

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**January 20, 2021**

**Call to Order:**

The meeting was called to order by President Deimeke at 10:30 a.m. Board members present included Aggie Deimeke, Jessica Johnson Ekern, 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 2020 bills with a motion by Ekern, second by Robnett; motion passed 7-0 by roll call vote. Yes votes from Deimeke, Ekern, Hesse, Mossman, Robnett, Sims, and Williams.

Approval of November 2020 minutes with a motion by Ekern, second by Mossman; motion passed 7-0 by roll call vote. Yes votes from Deimeke, Ekern, Hesse, Mossman, Robnett, Sims, and Williams. There were no minutes for December 2020 as there was no meeting that month.

**Monthly Reports:**

***Director's Report*** – sent in packet

***Statistical Report*** – sent in packet

**Committee reports:**

***Finance/Endowment/Investment Fund Committee***

***Ekern, Fenlon, Robnett, Sims***

No report.

***Property/Equipment/Building Committee***

***Childs, Fenlon, Sims***

A contractor was called on 11/10/2020 to look at the concrete work and has not gotten back to us. We have contacted another contractor who looked at the concrete and will get back to us with more information.

On 01/05/2021, Heartland Windows did a final review and re-measured the windows at Mexico. They expect it to be around 16 weeks until the windows are ready to install.

The 11/18/2020 Mexico boiler malfunction insurance claim is moving forward. Cincinnati Insurance has paid for most of the damage/repairs. Some repairs need to wait until warmer weather.

***Personnel Committee***

***Hesse, Mossman, Williams***

No report.

**Unfinished business:**

On 1/13/2021, Bob Fenlon and Director Bruner met with David Pickering to discuss the design of the bronze plaque to honor Vernelle Hull. The library will be provided with a proof and, once approved, it will take 4 to 6 weeks for delivery of the plaque.

**New business:**

A policy regarding cell phone use while driving for library business was proposed. Ekern made a motion to approve the policy, second by Sims; motion passed 7-0 by roll call vote. Yes votes from Deimeke, Ekern, Hesse, Mossman, Robnett, Sims, 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 Ekern; second by Williams. Motion passed 7-0 by roll call vote. Yes votes from Deimeke, Ekern, Hesse, Mossman, Robnett, Sims, and Williams.

**Next meeting:** The next regular meeting is scheduled for 10:30 a.m. Wednesday, February 17, 2021 at the Martinsburg Library/Community Room.

The Mexico-Audrain County Library District Board of Trustees did not meet in the month of February 2021 due to severe weather and dangerous road conditions.

The next scheduled meeting is March 17, 2021 at the Martinsburg Branch Library.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**March 17, 2021**

**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, Kay Robnett, and Steve Sims. Also present: Library Director, Christal Bruner, and Office Manager, Monica Taylor.

**Approval of bills and minutes:**

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

No report.

***Property/Equipment/Building Committee***

***Childs, Fenlon, Sims***

We are waiting on a quote from a contractor for work on Vandalia's entryway concrete.

***Personnel Committee***

***Hesse, Mossman, Williams***

It will soon be time to perform the Director's annual evaluation and prepare a new contract. That process will begin in about a month.

**Unfinished business:**

The tentative date for the Vernelle Hull bronze plaque dedication ceremony at the Farber Library is April 24<sup>th</sup> at 11:00 am, pending confirmation from Farber Community Betterment. Announcements will be placed in several local newspapers a few weeks prior to the ceremony.

**New business:**

Treasurer Fenlon suggested that each time a Certificate of Deposit is up for renewal that we send a letter to all local banking institutions requesting their best interest rate. Everyone agreed. No vote taken.

The City of Vandalia Hold Harmless Agreement for the 2021 Vandalia Book Walk was discussed. Motion to authorize Director Bruner to sign the agreement made by Fenlon, second by Robnett; motion passed 6-0 by roll call vote. Yes votes from Childs, Deimeke, Fenlon, Hesse, Robnett, and Sims.

Everyone was in agreement to extend the Temporary COVID vacation policy through 5/31/2021. No vote was taken.

