HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
January 30, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, January 30, 2018 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Naomi Coleman and Tim Komer. Also present were Kristin Evans, Director and Debbie Jones, Assistant Director. 

CALL TO ORDER: Martha Nichols, President called the meeting to order.

TREASURER’S REPORT: Tim Komer gave a treasurer’s report listing all income, expenses and the library’s assets as of December 31, 2017.

2017 AMENDED BUDGET: On a motion by Naomi Coleman, seconded by Tim Komer it was voted to approve the amended 2017 budget as presented by Kristin Evans. Voting yes were Naomi Coleman, Tim Komer and Carla Crump.

MINUTES: On a motion by Carla Crump, seconded by Naomi Coleman it was voted to accept all minutes of the November 28, 2017 meeting as read. Voting yes were Naomi Coleman, Carla Crump and Tim Komer.

DISBURSEMENTS: On a motion by Carla Crump, seconded by Tim Komer it was voted to pay all expenses as presented by Kristin Evans. Voting yes were Carla Crump, Tim Komer and Naomi Coleman.

CORRESPONDENCE: Kristin Evans reported that she received a thank-you for the purchase of her new desk and bookshelf from Debbie Jones. Juvenile library patron, Alana Buce presented Kristin Evans with an fruit and a deli tray for the library. Alana picks a business each month to thank and keeps track of it on her blog. The library received a thank-you from the Julius Wall family for the flower arrangement sent to the funeral. Kristin attended Mr. Wall’s funeral in representation of the library because Mr. Wall was an attorney for the library for many years. Kristin reported that the tablet that is used for patron credit/debit card transactions was stolen from the circulation desk. However, after a little detective work by Kristin, the stolen tablet was returned and the thief was arrested. Kristin also mentioned that a big part of this recovery was due to the newly acquired security cameras. Two more cameras have been purchased and are located in the computer lab and the community room.
DIRECTOR’S REPORT: Kristin Evans reported that the library closed at 12:00 pm due to weather on January 11, 2018 and opened late due to weather at 10:00 am on January 15, 2018. Kristin announced that Karen Fields was hired as the new circulation clerk to replace Colyn Chastain. Karen started on December 4, 2018. Reference Clerk, Mike Good is retiring, his last day is February 28, 2018. The library held interviews for a new reference clerk throughout the week of January 22nd. Kristin hired Jody Anderson to fill this vacancy. Kristin gave a program about the Lenora Blackmore Branch Library for the Windsor Chamber of Commerce on December 13, 2018. Kristin and Debbie attended the annual Clinton Chamber of Commerce Banquet on behalf of the library on January 18, 2018. Kristin will be attending library legislative day in Jefferson City on Tuesday, February 6, 2018. Kristin noted that the library hosted an “Eat the Frog” program on January 4, 2018, this program focused on setting and achieving goals. Five patrons attended. Patsy Luebbert from the State Historical Society gave a presentation about the library’s newspaper digitization project. Twelve patrons attended. The library will be putting on a Star Wars paper airplane program for kids and teens. Clinton’s program is today at 5:00 pm and Windsor’s is tomorrow, January 31, 2018 at 1:30 pm. The Winter Reading program started on January 2, 2018 and will continue through March 3, 2018. The theme this year is trains. The Friends of the Library Group met on January 25, 2018. They discussed continuing efforts to become a tax-exempt organization and the possibility of building a storage shed on library property to house extra materials for the book sale. The library’s new auditor, Cinda Rodgers will be here Thursday, February 1, 2018. The library received a grant to pay for some of the 2018 summer reading program entertainment. The library has hired musician Babalou to perform at the 2018 Summer Reading Program Kick-Off and Eldred Rourke will perform his magic at the end of summer reading program party. Kristin has applied for a second digitalization grant that if received will pay for the rest of the newspaper collection to be processed.

OLD BUSINESS: Kristin announced that the student ecards go live today at the Clinton High School. This service will allow students to access the library’s online content using their student id number. Permission slips were sent home with students to allow parents to opt out of this service because the library cannot guarantee that adult content will not be seen. If all goes well other Clinton schools and then other schools in the county will be added. This should help to increase the library’s database usage numbers. Kristin showed the board the passport station located in the corner of the William V. Sisney Meeting Room. The library has done advertising to announce it is now a passport acceptance
facility. The first passport appointment is scheduled for February 1, 2018 and so far 14 appointments have been made.

**NEW BUSINESS:** On a motion by Naomi Coleman, seconded by Tim Komer it was voted to have a reserve account for discretionary funds and to amend the 2018 budget to include this reserve account. Voting yes were Naomi Coleman, Tim Komer and Carla Crump. On a motion by Carla Crump, seconded by Tim Komer it was voted to accept the hotspot circulation policy as presented by Kristin. Voting yes were Carla Crump, Tim Komer and Naomi Coleman. Kristin noted that the amount we are paying for the lease on the library’s copy machines is extreme. She presented a handout showing what fees are presently charged and also what purchasing this equipment instead of leasing would cost. At this time the board chose to table this matter for further discussion and thought.

**ADJOURMENT:** On a motion by Carla Crump, seconded by Naomi Coleman it was voted to adjourn. Voting yes were Carla Crump, Naomi Coleman, and Tim Komer.

Martha Nichols
President

Naomi Coleman
Secretary