**City of Tipton Municipal Library District**

**Board of Trustees Meeting November 30, 2023**

# I. CALL TO ORDER

Jeanne Edwards, president, called to order the regular meeting of the City of Tipton Municipal Library District Board of Trustees at 6 p.m. Thursday, Nov. 30, 2023, at Price James Memorial Library, Tipton, Mo.

**II.** **PLEDGE OF ALLEGIANCE**: All present recited the Pledge of Allegiance.

**III.** **ROLL CALL:** The following trustees were present: Jeanne Edwards, Reta Bestgen, Debbie Schreck, Emily Heard and Lianne Twyman. Trustees Lori Bestgen, Georgianne Morgan, Karla Pettigrew and Kerry Uptergrove were absent. Library Director Marsha Nelson was also present.

**IV. APPROVE AGENDA**

Emily Heard made a motion to approve the agenda for Nov. 30, 2023. Reta Bestgen seconded and the motion carried.

**V. APPROVE MINUTES FROM LAST MEETING**

Karla Pettigrew previously distributed the Oct. 26, 2023, meeting minutes via email. Debbie Schreck made a motion to approve the minutes. Lianne Twyman seconded and the motion carried.

## VI. TREASURER’S REPORT

Lori Bestgen previously distributed the treasurer's report by email which included a review of the general ledger, balance sheet and the operating budget. Lianne Twyman made a motion to approve the treasurer’s report. Debbie Schreck seconded and the motion carried.

## VII. LIBRARY DIRECTOR’S REPORT

Marsha Nelson, library director, previously distributed the October circulation report via email and gave a general update with the following items.

* **E-rate**: Marsha has started working on an e-rate account for the library. She created a new letterhead as the old one did not include a required logo or website address and is waiting to be acknowledged. She is finding the application process difficult as the website is not always working properly. Seminars are offered online to help with the application process. She is keeping track of her time involved in the process to see if the discounts for internet and communication services are enough to warrant the time involved in the application.
* **Jennifer Cary:** Library clerk Jennifer Cary will have surgery Friday, Dec. 8, and be off work for some time. Marsha will work in Jennifer’s time slots.
* **Window Cleaning:** Marsha has contacted Andy’s Window Cleaning to clean the 11 windows in the new part of the library for $175. He is scheduled for Tuesday, Dec. 5.
* **Guest Reader:** Grace Moon has been the guest reader for several classes.
* **Kids Coding Class:** Nephi Balinski taught a kids coding class from 6-7 p.m. Tuesday, Nov. 28, with 21 in attendance.
* **Leadership Moniteau County:** Marsha attended Leadership Moniteau County in Jefferson City, Thursday, Nov. 16, with speakers from various state governmental bodies. The next meeting is Thursday, Jan. 18.
* **Programing:** TheNutrition for Heart Health program was presented by University of Missouri Extension Council with seven attending.
* **MPLD Meeting:** Marsha will attend a Missouri Public Library Directors meeting Thursday, Dec. 7, in Columbia.
* **Chromebooks:** Marsha reported she is considering selling several of the eight or nine Chromebooks as they are not being used by patrons. They were purchased used from Tipton R-VI School District.
* **Christmas Open House:** The library will host a Christmas open house with crafts and refreshments Friday, Dec. 22.
* **Book donations:** The library has received a large number of books through donations the past month. Some of the books have been added to the collection and others placed on the free-book shelves.

## VIII: FRIENDS OF PRICE JAMES REPORT

Marsha reported the Friends have received one of two $2,000 checks from Ameren.

## IX: PRESIDENT’S COMMENTS: The president checked with members to confirm they had received an invitation for the city’s holiday luncheon.

## X: UNFINISHED BUSINESS

**Fall Yard Cleanup**: It was determined that any yard work will be postponed to the spring.

**MoPERM Payment**: A motion was made by Emily Heard to approve payment to MoPERM for liability insurance and insurance on the building contents for $1,780. Reta Bestgen seconded the motion and it passed.

**Bonding Insurance**: A motion was made by Lianne Twyman and seconded by Debbie Schreck to approve payment of $250 for bonding of library employees and board members. The motion passed.

## XI: NEW BUSINESS

**Lease Agreement**: Prior to signing the 2-year lease agreement with the city for the building, the president will contact the city clerk for some language clarification.

**Biblionix**: Debbie Schreck made a motion, seconded by Reta Bestgen, to approve payment to Biblionix in the amount of $1,100 for the library’s automation service. The motion passed.

**Outdoor Sign**: Some of the lights in the outdoor sign are not working. Marsha will contact Koechner Mfg. to see if they can help correct the problem.

**Acknowledgements**: As a point of clarification, Marsha reported she sends thank-you notes to those who have made financial donations to the library or who have contributed in some other way to the library.

## XII: NEXT MEETING, CLOSED MEETING AND ADJOURNMENT

**Next Meeting:** The next regular meeting was set for 6 p.m. Thursday, Dec. 28, with board members providing refreshments.

**Closed Meeting:** Lianne Twyman made a motion to enter into closed session pursuant to Section 610.021.3 RSMo, hiring, firing, disciplining or promotion of employee. Emily Heard seconded the motion and roll call vote was 5-0.

**Adjournment:** The meeting reconvened from closed session and there being no further business, Jeanne Edwards, president, adjourned the meeting.

## Submitted by Jeanne Edwards, acting secretary

.