Updates to the Personnel Policy clarifying LAGERS eligibility requirements and implementing a more equitable sick leave accrual rate were discussed. Motion to approve the updates by Fenlon, second by Robnett; motion passed 6-0 by roll call vote. Yes votes from Childs, Deimeke, Fenlon, Hesse, Robnett, and Sims.

**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 Childs, second by Sims; motion passed 6-0 by roll call vote. Yes votes from Childs, Deimeke, Fenlon, Hesse, Robnett, and Sims.

**Next meeting:** The next regular meeting is scheduled for 10:30 a.m. Wednesday, April 21, 2021 at the Martinsburg Library/Community Room.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**April 21, 2021**

**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, Steve Sims, and Glenda Williams. Also present: Library Director, Christal Bruner, and Office Manager, Monica Taylor.

**Approval of bills and minutes:**

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

**Monthly Reports:**

***Director's Report*** – sent in packet

Director Bruner announced that Mary "Kay" Dubbert will be joining the library board when Aggie Deimeke's 9-year term ends on 06/30/2021.

***Statistical Report*** – sent in packet

**Committee reports:**

***Finance/Endowment/Investment Fund Committee***

***Ekern, Fenlon, Robnett, Sims***

No report.

***Property/Equipment/Building Committee***

***Childs, Fenlon, Sims***

We are waiting on a quote from a contractor for work on Vandalia's entryway concrete.

***Personnel Committee***

***Hesse, Mossman, Williams***

The committee will meet with Director Bruner in a couple of weeks for her annual evaluation.

**Unfinished business:**

The date for the Vernelle Hull bronze plaque dedication ceremony at the Farber Library is April 24<sup>th</sup> at 11:00 am. This event has been announced in four local newspapers, on KXEO radio, and on the library's Facebook page.

**New business:**

As recommended by our auditor, Bruner and Taylor reviewed the Capital Assets list for items that the library no longer owns. This list was presented to the Board for the purpose of removing the items from our Capital Assets List and Depreciation Schedule as of 12/31/2020 to coincide with the 2020 audit period. Fenlon moved to approve the removal of the items on the list; second by Mossman; motion passed 7-0 by roll call vote. Yes votes from Deimeke, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

There will be an election of officers in June this year, as President Aggie Deimeke and Treasurer Bob Fenlon both have 9-year terms ending 6/30/2021.

**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 Williams, second by Sims; motion passed 7-0 by roll call vote. Yes votes from Deimeke, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

**Next meeting:** The next regular meeting is scheduled for 10:30 a.m. Wednesday, May 19, 2021 at the Martinsburg Library/Community Room.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**May 19, 2021**

**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, Steve Sims, and Glenda Williams. Also present: Library Director, Christal Bruner, and Office Manager, Monica Taylor. Upcoming Board Member, Kay Dubbert, whose official term begins 6/30/2021, attended the meeting and was welcomed to the Library Board by everyone present.

**Approval of bills and minutes:**

Approval of April bills and minutes, with a motion by Ekern, second by Williams; motion passed 9-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, 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*  
Current Treasurer Fenlon and upcoming Treasurer Robnett (along with Director Bruner and Office Manager Taylor) met with our auditor on May 7<sup>th</sup> to discuss internal control/fraud risk procedures. A printout of these procedures was distributed to all Board members today. Fenlon and Robnett reported that the meeting went well and good procedures are in place for an organization of our size.

*Property/Equipment/Building Committee* *Childs, Fenlon, Sims*  
We are waiting on a quote from a contractor for work on Vandalia's entryway concrete.

*Personnel Committee* *Hesse, Mossman, Williams*  
The committee evaluated Director Bruner on May 3<sup>rd</sup> and recommends offering her another one year contract effective on June 16<sup>th</sup>. Deimeke made a motion to extend Director Bruner's contract for one year, second by Childs; motion passed 9-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

**Unfinished business:** None.

**New business:** None.

**Patron concerns:** None.

**Staff concerns:** None.

**Executive Session:** None.

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**Other:** None.

