HENRY COUNTY LIBRARY

BOARD OF TRUSTEES

February 27, 2024

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, February 27, 2024, at 4:00 pm in the boardroom of the Library.

Members present were, Tim Komer, Patty Dump, Luke Edwards, and Shelly Acosta. Absent was, Darla Hamilton. Also present were, Director, Debbie Jones and Administrative Assistant, Stephanie Nichols. Also in attendance was, Kathryn Hunter.

**CALL TO ORDER:** President, Tim Komer called the meeting to order.

**PUBLIC COMMENTS:** None.

**BOARD COMMENTS:** None.

**EXECUTIVE SESSION:** None.

**AGENDA:** On a motion by Luke Edwards, seconded by Patty Dump, it was voted to accept the Agenda as presented by Director, Debbie Jones. Voting yes were, Luke Edwards, Patty Dump, and Shelly Acosta.

**MINUTES:** On a motion by Patty Dump, seconded by Shelly Acosta, it was voted to accept the Minutes of the January 30, 2024, meeting as read. Voting yes were, Patty Dump, Shelly Acosta, and Luke Edwards.

**TREASURER’S REPORT:**

**APPROVAL OF DISBURSEMENTS:** On a motion by Shelly Acosta, seconded by Luke Edwards, it was voted to approve the disbursements as presented by Director, Debbie Jones. Voting yes were, Shelly Acosta, Luke Edwards, and Patty Dump.

**CORRESPONDENCE:** None.

**DIRECTOR’S REPORT:** Library Director, Debbie Jones reported the following.

**Tax Funds Received:** January tax funds received $21,907.74.

**Safety Deposit Box/Hawthorn Online Banking Account:** The safety deposit box has been rekeyed. I looked over the documents that were in the box and they were old deeds from houses that the library purchased in the past that were demolished to make way for the parking lot on the North side of the building. There were also documents regarding an age discrimination case of a former library employee. I added the flash drive that contains insurance information regarding all buildings, all contents, and the garage to the safety deposit box. I am now able to access the account at Hawthorn Bank online.

**Newspapers.com Subscription:** I have contacted Proquest asking for a quote for the Newspapers.com database. I am awaiting their reply.

**Adult Winter Reading Program:** The Adult Winter Reading Program ends Saturday, March 16th, at 5:00 pm.

**Summer Library Reading Program Performers:** Plans are being made for the 2024 Summer Reading Program, *Adventure Begins at Your Library.*  Marty Hahne, *“The Reading Magician”* will perform at the Kick-Off event on Saturday, June 1st. The Wonders of Wildlife will return this year with an adventurous animal program on Saturday, July 20th. Jay and Leslie, who juggle while telling funny stories, will present *“Library Escapades”* on Saturday, June 22nd. My Foam Party will host the end-of-summer celebration on Saturday, August 3rd. **Addition 02/27:** The performers/programming scheduled for the 2024 Summer Reading Program were reviewed. On a motion by Luke Edwards, seconded by Shelly Acosta, it was voted to approve the Summer Reading Program performers/programming. Voting yes were, Luke Edwards, Shelly Acosta, and Patty Dump.

**Collaborative Summer Library Program (CSLP) Funds Received:** A check in the amount of $209.54 was received. This grant from CSLP helped to pay for summer reading program advertising materials

**First Grant Payment Received for Library Services and Technology Act (LSTA) Mini Tech Grant:** The first check in the amount of $2,500.00 was received. These funds were used to purchase new computers and computer equipment for the patrons at the Lenora Blackmore Branch in Windsor.

**Skylight, Concrete, Insurance Bids:** Administrative Assistant, Stephanie Nichols and I are working on bid requirements, bid advertisements, and bid packets for these three items. The skylight bid will require prevailing wages to be paid because it is over $75,000.00.

**Building Repairs:** Both buildings have needed several repairs. In Windsor the roof was repaired because of several leaks, the downspout and gutters were sealed, the piece of missing metal on the West side by the alley was replaced, and the stained ceiling tiles were received today so they will be installed before Tuesday’s meeting. In Clinton all downspouts and gutters were sealed, the downspout on the North side was replaced and rerouted so that water and ice won’t gather and cause accidents, the brick pony wall on the East side of the building was cracked across its entirety and has been repaired, electrical wiring was left hanging loose and has been zip-tied to prevent it from causing accidents, splash blocks have been purchased for the East side downspouts to replace those that are worn out, the broken pvc pipes that run underground from the downspouts on the West side have been replaced and covered in new concrete, numerous cracks in the concrete surrounding the building in various places have been filled, all exterior doors were given a new coat of paint, stucco repair and touch up paint were applied in several places. A locksmith was called to repair the locks on the board room and employee restroom doors. As I write this the lock on the West side of the Friends of the Library Community Room is being repaired.

**Spring Book Sale:** The Friends of the Library Group are sorting items that have been donated or weeded from the library collection for a Spring Book Sale that will be held April 29th – May 4th.

**MOREnet – Ransomware Hackers:** I was notified by MOREnet that two libraries have been hacked for ransom. It was suggested that to help prevent this from happening here we immediately stop using Google to store passwords. Since I have almost 200 passwords to deal with I was told to create an account with BitWarden, which is a secure password keeper site. All computers have been cleared of Google passwords, all library staff were instructed not to save passwords, and I had to change all of the passwords on my accounts.

**2023 Audit:** The accountant will be here on Friday, March 1st, to complete tasks for the 2023 audit. Once this is completed the requested items will be boxed and provided to the auditor.

**OLD BUSINESS:**

1. **Policy Updates:** On a motion by Luke Edwards, seconded by Patty Dump, it was voted to approve the amendments to the Bylaws of the Board of Trustees *Article 2: Meetings of the Board of Trustees*, and to *Policy 1: Materials Selection/Collection Development Policy* and *Policy 6: Public Postings, Free Materials, Petitioning, Political Campaigning*. Voting yes were, Luke Edwards, Patty Dump, and Shelly Acosta.
2. **Personnel Policies – Policy Review Committee:** All library personnel policies were presented to the Policy Review Committee for review.
3. **House Bill 2498:**The board was presented with an amended copy of proposed House Bill No. 2498 for review.

**NEW BUSINESS:**

1. **Value Line Database:** Director Jones notified the board that a patron had reached out to South Side Commissioner, Dale Lawler to request that the library purchase a subscription to the Value Line database in order to review stocks daily. The library has provided this service in the past, and it was utilized by patrons. She reported that the library currently has a trial subscription and steps are in place to purchase the database. The library will be contacting the patron to review the database with staff and Commissioner Lawler has been informed.
2. **Online Computer Library Center (OCLC) Databases:** The library is in the process of purchasing a subscription to OCLC to assist with cataloging and Interlibrary Loan request needs. Director Jones relayed that the Missouri State Library has paid for the subscription in the past but is no longer providing the service.
3. **MOREnet Upgrade for Windsor:** The final portion of a 2-step upgrade to the MOREnet internet speed for the Lenora Blackmore Branch has now been completed.

**ADJOURNMENT:** On a motion by Shelly Acosta, seconded by Patty Dump, it was voted to adjourn. Voting yes were, Shelly Acosta, Patty Dump, and Luke Edwards.

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Tim Komer Darla Hamilton

President Secretary