

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
January 15, 2020

Call to Order:

The meeting was called to order by President Deimeke at 10:30 a.m. Board members present included Amy Childs, Aggie Deimeke, Roslyn Dial, Bob Fenlon, Connie Hesse, Karen Mossman, Kay Robnett, Steve Sims, and Glenda Williams. Also present: Library Director, Christal Bruner and Office Manager, Monica Taylor.

Approval of bills and minutes:

Approval of November and December bills with a motion by Fenlon, second by Robnett; motion passed 9-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

Approval of November minutes with a motion by Dial, second by Fenlon; motion passed 9-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

As there was no Board meeting in December, there were no minutes to approve.

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Fenlon, Robnett, Sims

The Endowment Fund CD was renewed at The Bank of Missouri on Friday, January 10th. The new CD has a two-year term earning 1.80% interest.

Home Bank Investment CDs matured January 10th. Currently, their best rate is a 5-year CD earning 1.40%. Comparing with other bank CD rates, the Finance Committee recommends redeeming the CDs at Home Bank and investing the funds with First State Community Bank for a term of 54 months at a rate of 1.75%. Fenlon made a motion to proceed with the Finance Committee's recommendation, Hesse seconded; motion passed 9-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

Fenlon made a motion that the Library Director be given Board approval allowing the Director to authorize automatic payments of utility bills and other routine payments; Mossman seconded. Motion passed 9-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

The Finance Committee recommended that the mileage rate paid to employees for business travel be increased from the current rate of \$0.35 per mile to match the current IRS mileage rate which is \$0.575 per mile for 2020. Fenlon made a motion to proceed with the Finance Committee's recommendation, Sims seconded; motion passed 9-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

Property/Equipment/Building Committee

Childs, Fenlon, Sims

Vandalia's new carpet is being installed this week. Mommens Heating & Air will install an air handler in the ceiling at Vandalia to resolve the heating/cooling problem in the entryway. A design is being prepared by Missouri Vocational Enterprises for storage cabinets at Vandalia. A contractor will be looking at the low concrete area outside the main entrance at Vandalia to assess our options to fix that issue.

Personnel Committee

Dial, Hesse, Mossman, Williams

No report.

Unfinished business: None.

New business: We received the Cochran, Head, and Vick bid for this year's upcoming audit. The cost will be \$10,300. Childs moved to accept the bid, Robnett seconded; motion passed 9-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

Director Bruner noted that after some time-consuming changes and updates to our computer system, we expect to implement the new "fine-free" policy by March 1st. This improvement for Audrain County residents will be widely publicized.

We will look into acquiring a bulk mail permit as we hope to begin a library newsletter to be distributed to Audrain County residents.

Patron concerns: None.

Staff concerns: None.

Executive Session: None.

Other: None.

Adjournment: The meeting was adjourned at 11:15 a.m. with a motion by Hesse; second by Fenlon; motion passed 9-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

Next meeting: The next regular meeting is scheduled for 10:30 a.m. Wednesday, February 19th, 2020 at the Mexico Library.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
February 19, 2020

Call to Order:

The meeting was called to order by President Deimeke at 10:30 a.m. Board members present included Amy Childs, Aggie Deimeke, Roslyn Dial, Bob Fenlon, Connie Hesse, Karen Mossman, Kay Robnett, and Glenda Williams. Also present: Library Director, Christal Bruner and Office Manager, Monica Taylor.

Approval of bills and minutes:

Approval of January bills and minutes with a motion by Dial, second by Robnett; motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, and Williams.

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Fenlon, Robnett, Sims

No report.

Property/Equipment/Building Committee

Childs, Fenlon, Sims

No report.

Personnel Committee

Dial, Hesse, Mossman, Williams

No report.

Unfinished business:

The post office recommended using Every Door Direct Mail (EDDM) over a bulk mail permit. EDDM provides more flexibility in getting the library's message to specific demographics, takes less preparation time, and costs less than bulk mail.

The new "fine-free" policy will go into effect during National Library Week in April.