**Adjournment:** The meeting was adjourned at 11:10 a.m. with a motion by Ekern, second by Sims; motion passed 9-0 by roll call vote. Yes votes from Childs, Deimeke, Ekern, Fenlon, Hesse, Mossman, Robnett, Sims, and Williams.

**Next meeting:** The next regular meeting is scheduled for 10:30 a.m. Wednesday, June 16, 2021 at the Martinsburg Library/Community Room.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**June 16, 2021**

**Call to Order:**

The meeting was called to order by President Deimeke at 10:40 a.m. Board members present included Aggie Deimeke, Jessica Johnson Ekern, Connie Hesse, Karen Mossman, Kay Robnett, Steve Sims, and Glenda Williams. Upcoming Board Member, Kay Dubbert, whose official term begins 6/30/2021, was also in attendance. Also present: Library Director, Christal Bruner, and Office Manager, Monica Taylor.

**Approval of bills and minutes:**

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

Taylor reported that the annual audit is going smoothly and is almost complete.

*Property/Equipment/Building Committee*

*Childs, Fenlon, Sims*

We have not heard back from the contractors we previously contacted regarding Vandalia's concrete work. We will prepare dimensions and specifications for the job and run an ad for bids.

The Heartland Restoration window project at Mexico is going well and will be finished soon.

*Personnel Committee*

*Hesse, Mossman, Williams*

The personnel committee brought the new 2021-2022 employment contract for Director Bruner. The contract was signed by current Board President, Aggie Deimeke, and Library Director, Christal Bruner.

**Unfinished business:**

None.

**New business:**

The nominating committee presented a proposed slate of officers for the 2021-2022 term as follows:

Steve Sims, President

Connie Hesse, Vice-President

Kathleen Robnett, Treasurer

Glenda Williams, Secretary

Ekern made a motion to accept the proposed slate of officers, Mossman seconded; motion passed 7-0 by roll call vote. Yes votes from Deimeke, Ekern, Hesse, Mossman, Robnett, Sims, and Williams.

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For library bank accounts, outgoing Treasurer Robert Fenlon will be removed from all library accounts, and incoming Treasurer Kathleen Robnett will be added in his place. Director Bruner is an authorized signer on all accounts. Office Manager, Monica Taylor, is an authorized signer on the two checking accounts at The Bank of Missouri.

**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 Williams; motion passed 7-0 by roll call vote. Yes votes from Deimeke, Ekern, Hesse, Mossman, Robnett, Sims, and Williams.

**Next meeting:**

There will be no meeting in July. The next regular meeting is scheduled for 10:30 a.m. Wednesday, August 18, 2021 at the Martinsburg Library/Community Room.

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**Mexico-Audrain County Library District**  
Board of Trustee's Monthly Meeting

The Mexico-Audrain County Library District Board of Trustees did not meet in the month of July 2021.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**August 18, 2021**

**Call to Order:**

The meeting was called to order by President Sims at 10:30 a.m. Board members present included Amy Childs, Kay Dubbert, Jessica Johnson Ekern, Connie Hesse, Karen Mossman, Kay Robnett, Steve Sims, Sue Waechter and Glenda Williams. Also present: Library Director, Christal Bruner, and Office Manager, Monica Taylor. Our new Board member from Mexico, Sue Waechter, was welcomed.

**Approval of bills and minutes:**

Approval of June and July bills, with a motion by Ekern, second by Williams; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

Approval of June minutes, with a motion by Robnett, second by Mossman; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

**Monthly Reports:**

*Director's Report* – sent in packet

*Statistical Report* – sent in packet

**Committee reports:**

*Finance/Endowment/Investment Fund Committee*

*Ekern, Robnett*

Taylor reported that the annual audit report has been submitted to the State Auditor. Copies of the audit report were distributed.

*Property/Equipment/Building Committee*

*Childs, Dubbert, Waechter*

Director Bruner will consult with a concrete contractor and members of the Property Committee at the Vandalia Library to develop a plan for the parking lot project. After this meeting, they will share their recommendations with the Board. The parking lot improvement will be a project for 2022.

