HENRY COUNTY LIBRARY
BOARD OF TRUSTEES
May 29, 2018

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, May 29, 2018 at 4:00 pm in the boardroom of the library.

Members present were Martha Nichols, Carla Crump, Naomi Coleman, Tim Komer, and Janet Sloan. Also present were Kristin Evans, Director; Debbie Jones, Assistant Director; and Mike Keith, Owner/Agent representing Mike Keith Insurance, Inc.

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

ANNUAL INSURANCE REVIEW: Mike Keith, Owner/Agent representing Mike Insurance, Inc. presented the annual insurance review. He explained that their would be a $290.00 increase in the annual premium due to the increase in coverage limits of all library buildings because at a time of loss they are covered at replacement cost, not actual cash value.

MINUTES: On a motion by Carla Crump, seconded by Naomi Coleman it was voted to accept the minutes of the April 24, 2018 meeting as read. Voting yes were Carla Crump, Naomi Coleman, Tim Komer, and Janet Sloan.

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

CORRESPONDENCE: Kristin Evans received a congratulations card from the Clinton Chamber of Commerce for representing the Henry County Library at National Library Legislative Day in Washington, D. C. The library received a thank-you via Facebook from a patron who won a signed graphic novel in celebration of Free Comic Book Day. Kristin Evans received an incident report from the Lenora Blackmore Branch in Windsor regarding a patron who had fell out of one of the wooden chairs in the library. Kristin Evans contacted the patron via telephone voicing her concerns about this incident but she did not receive any response from the patron.

DIRECTOR'S REPORT: Kristin Evans reported the following: Part 1 of the Newspaper Digitization Grant is complete. The following newspapers have been successfully digitized:
The Clinton Advocate: 1874-1875; 1883; 1886-1887; 1889-1901
The Clinton Eye: 1885-1945
The Windsor Review: 1876-1966
These digitized newspapers can now be viewed through links on the library's web-site. Part 2 of the Newspaper Digitization Grant is in process. The rest of the microfilm newspapers should be digitized and ready to view by 2019. The Library won an Early
Literacy Grant that will be used to purchase a collection of children’s educational DVDs. The DVDs will include some of the following titles: Reading Rainbow, Sesame Street, Bubble Guppies, Magic School Bus, Doc McStuffins, Octonauts, Sid the Science Kid and more. Part 2 of the Caring and Communicating Program geared towards family members of individuals with memory disorders took place on May 8th. 7 patrons attended this presentation led by Amy Davis-Evans from Americare USA. Free Comic Book Day was celebrated May 5th. The library was able to give out 6 signed graphic novels as prizes to individuals who had checked out a graphic novel in the previous week. 34 patrons checked out graphic novels and signed up for the drawing. The comics were gifted to the library by an anonymous donor. Saturday, May 12th the library celebrated the winners of the Summer Reading Program Annual Bookmark Contest. There were 7 winners this year, 3 from Clinton and 4 from Windsor and other areas of the county. The library received dozens of submissions. The winners were chosen by special guest judges from the Ladies Watercolor Group. On Saturday, May 26th, baseball historian, Phil Dixon presented a program titled, The Kansas City Monarchs in My Hometown – Windsor he discussed the Monarchs and the time they spent in Windsor. 29 patrons attended. The 2018 Summer Reading Program is just around the corner and officially starts June 2nd. Kristin attended National Library Legislative Day in Washington, D. C. May 7th – 8th. She was able to talk to representatives from all the Missouri members of Congress and advocate for continued support for libraries. A new staff member has been hired for the clerk position at the Lenora Blackmore Branch in Windsor. Amavi Tayaotao started on Monday, May 21st and replaces Nicole Taulman. Staff Development Day was held Friday, May 18th. Staff watched webinars about helping homeless patrons and how to deal with patrons experiencing a mental crisis. They were taught the importance of library statistics by Assistant Director, Debbie Jones. Kathy Wilson and Roy Qualls from Care Connection came to discuss the community resources provided by the senior center. The staff members also engaged in team building exercises and discussions on policies and procedures. The first round of signage has come in for the Clinton building and is located in the gallery. Patrons have been very complimentary towards the signs. The second set of signs will be ordered in the coming month.

FRIENDS OF THE LIBRARY REPORT: Kristin Evans reported that the Friends of the Library raised $1,489.00 and sold 2,000 items during the two-day book sale in April. They now have 42 members. Last year they purchased an Automated External Defibrillator (AED) for the Lenora Blackmore Branch in Windsor. They are working on a gardening project for the Clinton facility and are saving funds towards the purchase of an outdoor sign for advertising library activities, programs, etc. The next meeting will be held sometime in June.

OLD BUSINESS: Kristin Evans gave each board member a copy of the completed 2017 audit to review. Kristin Evans presented each board member with the newly completed policies for their board manuals. Kristin Evans provided each board member with the 5 IT bids that were received. After much discussion it was suggested that Kristin Evans contact Cisc, LLC for more information regarding their bid. The board has tabled this matter. The decision will be made at a later date.
NEW BUSINESS: Kristin Evans spoke about safety issues with the 22 wooden chairs located at the Lenora Blackmore Branch in Windsor. On a motion by Carla Crump, seconded by Tim Komier it was voted to purchase new chairs as suggested by Kristin Evans. Voting yes were Carla Crump, Tim Komier, Naomi Coleman, and Janet Sloan. Kristin Evans announced that the library is making much more doing passports than previously expected. She would like to take some of these extra funds and provide eye and dental insurance for all part-time employees and eye insurance for all full-time employees (dental is already provided for full-time employees). She also suggested that the board allow employees to add their spouses and/or children to the health insurance if they so request with the employee having this amount deducted from their paycheck. On a motion by Janet Sloan, seconded by Carla Crump it was voted to pay for eye and dental insurance for all employees whether full or part time and to allow the employees to add family members to the policy at the cost of the employee. Voting yes were Janet Sloan, Carla Crump, Naomi Coleman, and Tim Komier.

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