New business:

A proposal was discussed to change the name of the Farber Library to the Vernelle Hull Memorial Library. Guidelines regarding naming district libraries need to be established before a decision is made.

A committee will research this and present their recommendation at the next Board meeting.

Committee members are Amy Childs, Bob Fenlon, Connie Hesse, and Glenda Williams.

Patron concerns: None.

Staff concerns: None.

Executive Session: At 11:09, Fenlon moved to adjourn into Executive Session pursuant to Section 610.021(1), (2), and (3) of the Revised Statutes of Missouri pertaining to personnel; Mossman seconded. Motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman,

Robnett, and Williams. At 11:15 Fenlon moved to end the executive session, Hesse seconded. Motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, and Williams.

Other: None.

Adjournment: The meeting was adjourned at 11:16 a.m. with a motion by Hesse; second by Robnett; motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, and Williams.

Next meeting: The next regular meeting is scheduled for 10:30 a.m. Wednesday, March 18th, 2020 at the Mexico Library.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
March 18, 2020

Call to Order:

The meeting was called to order by President Deimeke at 10:30 a.m. Board members present included Aggie Deimeke, Bob Fenlon, Connie Hesse, Karen Mossman, Kay Robnett and Steve Sims. Also present: Library Director, Christal Bruner and Office Manager, Monica Taylor.

Approval of bills and minutes:

Approval of February bills and minutes with a motion by Hesse, second by Robnett; motion passed 6-0 by roll call vote. Yes votes from Deimeke, Fenlon, Hesse, Mossman, Robnett, and Sims.

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Fenlon, Robnett, Sims

No report.

Property/Equipment/Building Committee

Childs, Fenlon, Sims

No report.

Personnel Committee

Dial, Hesse, Mossman, Williams

The committee will meet with Director Bruner in the next couple of months regarding the upcoming year's employment contract.

Unfinished business:

Regarding changing the name of the Farber Library to the Vernelle Hull Memorial Library, the committee doesn't recommend changing the name. Looking at the long-term, they think a name change like that could lead to issues with the naming of the district's other libraries in the future. They suggested a very nice, brass plaque featuring a photo of Mrs. Hull and a narrative regarding her 54 years of service to the library and the Farber community. Director Bruner will prepare a narrative for the Board to review at a future meeting.

New business:

An Epidemic and Public Emergency Policy was presented. Fenlon made a motion to accept the policy; Sims seconded. Motion passed 6-0 by roll call vote. Yes votes from Deimeke, Fenlon, Hesse, Mossman, Robnett, and Sims.

There has been no forward movement on Senate Joint Resolution No. 44 regarding property tax. Director Bruner will keep the Board up to date on any future activity related to this subject.

Patron concerns: None.

Staff concerns: None.

Executive Session: None.

Other:

Discussion regarding closing the library district to protect library staff and customers in response to the global Coronavirus pandemic. Almost all schools and libraries in the state have announced they will be closing and it is certain that this situation will get worse before it gets better. Fenlon made a motion to close all district libraries at the end of the work day Saturday, March 21st and to be closed until further notice. Robnett seconded the motion; motion passed 6-0 by roll call vote. Yes votes from Deimeke, Fenlon, Hesse, Mossman, Robnett, and Sims.

Adjournment:

The meeting was adjourned at 11:20 a.m. with a motion by Hesse; second by Mossman; motion passed 6-0 by roll call vote. Yes votes from Deimeke, Fenlon, Hesse, Mossman, Robnett, and Sims.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m. Wednesday, April 15th, 2020 at the Mexico Library.

The Mexico-Audrain County Library District
Board of Trustees did not meet in the month of
April 2020 due to the COVID-19 pandemic.

Next scheduled meeting:

May 20, 2020 at the

Martinsburg Library/Community Room

The proposed wording for the amendment is: "The Board of Trustees may participate in Board meetings by speakerphone, teleconference, or video conference. Participation by these methods shall count towards the quorum requirements and Board members may cast votes. Voting by proxy is not permitted." Motion by Dial to accept the amendment as presented; second by Childs. Motion passed 7-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Hesse, Robnett, Sims and Williams.