The Heartland Restoration window project at Mexico was completed in early August and there have been many positive comments about them from the public and the staff.

*Personnel Committee*

*Hesse, Mossman, Williams*

The committee will meet with Director Bruner in the coming month to discuss staff pay rates for 2022. This meeting will take place prior to the preparation of the 2022 library budget.

**Unfinished business:**

None.

**New business:**

Committee members for the 2021-2022 term were assigned by Board President, Steve Sims, as follows:

Finance/Endowment/Investment Fund Committee: Ekern, Robnett

Property/Equipment/Building Committee: Childs, Dubbert, Waechter

Personnel Committee: Hesse, Mossman, Williams

Hesse made a motion to accept the committee members as assigned by President Sims; Mossman seconded. Motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

A Sale of Surplus Property policy was presented, along with an update to the Asset Disposal policy. The Sale of Surplus Property policy authorizes the Library Director to approve the sale or disposition of assets with a current market value of less than \$1,000. These changes help remove unusable items from the library's limited storage area in a timely manner. Items valued at \$1,000 or more require Board approval before sale or disposition.

**Patron concerns:**

A concern was discussed regarding possible changes to library hours to allow for extra cleaning due to rising COVID-19 cases. Instead of the library closing early to allow for extra cleaning at the end of the day, the suggestion is that the library open later in the morning and then stay open until the normal closing time at the end of the day. This would allow people who work to have time to make it to the library at the end of the day. This change would only be implemented if it is deemed necessary to adjust hours in response to COVID-19.

**Staff concerns:** None.

**Executive Session:** None.

**Other:** None.

**Adjournment:**

The meeting was adjourned at 11:25 a.m. with a motion by Robnett, second by Ekern; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

**Next meeting:**

The next regular meeting is scheduled for 10:30 a.m. Wednesday, September 15, 2021 at the Martinsburg Library/Community Room.

**Mexico-Audrain County Library District  
Minutes for Board of Trustee's Monthly Meeting  
September 15, 2021 at the Martinsburg Community Room**

**Call to Order:**

The meeting was called to order by President Sims at 10:30 a.m. Board members present included Amy Childs, Kay Dubbert, Connie Hesse, Karen Mossman, Steve Sims, Sue Waechter and Glenda Williams. Members absent: Jessica Johnson Ekern and Kay Robnett. Also present: Library Director, Christa Bruner, and Office Manager, Monica Taylor.

**Approval of bills and minutes:**

Approval of August bills, with a motion by Waechter, second by Williams; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Sims, Waechter and Williams.

Approval of August minutes, with a motion by Childs, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Sims, Waechter and Williams.

**Monthly Reports:**

***Director's Report*** – sent in packet

Director Bruner mentioned that she would like to meet with the Personnel Committee to discuss their thoughts regarding observance of the new federal holiday, Juneteenth, as patrons have already asked about this topic. There was also general Board discussion about reviewing policies on a rotating schedule so that every policy is scheduled for review at least once every five (5) years. This was not voted on or finalized, only discussed as something to think about for the future.

***Statistical Report*** – sent in packet

**Committee reports:**

***Finance/Endowment/Investment Fund Committee***

***Ekern, Robnett***

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

Two different concrete contractors will try to meet with Director Bruner and the Property Committee in the next few weeks to discuss paving the back portion of the Vandalia parking lot and concerns regarding sloping, drainage, and any other issues. As this project is in the information gathering phase, another local contractor was suggested to possibly fix the entryway concrete that still needs re-done.

***Personnel Committee***

***Hesse, Mossman, Williams***

The committee met with Bruner and Taylor on August 30<sup>th</sup> to discuss 2022 raises prior to the 2022 budget preparation.

**Unfinished business:**

None.

