Approved 12-12-2022

FLORA PUBLIC LIBRARY BOARD MEETING

MONDAY, NOVEMBER 14, 2022

CALL TO ORDER: President Maralee Johnson called the meeting to order at 7 p.m. on Monday, November 14, 2022

RECOGNITION OF VISITORS: None

PRESENT: Jon Akers, Karen Briscoe, Joe Gilliland, Maralee Johnson, Doug Mack, Joe McCoy, and Rebecca Stocke, as well as Director Donna Corry. Absent: Robbin Dickey and Kari Warren

CORRESPONDENCE: None

APPROVAL OF MINUTES: A motion was made by Joe Gilliland to accept the minutes as presented. The motion was seconded by Doug Mack. The motion passed unanimously.

TREASURER’S REPORT:

 -Review of financial reports and bank statements. A motion to accept the treasurer’s report, as presented, was made by Joe McCoy and seconded by Rebecca Stocke, and passed unanimously.

LIBRARY DIRECTOR’S REPORT:
Comments on reports
 -We received a check from the City for $24,333.33

-The FY2023 Per Capita Grant has been submitted. Funding is at $1.475 per capita. Our population is now 4803. Total will be approximately $7084.43

-ADP Jeremy invited me over last Wednesday for an online meeting with an ADP rep. We finished some details. I took the timesheets for Nov. 1 – 13 over this morning and I did a mockup of the payroll on QuickBooks for comparison and sent it to Jeremy. I haven’t heard anything yet. Jeremy or Kaci will come over this week and train us in entering work time on ADP.

COMMITTEE REPORTS: None

PAYMENT OF BILLS: A motion was made by Joe Gilliland and seconded by Jon Akers to approve payment of the bills. The motion passed unanimously.

UNFINISHED BUSINESS: None

NEW BUSINESS

FY2022-2023 - The Second Quarter Report was presented. Doug Mack made a motion to accept the report as presented. This motion was seconded by Rebecca Stocke. The motion carried.

* FY2022-2023 – Budget Amendment was presented and discussed. Karen Briscoe made a motion to accept the Amendment as presented. This was seconded by Joe Gilliland. The motion carried unanimously.
* Karen Briscoe made a motion to present the staff and Director with Christmas bonuses for the 2022 year. The amounts would remain the same as last year: D. Corry $550, A. Garrett $450, T. McCormack $400, D. Klein $150 and adding a $75 Christmas bonus for 6 month employee M. Dailey. This was seconded by Jon Akers. The motion passed unanimously.
* Joe McCoy made a motion to purchase the digital sign for the amount of

$31,214.50 or $33,836.50 depending on the final cost of the sign after increases are determined and a decision is made as to whether or not the city will pay ½ of the increase over the last year. The final amount will be ½ of the cost of the sign, concrete foundations and labor to purchase and install sign. The other half of the monies will come from the RDMS City Grant matching funds. This was seconded by Doug Mack. The motion carried. The vote was unanimous.

* It was decided to purchase a new awning for the East door. The motion to accept the bid of $5580, which is a $705 increase in items from bid one year ago, from the Flora Lumber Company was made by Joe McCoy and seconded by Rebecca Stocke. The motion passed unanimously.
* The Registered Sex Offender Policy, final reading, was presented, reviewed. Joe Gilliland then made a motion to accept the policy after the final reading as presented. Karen Briscoe seconded the motion. Motion carried.
* The updated Personnel Policy was presented, reviewed and discussed. Director Corry pointed out additions, changes, and deletions. Since this was the first reading, no additional action was required at this time.
* The Equal Opportunity Employment Policy was presented, reviewed and discussed. Since this was the first reading, no additional action was required at this time.
* The Disposal of Surplus Property Policy was presented, reviewed and discussed. Since this was the first reading, no additional action was required at this time.
* The Collection Development Policy was presented, reviewed and discussed. Since this was the first reading, no additional action was required at this time.
* The Gifts and Memorials Policy was presented, reviewed and discussed. Since this was the first reading, no additional action was required at this time.
* The Reference Service Policy was presented, reviewed and discussed. Since this was the first reading, no additional action was required at this time.
* The Privacy and Confidentiality Policy was presented, reviewed and discussed. Since this was the first reading, no additional action was required at this time.
* The Assistance Animal Policy was presented, reviewed and discussed. Since this was the first reading, no additional action was required at this time.
* Other new business: None

EXECUTIVE SESSION (when needed): None

UPCOMING MEETINGS /EVENTS:

-Nov. 1 – Dec. 2 – Food for Thought Food Drive for Clay County Food Pantry
-Dec. 3, 2022 1:00 - 2:00 Dr. Chung will play Christmas Music in the library

OPEN: None

ADJOURNMENT: The meeting concluded at 8:24 p.m.

Submitted by: Karen Briscoe 11-15-22