The Mexico Ledger custodial agreement is still pending. This project has not moved forward due to COVID-19 closures.

A new personnel-related policy regarding the Families First Coronavirus Response Act (FFCRA) was presented. This policy details the federal requirements the library must follow for Emergency Paid Sick Leave and Extended Family Medical Leave. Motion by Hesse to accept the policy as presented; second by Robnett. Motion passed 7-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Hesse, Robnett, Sims and Williams.

Patron concerns: None.

Staff concerns: None. Numerous staff members expressed appreciation to the Board for their actions and concern for the staff during the library closure due to COVID-19.

Executive Session: None.

Other:

Adjournment:

The meeting was adjourned at 11:40 a.m. with a motion by Hesse; second by Williams; motion passed 7-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Hesse, Robnett, Sims and Williams.

Next meeting:

The next regular meeting is scheduled for 10:30 a.m. Wednesday, June 17th, 2020 at the Martinsburg Library/Community Room.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
June 17, 2020

Call to Order:

The meeting was called to order by President Deimeke at 10:30 a.m. Board members present included Amy Childs, Aggie Deimeke, Roslyn Dial, Bob Fenlon, Connie Hesse, Karen Mossman, Kay Robnett, and Glenda Williams. Also present: Library Director, Christal Bruner and Office Manager, Monica Taylor.

Approval of bills and minutes:

Approval of May bills with a motion by Fenlon, second by Childs; motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, and Williams.

Approval of May minutes with a motion by Dial, second by Williams; motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, and Williams.

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee ***Fenlon, Robnett, Sims***

Property/Equipment/Building Committee ***Childs, Fenlon, Sims***

The two large, arched windows that are over 100 years old are being replaced this week at Mexico. The storage cabinets at Vandalia were finished today.

Personnel Committee ***Dial, Hesse, Mossman, Williams***

As recommended by the Personnel Committee, Robnett made a motion to offer Director Bruner a one-year employment contract at the same rate as the previous year, due to financial concerns related to the COVID-19 pandemic. Dial seconded; motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, and Williams. This is the beginning of Bruner's third year as Library Director.

Unfinished business:

Director Bruner, working with Connie Hesse, presented a photo and narrative for the memorial tribute plaque for Vernelle Hull at the Farber Library. Bruner will send this to Vernelle's daughter, Diane, for final approval. We will contact David Pickering to make the plaque. The dedication date printed on the plaque will be the month and year.

The Mexico Ledger custodial agreement is still on hold as Director Bruner hasn't heard from anyone. Fenlon suggested the possibility of the materials being donated to the library. He will contact the appropriate people to discuss how to proceed.

New business:

Updates to the personnel policy were discussed. Childs made a motion to accept the changes as written, Robnett seconded; motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, and Williams. Effective after the end of the pay period that is already in process, our payroll schedule will change to paychecks being issued every other Friday instead of twice per month. Also, the library will no longer offer compensatory time.

Patron concerns: None.

Staff concerns: None.

Executive Session: None.

Other:

Adjournment:

The meeting was adjourned at 11:30 a.m. with a motion by Hesse; second by Fenlon; motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Dial, Fenlon, Hesse, Mossman, Robnett, and Williams.

Next meeting:

There will be no meeting in July. The next regular meeting is scheduled for 10:30 a.m. Wednesday, August 19th, 2020 at the Martinsburg Library/Community Room.

The Mexico-Audrain County Library District Board of Trustees did not meet in the month of July 2020.

The next scheduled meeting is August 19, 2020 at the Martinsburg Branch Library.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
August 19, 2020

Call to Order:

The meeting was called to order by Vice-President Sims at 10:30 a.m. Board members present included Jessica Johnson Ekern, Bob Fenlon, Connie Hesse, Steve Sims, and Glenda Williams. Also present: Library Director, Christal Bruner and Office Manager, Monica Taylor.

Approval of bills and minutes:

Approval of June and July bills with a motion by Williams, second by Hesse; motion passed 5-0 by roll call vote. Yes votes from Ekern, Fenlon, Hesse, Sims, and Williams.