**New business:**

***New Code of Ethics-Public Disclosure Policy***

The library's total annual revenue from all sources now slightly exceeds \$1,000,000. Due to reaching this level, the district is required to implement a Code of Ethics-Public Disclosure policy. This policy must be updated every other year, be signed by the Board President and Secretary, and then submitted to the Missouri Ethics Commission. The Commission provides the requirements for the policy.

A Code of Ethics-Public Disclosure Policy was presented. Childs moved to approve the policy as presented, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Sims, Waechter and Williams. The policy was signed by President Sims and Secretary Williams as required. Monica Taylor submitted the signed policy to the Missouri Ethics Commission and received confirmation of receipt.

***Mexico Library building needs some exterior repairs***

The Mexico Library building is having an issue with leaking when we have rain combined with a strong wind that causes the rain to come at a particular angle. Heartland Restoration assessed the situation and the leaking issue is with the building itself and not the new windows. They evaluated the windows, both inside and outside, and the windows are properly sealed. During the assessment, several cracks were found in the limestone, numerous joints are missing mortar and caulk, and a stone has fallen off the building. Heartland is experienced with this type of building restoration and is preparing a bid for these repairs. We will contact other companies to secure additional bids.

Board member Sue Waechter's son is an architect and she mentioned this issue to him. It was discussed that the issue could be caused by a problem with the roof or cracks in the internal gutters, so that will need to be considered as well.

**Patron concerns:** None.

**Staff concerns:** None.

**Executive Session:** None.

**Other:** Director Bruner gave the Board a quick overview of the library district website and online catalog of materials for adults and children.

**Adjournment:**

The meeting was adjourned at 11:30 a.m. with a motion by Childs, second by Hesse; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Sims, Waechter and Williams.

**Next meeting:**

The next regular meeting is scheduled for 10:30 a.m. Wednesday, October 20, 2021 at the Martinsburg Library/Community Room.



**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**October 20, 2021 at the Martinsburg Community Room**

**Call to Order:**

The meeting was called to order by President Sims at 10:30 a.m. Board members present included Kay Dubbert, Jessica Johnson Ekern, Connie Hesse, Kay Robnett, Steve Sims, Sue Waechter and Glenda Williams. Members arriving later: Amy Childs. Members absent: Karen Mossman.  
Also present: Library Director, Christal Bruner, and Office Manager, Monica Taylor.

**Approval of bills and minutes:**

Approval of September bills with a motion by Hesse, second by Robnett; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Ekern, Hesse, Robnett, Sims, Waechter and Williams.

Approval of September minutes with a motion by Ekern, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Dubbert, Ekern, Hesse, Robnett, Sims, Waechter and Williams.

Amy Childs arrived after approval of September bills and minutes, delayed due to road construction.

**Monthly Reports:**

***Director's Report*** – sent in packet

***Statistical Report*** – sent in packet

**Committee reports:**

***Finance/Endowment/Investment Fund Committee***

***Ekern, Robnett***

Robnett and Taylor discussed choices for auditing firms for the coming year. Taylor will check further references and schedule someone from the second firm to meet with the Finance Committee.

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

Mexico Library Building Repairs: The full Property Committee and President Sims met with Director Bruner, Asst. Director Proso and Office Manager Taylor on 10/15 to discuss repairs. Proposals have been received from two reputable companies and a walk-through has been performed with one. A walk-through is scheduled for 10/26 with the second company. References for both companies have been excellent. This project is considered an emergency as the current condition of the building is a safety issue for staff and patrons. The sooner repairs are made; the less additional damage will occur. The Property Committee will gather more information and make a recommendation to the full Board. A special Board meeting may be called to move forward with repairs as soon as possible.

Vandalia entryway: Another local contractor/repairman, at least the 5<sup>th</sup> one we've contacted, was asked about fixing the entryway concrete but he was not interested. We will try to find someone with a concrete saw who is willing to put a ¼" groove in the concrete so water can drain; this would be a temporary remedy until we move forward with the larger project at Vandalia.

