HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
February 27, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, February 27, 2018 at 4:00 pm in the boardroom of the library.

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

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

MINUTES: On a motion by Naomi Coleman, seconded by Carla Crump it was voted to accept all minutes of the January 30, 2018 meeting as read. Voting yes were Naomi Coleman, Carla Crump and Janet Sloan.

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

CORRESPONDENCE: Kristin Evans reported that the library sent Doug Smith a get well arrangement after his recent stroke. Kristin Evans received a thank-you note from Kelly Hendrich for the 2017 annual report. Kristin Evans stated that library patron, Bill Morris recently attend Comicon and brought back several signed comic books/graphic novels that will be used as prizes for the 2018 summer reading program. Fellow Rotarian and Golden Valley Memorial Hospital Administrator, Craig Thompson spoke with Kristin Evans about how excited his son was to complete the “Racing to Read” program. Kristin Evans heard in passing that another staff member was complimented by a patron for helping with computer issues.

DIRECTOR’S REPORT: Kristin Evans reported the following: February 10th the Clinton building closed early at 4:00 pm due to icy conditions; February 19th the Clinton building closed early at 12:00 pm due to an internet outage; February 20th the Clinton building closed early at 5:00 pm due to icy conditions and on February 27th both buildings opened late at 10:00 am due to inclement weather conditions. Henry County wasn’t quite ready for online dating as only 2 patrons attended the “Introduction to Online Dating” Valentine’s Day themed program. The library received a grant from the Missouri State Library to purchase 2 self-checkout machines. One machine will be located at each library location. New Reference Clerk, Jody Anderson was introduced to the board. She will replace Mike Good whose last day is February 28th. An open house was held on
February 23rd in honor of retiring Reference Clerk, Mike Good who has worked at the library for 24 years. Four Seasons Heating and Cooling has installed a new power outlet on the back wall at the Clinton location to be used for the charging station and the collaborative worktable. Wifi printing is now available for patrons at the Clinton location and will also be available soon at the Windsor Branch. First National Bank is now Legacy Bank and Trust. Kristin Evans stated she will be monitoring the accounts to make sure no additional fees or changes are made to the services provided. Passports have been extremely popular at the library. In the first 20 days of passport service the library has completed 24 passports and generated approximately $500.00 in income. Kristin Evans had a presentation scheduled February 23rd for Clinton High School seniors to discuss the databases available via the new ecards provided by the library. However, due to inclement weather it was canceled and she is working on rescheduling this presentation. Library Advocacy Day was also canceled because of inclement weather and has been rescheduled for March 13th.

OLD BUSINESS: Kristin Evans provided the board with the next set of policy updates. On a motion by Janet Sloan, seconded by Naomi Coleman it was voted to accept the policy changes as presented by Kristin. Voting yes were Janet Sloan, Naomi Coleman and Carla Crump. Kristin Evans reported auditor, Cinda Rodgers was here on February 1st and spent most of the day. Cinda made a few recommendations and suggestions on techniques to make the audit process more effective. Cinda is now working on completing the annual audit. Kristin Evans spoke about the library’s current copy machine lease program and a proposed copy machine ownership program. The board asked Kristin Evans to provide them with a comparison sheet of these two programs that they can review before they make any further decisions.

NEW BUSINESS: Kristin Evans provided board members with copies of the 2017 annual report. She pointed out several increases in the statistics, special programming and other highlights of the 2017 year. Kristin Evans stated she was approached by the librarian at Leesville School, who wanted to know if we could donate magazines for her students to read. On a motion by Janet Sloan, seconded by Carla Crump it was voted to donate magazines one time and see how it works before proceeding any further. Voting yes were Janet Sloan, Carla Crump and Naomi Coleman.

On a motion by Carla Crump, seconded by Janet Sloan it was voted to go into closed session pursuant to Missouri Revised Statue 610.021 Section 11. Voting yes were Carla Crump, Janet Sloan and Naomi Coleman.
ADJOURMENT: On a motion by Naomi Coleman, seconded by Janet Sloan it was voted to adjourn. Voting yes were Naomi Coleman, Janet Sloan and Carla Crump.

Martha Nichols  
President

Naomi Coleman  
Secretary