Approval of June minutes with a motion by Fenlon, second by Ekern; motion passed 5-0 by roll call vote. Yes votes from Ekern, Fenlon, Hesse, Sims, and Williams.

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Fenlon, Robnett, Sims

The 2019 audit report was distributed.

Property/Equipment/Building Committee

Childs, Fenlon, Sims

Mexico's first floor air conditioning hasn't been working since June. Bids were presented from 3 HVAC companies. Motion by Ekern to accept the bid from Mommen's Heating & Cooling in Mexico, second by Fenlon. Motion passed 5-0 by roll call vote. Yes votes from Ekern, Fenlon, Hesse, Sims, and Williams.

The Mommen's bid amount is \$55,000 and will be a major job involving 2 new central air units and air handlers, cutting a hole in the 2nd floor ceiling, and removing and replacing air handlers in the attic. This should be a long-term solution to some of the ongoing air conditioning issues at Mexico.

Personnel Committee

Hesse, Mossman, Williams

Unfinished business:

Director Bruner stated that the Mexico Library will have room to store materials from the Mexico Ledger, after having a surplus sale to dispose of obsolete and broken items. She presented a list of items to be declared surplus. Fenlon made a motion to declare the items as surplus, and to table the discussion of the Mexico Ledger custodial agreement until next month, as the Ledger may have been sold and that could affect the custodial agreement. Williams seconded the motion; motion passed 5-0 by roll call vote. Yes votes from Ekern, Fenlon, Hesse, Sims, and Williams.

Director Bruner stated that Vernelle Hull's daughter has approved the wording for the bronze plaque to be made for the Farber Library. We will proceed with ordering the plaque.

New business:

A proposed update to the sick leave policy to match FMLA guidelines was discussed. Updated wording will be, "Sick leave is allowed for employees and their immediate family members. Immediate family members are defined as Spouse, Parent or Child (under the age of 18, unless incapable of self-care because of a disability). Definitions of immediate family members are taken from the Department of Labor – Family and Medical Leave Act. <https://www.dol.gov/whd/regs/compliance/whdfs28.htm>" Motion by Ekern to approve the updated wording, second by Williams. Motion passed 5-0 by roll call vote. Yes votes from Ekern, Fenlon, Hesse, Sims, and Williams.

Next year's slate of officers were selected. The officers will be:

Aggie Deimeke, President; Steve Sims, Vice-President; Bob Fenlon, Treasurer; Connie Hesse, Secretary. Hesse made a motion to accept the slate of officers, Fenlon seconded; motion passed 5-0 by roll call vote. Yes votes from Ekern, Fenlon, Hesse, Sims, and Williams.

Committee members for the coming year, as appointed by Vice-President Sims, will be:

Finance – Ekern, Fenlon, Sims and Robnett

Property and Equipment - Childs, Fenlon and Sims

Personnel - Hesse, Mossman and Williams

Patron concerns: None.

Staff concerns: None.

Executive Session: None.

Other: None.

Adjournment: The meeting was adjourned at 11:20 a.m. with a motion by Hesse; second by Ekern. Motion passed 5-0 by roll call vote. Yes votes from Ekern, Fenlon, Hesse, Sims, and Williams.

Next meeting: The next regular meeting is scheduled for 10:30 a.m. Wednesday, September 16th at the Martinsburg Library/Community Room.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
September 16, 2020

Call to Order:

The meeting was called to order by President Deimeke at 10:30 a.m. Board members present included Amy Childs, Aggie Deimeke, Bob Fenlon, Connie Hesse, Karen Mossman, Kay Robnett, Steve Sims, and Glenda Williams. Also present: Library Director, Christal Bruner and Office Manager, Monica Taylor.

