HENRY COUNTY LIBRARY

BOARD OF TRUSTEES

May 27, 2025

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, May 27, 2025, at 4:30 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.

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

**MINUTES:** On a motion by Shelly Acosta, seconded by Kathy Cooper, it was voted to accept the Minutes of the April 29, 2025, meeting as read. Voting yes were, Shelly Acosta, Kathy Cooper, and Patty Dump.

**TREASURER’S REPORT:**

1. **Approval of Disbursements:** On a motion by Kathy Cooper, seconded by Patty Dump, it was voted to approve the disbursements as presented by Director, Debbie Jones. Voting yes were, Kathy Cooper, Patty Dump, and Shelly Acosta. President, Tim Komer announced that he had been contacted by Equity Bank of Clinton requesting a meeting to review the library’s current banking terms in order to evaluate whether they could provide better rates. He will be reaching back out to them to establish a meeting in the future.
2. **Employee Expenses:** As requested by the board, a cost analysis was presented representing the *% of Payroll vs. Operating Expense* for January – December 2024, January 2025, February 2025, March 2025, and April 2025.

**CORRESPONDENCE:**

1. **Statistical Reports:** The April 2025 library statistical report was presented for the board’s review.
2. **Davis R-**XII: Thank you cards received from Davis R-XII students for weekly use of the library were reviewed.

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

**May Tax Funds Received:** $7,842.47.

**Removal of Dead Trees and Branches:** Due to safety and liability issues, four small trees near the railroad track and the dead branches on the hackberry tree must be removed. I have called asking for an estimate. However, the trimmers are all very busy cleaning up tornado debris. I will get this project taken care of as soon as possible. **Addition 05/27:** The board was presented with an estimate from Priced Right Tree Service for $4,500.00 for the cost of tree removal, and work will commence as they become available.

**Olde Glory Days Booth:** New this year, the library will have a booth at Olde Glory Days on Thursday, July 3rd. Administrative Assistant, Stephanie Nichols, and I will chat with guests about all the wonderful things you can do at the library. We will also have library swag and handouts about the library and its services.

**Annual Courier Services:** The Missouri State Library (MOSL) has approved and paid the library’s annual courier services through June 2026. The courier comes to the library to deliver and pick up items three times a week. The MOSL notified all library directors that we will receive our 2025 funding. However, they do not have any news for 2026.

**Project Connect Booths:** The library has been invited to the 2025 Henry County Project Connect. Project Connect is hosted by CHART, the Pediatric Place Family First Initiative, Golden Valley Memorial Healthcare (GVMH), and Compass Health. The Golden Valley ToRCH Program sponsors this event. GVMH staff requested that the library have a booth next to them with notary publics available to notarize living wills for attendees. The library will have an additional booth to promote library services. These booths are both free of charge, and they expect more than 350 attendees. ToRCH is short for Transformation of Rural Community Health. The ToRCH program is a model of care that directs resources to rural communities committed to addressing the upstream causes of poor health through integrating social care supports into clinical care.

**Summer Reading Program (SRP) Kick-Off:** This is a reminder that the SRP Kick-Off is scheduled for Saturday, June 7th, from 10 a.m. to 12 noon.

**Niche Academy:** Administrative Assistant, Stephanie Nichols, and I have started adding lessons, widgets, buttons, and other content to the Henry County Library’s Niche Academy, which will be displayed on the library’s webpage. These items will help make the library’s webpage more accessible and user-friendly. We will also be loading lessons, library, procedures, etc., on the employee side so that newly hired staff members can learn all the required tasks and that the current employees can refresh their skills.

**Applicants:** I have started the search for applicants to fill the full-time clerk position. I may also hire a part-time person because I have heard rumors that one or two part-time employees are leaving.

**OLD BUSINESS:**

1. **Phase One and Phase Two Outdoor LED Light Estimates:** Director, Debbie Jones presented estimates for the installation of exterior LED lighting in Clinton from Helm Plumbing & Electric Contractor, Inc. The estimates for the two-phase project are as follows:
2. $4,225.13 for the removal of existing wall packs to be replaced with LED rotatable packs, removal and replacement of photo eye, and removal and replacement of existing bulbs and ballasts from lights above entryway with LED bulbs
3. $4,526.71 for the removal of 24 existing canopy lights to be replaced with LED canopy lights.

On a motion by Kathy Cooper, seconded by Shelly Acosta, it was voted to accept the two-phase project estimates from Helm Plumbing & Electric Contractor, Inc. for the installation of exterior LED lighting. Voting yes were, Kathy Cooper, Shelly Acosta, and Patty Dump.

1. **Change in Kick-Off Performer:** Ventriloquist Diana Rockwell was hired to perform at the Summer Reading Program Kick-Off on June 7th as previously contracted performer Russ and Diskey the Dynamic Disk Duo cancelled. On a motion by Patty Dump, seconded by Shelly Acosta, it was voted to approve the change in performer to Diana Rockwell. Voting yes were, Patty Dump, Shelly Acosta, and Kathy Cooper.
2. **Windows 11 Upgrade:** Director, Debbie Jones updated the board regarding the units that would require upgrading to Windows 11 prior to the loss of support from Microsoft for Windows 10 on October 14, 2025. The library’s contracted IT Specialist, Kai Simon of CISC, will be performing the upgrades.
3. **Addition 5/27: Request for Adjustment to Library Hours:** Director, Debbie Jones and Administrative Assistant, Stephanie Nichols requested that the board consider the following adjustments to library hours: Monday – currently 8:00 am – 5:00 pm to 8:00 am – 7:00 pm and Wednesday – currently 8:00 am – 9:00 pm to 8:00 am – 7:00 pm. The request for adjustment is due to lack of patron traffic from 7:00 – 9:00 pm on Wednesdays. This would result in no change to the number of hours the library is currently open to serve patrons. An additional request was made to reconsider closing the library earlier on Saturdays due to lack of patron traffic in the latter part of the afternoon. This would also afford the opportunity to reduce staff members from 3 to 2 on those days to assist with scheduling. The board requested further information to review at the June 17th meeting.

**NEW BUSINESS:**

1. **Lenora Blackmore Branch Roof:** Dickinson Roofing was contacted to examine the Lenora Blackmore Branch roof due to various signs of water damage staining throughout the library’s ceiling tiles. An estimate of $620.77 was provided to perform various roof repairs to include replacing mismatched screws and washers and caulking. Work will commence as the company’s schedule allows.
2. **Clinton Roof:** During a recent heavy rainstorm, water was heard running behind a wall on the east side of the building, and water damage appeared on the ceiling above the audiobook shelving. Dickinson Roofing examined the roof and discovered that this was caused by a broken snow guard on the exterior of the building. They will be replacing all of the library’s existing snow guards. This repair is covered under the roof’s warranty.

**EXECUTIVE SESSION:** None.

**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