

Daviess County Library Board Meeting

February 16, 2022 at 4 p.m.

Present: Daren Adkins, Gregg Hartley, Barbara Caldwell, Kelvina Hobbs, and director Elizabeth Plotner at the library.

Absent: Mary Jarboe

Daren called the meeting to order at 4:04 p.m.

The board examined the minutes from the January 20, 2022, meeting. Kelvina moved to approve the minutes as amended, and Barbara seconded the motion, which passed unanimously.

Amy assisted Elizabeth in preparing for the board meeting and was present for the meeting.

The board examined the financial statements and accounts. The transfer check to pay the bills is in the amount of \$18,000. The total of the bills was \$18,379.40. Gregg moved that the bills be paid and the transfer made to pay the bills. Kelvina seconded the motion, which passed unanimously.

As of January 31, 2022, the accounts have the following balances:

Reserve at Farmer's (12/31/21)	\$236,068.23	(Balance received quarterly)
BTC Capital Improvement	\$248,966.38	
BTC Tax Revenue Account	\$220,087.22	
Farmer's Basement Account (12/31/21)	\$6,565.31	(Balance received quarterly)
Farmer's Checking	\$6,681.90	

There were no concerns or public comments.

Elizabeth presented her director's report. The new cloud website will be online soon.

The only correspondence was tax documents, which do not apply, as the library does not pay taxes.

The board reviewed the re-open plan. Gregg moved that the re-open plan be amended to allow employees to decide whether to wear a mask or not. Barbara seconded the motion, which passed unanimously.

Elizabeth proposed that the board consider amending the current policy in SECT. A4 by inserting the following paragraph between paragraphs 3 and 4 of the current policy to read:

“New cards will be maintained as “New Member” in ILS for 90 days, allowing 2 material items per card and full access to electronic materials. At the end of 90

days, if all physical materials have remained in good standing (i.e. renewed and/or returned on time and in good condition) the card holder will be transitioned to “Regular Patron” and receive full privileges according to category of application.” Barbara moved that the policy be amended as suggested, and Kelvina seconded the motion, which passed unanimously.

Elizabeth reported that currently out-of-county cards are \$20 per year. Cost per county resident is \$27.95. She suggested that the library might need to increase the price of out-of-county cards. The consensus of the board was to defer action on this.

Elizabeth presented information about including a hospitality station outside the Larry Johnson memorial area. The book drop has been installed at Jamesport. The board also discussed replacing the lights out front of the main building or reconfiguring them to use LED bulbs.

The April board meeting will be rescheduled to Wednesday, April 20, 2022.

Gregg moved that the meeting be adjourned, and Kelvina seconded the motion, which passed unanimously.

The next meeting will be held on **March 17, 2022**, at 4 p.m.

The preceding is a summary and not the actual minutes, which will be read, amended as required, and approved at the next regular meeting.

Gregg Hartley
Board Secretary

Amended and approved at the next regular board meeting on March 17, 2022.

Attachment: Director’s Report

Director's Report FEBRUARY 2022

Building & Technology

- Capital improvement projects continue with a door slot and rolling book cart finally installed in the Jamesport Branch. The intention is to offer more convenience to patrons for return of their borrowed items. A hot water heater is on order from Barton's and will be installed when it arrives.

Staff & Volunteers

- The first staff meeting of the year is scheduled for this Saturday, 19FEB, 12-1pm. The goal of this meeting is to work through a checklist of items as reminders and to insure that protocols, systems, and services are consistent between staff members. Staff meetings will follow quarterly with the next meeting in early May, prior to Summer Reading kick-off.

Continuing Education & Meetings

- Staff members will receive individualized lists of Niche Academy and MEM Learning Management modules to complete quarterly as related to library priorities and expectations. The next professional meeting scheduled for the director is in April, Grand River Library Consortium (GRLC), followed in June with Missouri Library Association (MLA) in Columbia.

Collections & Materials

- Year to date, 304 items have been added to our physical collection including but not limited to 48 adult titles, 26 easy reader titles, 85 junior/young adult titles, 49 audiobooks, 86 DVDs, and 10 magazines. Consortium purchases year to date reflect 1,215 adult level titles, 440 easy reader titles, and 414 junior/young adult titles have been added to OverDrive/Libby, with 60 adult level titles and 3 junior/young adult titles added to Axis360. Circulation numbers across the three options are 312, 888, and 145, respectively, totalling 1,345 items circulated.

Programming & Outreach

Library Wide

- Plans for a student writing program in conjunction with KMOS PBS Writers Contest has been postponed until the fall when the Kansas City station promotes their contest.
- February is American Heart Month and the library has an on-going weekly challenge program designed with up to 10 winners of red browsing bags per week for the 4 weeks. So far 13 bags at the Gallatin branch have been awarded, none in Jamesport.

Digital Services

- Adult computer classes continue with the added resource of NorthStar Digital Learning. This is a prototype program provided by MoreNet at no cost to the library. The system provides interactive learning modules (different programs such as Mac iOS are under development), curriculum and lesson plans, and proctored certification tests for all programs.

MultiMedia

- Nothing at this time.
-

The library was awarded a 2022 LSTA Summer Library Program grant in the amount of \$7,596.00. Program plans are well underway.

Respectfully submitted,
Elizabeth S Plotner
Director