Approval of bills and minutes:

Approval of August bills and minutes with a motion by Robnett, second by Mossman; motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Ekern, Fenlon, Robnett, Sims

An investment CD at First State Community Bank will mature on 9/30/2020. Current CD interest rates and terms from local banks were discussed. Rates are very low at this time. Fenlon made a motion to move the funds to an 18 month Certificate of Deposit at The Bank of Missouri with an interest rate of 0.55% upon the 9/30/2020 maturity of the First State Community Bank CD. Childs seconded the motion. Motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

Property/Equipment/Building Committee

Childs, Fenlon, Sims

The concrete in front of the Vandalia Library entryway is not sloped correctly and water puddles outside the door and turns to ice in the winter. Several repair options were discussed. The Board agreed that the best long-term solution is to tear out the existing concrete in that area and pour new concrete.

The roof over the entryway at the Vandalia Library is sloped so that ice and snow slide off directly over the door. People could be hit by falling ice and snow. Property Committee members are looking into different options to divert or break up the snow and ice when it is sliding off the roof.

Personnel Committee

Hesse, Mossman, Williams

No report.

Unfinished business:

The Mexico Ledger custodial agreement is no longer on the table as the newspaper has new ownership.

The plaque for Vernelle Hull will be made closer to the time of the dedication ceremony. Due to the pandemic, it was agreed that it is best to postpone this event until the Spring of 2021.

New business:

A proposed addition to the personnel policy to match FMLA guidelines regarding medical leave was discussed. Motion by Hesse to approve the updated wording as presented, second by Sims. Motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

Patron concerns: None.

Staff concerns: None.

Executive Session: None.

Other: None.

Adjournment: The meeting was adjourned at 11:30 a.m. with a motion by Fenlon; second by Williams. Motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

Next meeting: The next regular meeting is scheduled for 10:30 a.m. Wednesday, October 21st at the Martinsburg Library/Community Room.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
October 21, 2020

Call to Order:

The meeting was called to order by President Deimeke at 10:30 a.m. Board members present included Amy Childs, Aggie Deimeke, Jessica Johnson Ekern, Bob Fenlon, Connie Hesse, Karen Mossman, Kay Robnett, and Glenda Williams. Also present: Library Director, Christal Bruner and Office Manager, Monica Taylor.

Approval of bills and minutes:

Approval of September bills and minutes with a motion by Fenlon, second by Childs; motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Mossman, Robnett, and Williams.

Monthly Reports:

Director's Report – sent in packet

Director Bruner updated the Board about a meeting with the Mexico Ledger yesterday. The Ledger must have their items out of their building by October 28th. Many items will be loaned to the Library from the Ledger. Director Bruner will type up the details of the arrangement; there is no need for a legal document but we need to have the details in writing for future Library Board members and staff.

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Ekern, Fenlon, Robnett, Sims

Two investment CDs at The Bank of Missouri will mature in November. Current CD interest rates and terms from local banks were discussed. Rates are very low at this time. Fenlon made a motion to move the funds from both CDs to First State Community Bank and open two 54 month Certificates of Deposit with an interest rate of 0.89%. Ekern seconded the motion. Motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Mossman, Robnett, and Williams.

Motion by Fenlon to approve the 2021 budget which includes the \$70,000 modified Phase 3 window project at Mexico, second by Robnett. Motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Mossman, Robnett, and Williams.

Motion by Hesse to approve the Capital Fund Policy and allocate additional funds to maintain a \$50,000 minimum balance in the Fund, second by Mossman. Motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Mossman, Robnett, and Williams.

Property/Equipment/Building Committee

Childs, Fenlon, Sims

Director Bruner reported that the concrete replacement for a few areas at the Vandalia Library are still being researched.

The Library received an estimate from L & J Seamless Gutters to add 2" snow guard bars to the roof over the entryway at the Vandalia Library.

Personnel Committee

Hesse, Mossman, Williams

No report.

Unfinished business:

The plaque for Vernelle Hull will be made closer to the time of the dedication ceremony in 2021.

New business:

A proposed update to the personnel policy regarding unpaid lunch time was presented. Motion by Hesse to approve the updated wording as presented, second by Childs. Motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Mossman, Robnett, and Williams.

