



CARTHAGE
PUBLIC LIBRARY

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CARTHAGE PUBLIC LIBRARY BOARD OF TRUSTEES
Tuesday, June 13th, 2023 5:15 p.m.

Carthage Public Library Board Room
612 South Garrison, Carthage, Missouri

AGENDA

Roll Call of Members

Minutes from the Last Meeting

Patron participation/Jean Griffith/5 minutes

Financial Report

Director's Progress and Service Report

President's Message

Re-Organize the Board of Trustees

Council Liaison's Report

Committee Reports

Building Committee

Approve Dubry Construction invoice

Budget Committee

Community Relations

By-Laws

Library Gardens

ADA Compliance

Communications

Compensation/Wages

New Business

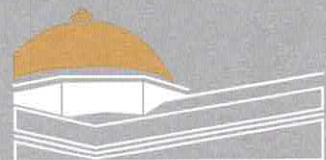
Approve Policy revisions for compliance with
Missouri 15CSR 30-200.015

Payment of Bills

Adjournment

Closed Session

Adjournment



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Posted at 9:00 A.M. this 6th day of June, 2023

Notice is hereby given that the Carthage Public Library Board of Trustees will conduct a closed meeting in the Carthage Public Library Board Room at 5:15 p.m. on Tuesday, June 13th, 2023.

The agenda of said meeting includes a vote to close a portion of this meeting pursuant to RSMo 610.021.

DRAFT

APPROVED

The Carthage Public Library Board of Trustees met Tuesday, May 9, 2023, in the Carthage Public Library Board Room. The meeting was called to order at 5:15 pm by Gary Cole, President.

Roll Call

Board Members present: Nancy Dymott, Gary Cole, Justin Baucom, Carrie Campbell, Julie Anderson, Brian Schmidt and Kevin Johnson. Board Members absent: Sandy Swingle, Donna Thomason. Library Director Julie Yockey was also present as was Brandi Ensor and Tiffany Baker.

Minutes of Last Meeting

There were no changes to the minutes of the last regular meeting of April 11, 2023. A motion to approve the regular meeting minutes was made by Nancy Dymott and seconded by Carrie Campbell. Motion passed unanimously.

Financial Report

Attached. The April 2023 financial report was presented. Discussion included: (1) Parks and Storm Water revenue check had not been received yet due to the Holiday. (2) Utilities have decreased now that the HVAC system is operating properly (see building report). (3) Expense lines for "Furniture and Equipment" and "Interest Expense" (page 2) have year-to-date amounts without budget amounts. There should not be any interest expense. Appears \$3K budget is on the Furniture and Equipment - Multi-purpose Building line. All furniture and equipment for the SFLC should be in the Supplies - Multi-purpose Building line. Julie will investigate and correct. Brian Schmidt moved to approve the financial report considering the aforementioned corrections. Nancy Dymott seconded. Motion passed unanimously.

Director's Progress and Service Report

Attached. Discussion included: (1) Asking the board to revise the circulation policy (only) at this time until we receive vetted guidance and policies from the state library. (2) We had one person graduate the Excel High School Diploma program. Two other students are 72% and 88% complete respectively. (3) Julie and Sherri have been invited to speak at the ALA.

Youth Services Progress and Services Report

Attached.

President's Message

No report.

Council Liaison's Report

Brandi Ensor has been reappointed as library liaison. She read Ben's report to the city council and they were very impressed.

Committee Reports

Building Committee – Gary Cole reporting: (1) Dubry invoice # 194 for \$48,711.27 was presented. Gary reviewed the invoice in detail and agrees with the charges. This should be the final billing on the HVAC project with exception of the ducting catwalk which Orbit Products is building (estimated \$8K - \$10K). Total cost of the project is ~\$505K. Original estimate was \$485K without the cost of moving the transformer. Utilities bills have decreased now that the system is operating properly. Brian Schmidt moved to approve the

The Carthage Public Library Board of Trustees Meeting Minutes – May 2023

invoice. Julie Anderson seconded. Motion passed unanimously. (2) Gary noted the HVAC system is under warranty but we will need a service contract. (3) Technicians cannot find the issue with the fire alarm system. The system is, however, working. We paid \$2,600 to fix the first time. (3) It was determined there is no issue with the wet/dry fire suppression system.

