**Cyber Security Policy:** All grant-recipient libraries must have a Cyber Security Policy in place to receive grant funding. Libraries already enforce these policies but must have a written policy that satisfies federal statutes, regulations, terms, and conditions.

**OLD BUSINESS:**

1. **HB 557 Establishes Requirements For Library Boards To Be Elected:** Director, Debbie Jones presented a letter she submitted to the Legislative Research-Oversight Division outlining the costs associated with holding a local election for library board members. The estimated figures were provided by Henry County Clerk, Rick Watson.
2. **LED Outdoor Lighting:** Director, Debbie Jones relayed to the board that the bid process for obtaining LED Outdoor Lighting would be delayed until further notice as the lighting is not a current safety concern with the impending start of daylight savings time on March 9th.

**NEW BUSINESS:**

1. **Set And Approve The Library’s Fiscal Year:** On a motion by Shelly Acosta, seconded by Kathy Cooper, it was voted to set the library’s fiscal accounting year to run from January 1 – December 31. Voting yes were, Shelly Acosta, Kathy Cooper, and Patty Dump.
2. **Cyber Security Policy:** The Henry County Library Board of Trustees Policy 6: Confidentiality of Library Records was presented to the board with modifications to incorporate cybersecurity language as required by the Missouri State Library in order to secure future grant funding opportunities. On a motion by Patty Dump, seconded by Kathy Cooper, it was voted to approve the modifications to Policy 6: Confidentiality of Library Records as presented. Voting yes were, Patty Dump, Kathy Cooper, and Shelly Acosta.
3. **Director Evaluation and Salary Increase:** A Director Information sheet and Director Evaluation form were given to the board preparation for the Director’s Evaluation and Salary review in April 2025.

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

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Tim Komer, President Shelly Acosta, Secretary