Vandalia parking lot: Childs and Dubbert, along with Director Bruner, Vandalia Branch Manager McCurdy and Office Manager Taylor had an information gathering meeting on 9/22 with a concrete contractor to

discuss correcting the entryway concrete and paving the back portion of the Vandalia parking lot and concerns regarding sloping, drainage, and other issues. He had several good suggestions, such as extending a couple of drains out to the street and including one or two light bollards in our project so that if we decide to add light poles in the future we will already have the wiring in place and would not have to dig up the concrete again to install lights in the back parking area. The City of Vandalia is looking into adding two new drains as part of this project, one of which would affect a city sidewalk.

**Personnel Committee**

**Hesse, Mossman, Williams**

Proposed wages/salaries for next year were distributed to all Board members. This will be discussed along with the 2022 Budget Proposal.

**Unfinished business:**

None.

**New business:**

The 2022 Annual Operating Budget discussion was tabled until next month pending decisions on Mexico building repairs and the Vandalia parking lot. The 2021 budget may need to be amended depending on when work begins on the Mexico building. As suggested by one of the building repairmen, we should plan to budget \$2,000 per year for tuckpointing on the Carnegie Library building at Mexico.

The Endowment CD matures on 01/10/2022. The Board agreed through general discussion and without a motion that the Finance Committee will decide what is the best decision for the Endowment CD based on interest rates at the time of renewal.

A revised Interlibrary Loan Policy was presented. Motion to accept policy by Robnett, second by Childs; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Robnett, Sims, Waechter and Williams.

For future policy changes, do not label them as "approved" but rather as "revised" and include the revision date on the document. Also, when presenting policy revisions to the Board, highlight or underline the parts that are changed.

There was discussion as to whether the currently observed holiday for the day after Thanksgiving had been approved by the Library Board as it is not mentioned in any Board minutes. Motion to keep the day after Thanksgiving as a paid holiday for staff during which the library will be closed to the public by Hesse, second by Williams; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Robnett, Sims, Waechter and Williams.

Observance of the new federal holiday, Juneteenth, was discussed. Motion to implement Juneteenth as a paid holiday for staff during which the library will be closed to the public by Dubbert, second by Waechter; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Robnett, Sims, Waechter and Williams.

Hesse left the meeting at this time.

A Filming and Photography Policy and two related photography release forms were presented. Motion to accept policy and related forms by Dubbert, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Robnett, Sims, Waechter and Williams.

A Public Participation for Board Meetings Policy was presented which includes making a change to the order of business for future meetings. Motion by Dubbert to approve the policy as presented, to move "Patron concerns/public comments" to be the second item of business on future agendas, and to amend Board Bylaws: Section IV, Subsection D, Order of Business to reflect this change, second by Waechter; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Robnett, Sims, Waechter and Williams.

A Domestic or Sexual Violence Victim Leave Time Policy was presented as an addition to the Personnel Policy. This leave time is required per the Missouri Department of Labor effective this month. As an employer with 20 to 49 employees, the library district is required to provide one week of unpaid leave time. Larger employers are required to allow two weeks of unpaid leave time. The Board agreed that if someone is in this situation, they would allow two weeks of unpaid leave time. Motion to approve the policy with two weeks of unpaid leave time by Robnett, second by Ekern; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Robnett, Sims, Waechter and Williams.

An inclement Weather Policy was presented to clarify procedures. Motion to accept policy by Childs, second by Robnett; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Robnett, Sims, Waechter 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 Robnett, second by Childs; motion passed 7-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Robnett, Sims, Waechter and Williams.

**Next meeting:**

The next regular meeting is scheduled for 10:30 a.m. Wednesday, November 17, 2021 at the Martinsburg Library/Community Room.

**Mexico-Audrain County Library District**  
**Minutes for Board of Trustee's Monthly Meeting**  
**November 17, 2021 at the Martinsburg Community Room**

**Call to Order:**

The meeting was called to order by President Sims at 10:30 a.m. Board members present included Amy Childs, Kay Dubbert, Connie Hesse, Karen Mossman, Kay Robnett, Steve Sims, Sue Waechter and Glenda Williams. Members arriving later: Jessica Johnson Ekern  
Also present: Library Director, Christal Bruner, and Office Manager, Monica Taylor.