Budget Committee – No report.

Community Relations – No report.

By-Laws – No report.

Library Gardens – (1) Pinewood Nursey is working on the landscaping. Only native plants will be used.

ADA Compliance – No report.

Communications – Julie shared a post card she received from a library in Kenmore, Washington.

Compensation/Wages – No report.

Unfinished Business

No report.

New Business - Julie Yockey presented proposed changes to the circulation policy and library card application form. These are necessary to meet the Secretary of State's policy 15 CSR 30-200.015 which goes into effect May 31, 2023. Discussion included: (1) change the word "juvenile" to "minor" to be consistent throughout documents. (2) Add copyright disclaimer for photocopies and fax. (3) Review level of PII on the library card application form (e.g. birthday) and move to a checkbox with disclaimer if necessary. Brian Schmidt moved to approve the proposed revisions with changes discussed. Justin Baucom seconded. Motion passed unanimously.

Payment of Bills

Gary said the bills had been reviewed and could be paid. Nancy Dymott moved to pay the bills. Brian Schmidt seconded. Motion passed unanimously.

Closed Session

None.

Adjournment

Brian Schmidt made a motion to adjourn. Julie Anderson seconded. Motion passed unanimously. Meeting was adjourned at 6:36 pm.

Respectfully submitted,


Kevin Johnson

Secretary-Treasurer

Director's Progress and Service Report
June 2023, Julie Yockey, Director

The new law put in place by our Secretary of State, 15CSR 30-200.015, "Library Certification for the Protection of Minors," has kept all Missouri library directors busy for months, but as the July 31 deadline is fast approaching, we have found ourselves coming and going. This evening we will present, revise and approve 5 policies which are effected by the new law. Directors across the state have been meeting via ZOOM and in person with our attorney as well as the State Librarian to better understand how we must comply with the new law, as well as how to present the changes to our patrons in the simplest way possible. On May 18th we rolled out our new library card application process for minors as well as adults, and I must say that our patrons have been lovely and patient with my staff. For parents with more than one child, it can be a lot to juggle; children, babies, bags, strollers and paperwork! Patrons are able to take the forms home and return them when they have more time, and that alone has helped tremendously. It has been a big learning curve for all of us, but we are making it! IT Administrator as well as our Circulation Administrator have been a huge help in this process, and are much appreciated. We really are in good shape in keeping with the law and we hope that by this time next year, this will all be behind us.

We can happily report that our HVAC project is complete!!!! The final invoice for the project will be approved this evening and we have our fingers crossed that it will be a long, long time before we have to visit this again! We thank Randy Dubry Construction for all of their patience and assistance along the way.

We had our Summer Reading kick off on Tuesday the 6th, and it was a wonderful day for children. With well over 300 people visiting the library that day and attending our "Community Heroes" program on the south side of the library and in the park, we could feel and see the excitement in the children. Our first responders from Jasper and Barton Counties were here, lining up on the streets to greet the children. They were allowed to blow the sirens and even climb in the trucks, cars and hum-vee's. We had drug dog demonstrations in the park with three canine officers and their handlers. All of our visitors were treated to lunch in the Community Room. We have so many community partners that we are thankful for. A STEM class was held and taught by Sherri Luce for 6th graders in the Steadley building on the 7th of June. A perfect environment for school age children, they got a tour and were introduced to new technology before jumping into catapult engineering! There will be three more school age classes of this nature held during summer reading. We thank our partners at the Carthage School District for collaborating with us in many areas. The calendar is full to the brim for the months of June and July. On Wednesday the 14th of June we will have an author visit and will be using the school auditorium for the day. Summer School classes are invited to attend as well. There is a lot going on this summer, with many choices of activities for all age levels. Keep checking our FB page, website or stop by to pick up a detailed calendar.

The Missouri State Library visited the library on the 8th of June to do an audit of our Summer Reading Program. We were one of three stops for them on the 8th, and they enjoyed and approved of all of Mr. Luce's activities and of course our grant was in perfect order.

This is our busiest time of the year, if you can imagine us getting any busier, with all hands on deck pitching in whenever and wherever needed. Please stop in for a summer calendar or check us out on FB and our website.

Respectfully submitted, Julie Yockey, Director