A proposed update to the personnel policy regarding health care insurance costs for spouses and dependents was discussed. Motion by Fenlon to approve the updated wording as presented, second by Childs. Motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Mossman, Robnett, and Williams.

A new Temporary Vacation Policy related to staff members traveling to COVID hotspots was presented. Motion by Hesse to approve the policy as presented, second by Robnett. Motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Mossman, Robnett, and Williams.

Patron concerns: None.

Staff concerns: None.

Executive Session: None.

Other: None.

Adjournment: The meeting was adjourned at 11:45 a.m. with a motion by Hesse; second by Fenlon. Motion passed 8-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Mossman, Robnett, and Williams.

Next meeting: The next regular meeting is scheduled for 10:30 a.m. Wednesday, November 18th at the Martinsburg Library/Community Room.

Mexico-Audrain County Library District
Minutes for Board of Trustee's Monthly Meeting
November 18, 2020

Call to Order:

The meeting was called to order by President Deimeke at 10:30 a.m. Board members present included Amy Childs, Aggie Deimeke, Jessica Johnson Ekern, Bob Fenlon, Connie Hesse, Kay Robnett, and Steve Sims. Also present: Office Manager, Monica Taylor. Director Christal Bruner was not present as she was handling a serious and unexpected water leak/emergency at the Mexico headquarters.

Approval of bills and minutes:

Approval of October bills and minutes with a motion by Hesse, second by Robnett; motion passed 7-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Robnett, and Sims.

Monthly Reports:

Director's Report – sent in packet

Statistical Report – sent in packet

Committee reports:

Finance/Endowment/Investment Fund Committee

Ekern, Fenlon, Robnett, Sims

Treasurer Fenlon reported that the Bank of Missouri CD that matured 11/05/2020 was moved to First State Community Bank for a slightly higher interest rate, as approved by the Board at the October meeting.

Property/Equipment/Building Committee

Childs, Fenlon, Sims

The snow guard bar for the Vandalia roof has been ordered by the contractor and should be installed soon. Josh Schafer was recommended by Paul Fennewald to do the concrete work. Josh will try to go by the library this week and look at what we need.

Personnel Committee

Hesse, Mossman, Williams

The Personnel Committee's 2021 raise proposal was presented. Committee member Hesse explained that this is the final year of the committee's 3-year plan to make the district's wages comparable to similar positions elsewhere. Childs made a motion to approve the proposal as presented, second by Robnett. Motion passed 7-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Robnett, and Sims.

Unfinished business:

The plaque for Vernelle Hull will be made closer to the time of the dedication ceremony in 2021.

The updated window proposal from Heartland Restoration was discussed. Completing Phase 2 and Phase 3 at the same time will provide a savings of just over \$11,000, and will add \$20,000 to the project cost approved as part of the 2021 budget. This will complete the window project at Mexico in 2021, rather than splitting it between 2021 and 2022. Fenlon moved to accept the updated proposal completing both Phase 2 and Phase 3 for \$90,397, second by Robnett. Motion passed 7-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Robnett, and Sims. Rather than immediately

amending next year's budget for the additional \$20,000 expense, we will wait and see how next year goes and determine if an amendment is needed closer to the end of 2021.

New business:

As recommended this year by our auditor, an Asset Impairment and Disposition Policy was proposed. Motion by Fenlon to approve the policy as presented, second by Robnett. Motion passed 7-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Robnett, and Sims.

Patron concerns: None.

Staff concerns: None.

Executive Session: None.

Other: None.

Adjournment: The meeting was adjourned at 11:00 a.m. with a motion by Hesse; second by Robnett. Motion passed 7-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Robnett, and Sims.

Next meeting: There will be no meeting in December. The next regular meeting is scheduled for 10:30 a.m. Wednesday, January 20, 2021 at the Martinsburg Library/Community Room.

The Mexico-Audrain County
Library District Board of
Trustees did not meet in the
month of December 2020.

The next scheduled meeting is
January 20, 2021 at the
Martinsburg Branch Library,
201 E. Washington St.,
Martinsburg, MO 65264 in the
Community Room at 10:30 a.m.