**Patron concerns/Public comments:** None.

**Approval of bills and minutes:**

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

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

**Monthly Reports:**

***Director's Report*** – sent in packet

Director Bruner stated that she had submitted information to the Edmonston Foundation about possibly helping with the cost of the Mexico Library building repairs. The Foundation's next meeting is in December.

***Statistical Reports*** – sent in packet

**Committee reports:**

***Finance/Endowment/Investment Fund Committee***

***Ekern, Robnett***

Robnett discussed the conference call with Jeff Chitwood from the auditing firm of Gerding, Korte & Chitwood (GKC) on November 5<sup>th</sup>. The call included both members of the Finance Committee and Director Bruner and Office Manager Taylor. Mr. Chitwood seemed knowledgeable, experienced and fully competent to handle the library's audit. The firm had several excellent references, including two from other libraries. They are able to start earlier in the year and cost less than the auditing firm we have been using. The Finance Committee recommended that GKC perform the audit for our fiscal year ending 12/31/2021. Motion to accept the Finance Committee's recommendation to work with GKC for the upcoming audit by Dubbert, second by Childs; motion passed 8-0 by roll call vote. Yes votes from Childs, Dubbert, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

***Property/Equipment/Building Committee***

***Childs, Dubbert, Waechter***

**Vandalia Entryway:** When he can work it into his schedule, a contractor will cut a ½" groove in the concrete so water can drain. This is a temporary fix until next year's large concrete project.

Ekern arrived during these discussions.

**Vandalia parking lot:** A draft RFP was distributed to the Property Committee for review.

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**Mexico Library Building Repairs:** The full Property Committee along with Director Bruner, Asst. Director Proso and Office Manager Taylor had a walk-through on 10/26 with Heartland Restoration. This project is considered an emergency as the current condition of the building is a safety issue for staff and patrons. The sooner repairs are made; the less additional damage will occur. After much discussion and analysis, the Property Committee recommended Staat Tuckpointing, Inc. to perform the repairs. The full Board met via an email Special Meeting authorized by President Sims on 11/5. The motion was to accept the Property Committee's recommendation to select Staat to perform the repairs. Motion passed 8-0-1. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, and Waechter. Williams did not vote.

**Personnel Committee**

***Hesse, Mossman, Williams***

No report.

**Unfinished business:**

The 2022 Salary and Wage Proposal was discussed. Motion to approve the proposal as presented by Childs, second by Robnett; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

The 2022 Annual Operating Budget was discussed. Motion to approve the 2022 budget as presented by Robnett, second by Waechter; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

Observance of the Juneteenth holiday was clarified. Motion to observe Juneteenth the same as the district observes other holidays (if it falls on a Sunday, the library will be closed on Monday in observance) by Waechter, second by Mossman; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

**New business:**

An Open Meetings and Records Policy was distributed for review. It is a requirement for all libraries to have a written policy covering this topic. This policy will be discussed at the next Board meeting.

Board member use of library-issued emails was discussed in conjunction with the Open Meetings and Records Policy.

A few potential updates to the Board Bylaws were distributed for review and discussion at the next Board meeting.

**Staff concerns:** None.

**Executive Session:** None.

**Other:** Director Bruner gave a brief presentation on library resources, Novelist Plus and TumbleBooks.

**Next meeting:**

The next regular meeting is scheduled for 10:30 a.m. Wednesday, January 19, 2022 at the Martinsburg Library/Community Room.

**Adjournment:**

The meeting was adjourned at 11:30 a.m. with a motion by Williams, second by Robnett; motion passed 9-0 by roll call vote. Yes votes from Childs, Dubbert, Ekern, Hesse, Mossman, Robnett, Sims, Waechter and Williams.

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The Mexico-Audrain County Library District Board of Trustees did not meet in the month of December 2021.

The next scheduled meeting is January 19, 2022 at the Martinsburg Branch Library. 201 E. Washington, Martinsburg, MO 65264 in the Community Room at 10:30 a.m.