De Soto Public Library Board Meeting Minutes

November 8, 2021

1. CALL TO ORDER

Roll Call: Linda Bean, Susan Draper, Jillian Lutz, Bruce McKinstry, Ruth Rose, Terri Walker, Ian Zorumski,

Director: Karen Graham, Library Staff: Janice Butcher & Andrea, City Liaison: Autumn Blanchard

Guest: Kevin Bacon (Architect), Kevin Boren (First State Community Bank Loan Officer), Jim Akers (Mayor)

Acceptance of Agenda: Motion by Jillian, second by Ruth. Passed

1. Architect Proposal: Mr. Bacon discussed getting the new HVAC system first. He will redo the plans for the addition since we don’t have to worry about being in a flood plain. He has some “rough” plans to show. Bruce would like to get approval tonight for the bidding process to begin. Prices on HVAC systems have doubled and will probably continue to increase. Andrea ask if we had looked into electric verses natural gas. Ian motioned to hold that vote until later in the meeting to hear what Mr. Boren had to say, second by Jillian. Passed
2. Questions for Loan Officer: The Finance Committee recently met. Ruth went over some of the income shortages on our proposed budget, that were discussed at that meeting, that could affect our repayment of our loan. We didn’t receive as much property tax as we expected, other agencies are now doing passports so we will lose out on future projected funds. Our sales tax income was cut in half by the city when our property tax passed. Expenses are up for insurance, IT programming, & payroll. Some items are related to the pandemic. We ask Kevin Boren if there was anything the bank could do to alleviate the payment burden. He will check into it.
3. APPROVAL OF MINUTES – Minutes from the October 11, 2021 meeting. Motion by Ruth, second by Bruce. Passed.
4. FINANCIAL REPORT:
5. Approval of October 2021 Financial Report from City Hall - Motion by Terri, second by Jillian. Passed
6. Approval of 2020-2021 Budget Amendments – Motion by Jillian, second by Terri. Passed
7. Approval of 2020-2021 Final Budget – Motion by Susan, second by Jillian. Passed
8. Approval of 2021-2022 Final Proposed Budget – Motion by Terri, second by Susan. Passed
9. DIRECTOR’S REPORT: Approval of Director’s Reports – Motion by Ruth, second by Jillian. Passed
10. OLD BUSINESS – Karen discussed upcoming programs like Lego Club, Star Party, and possibly having Take & Make projects done in-house. Karen applied for the Technology Mini Grant and is working on the Strengthen Missourians Grant. Approval of Part-Time Staff Sick Leave/Holiday Pay – Motion by Ruth, second by Bruce. Passed
11. NEW BUSINESS: Karen discussed possibly purchasing three space heaters in case there is a shut down of the natural gas pipeline.

Ben Thebeau contacted Karen to resign from the board effective immediately because of time conflict issues. Mike Lowry, attorney, has shown an interest in serving on the board. We will ask him to apply as soon as possible.

Discussed Christmas incentives for the staff. Last year was increased on a one-time basis because staff had taken on additional responsibilities between directors. Jillian motioned to go back to $100 for regular staff and $300 for the director, second by Terri. Passed.

After additional discussion, a motion was made by Susan to move ahead with the bidding process for the HVAC system, second by Bruce, Ian abstained. Motion passed.

1. AJOURNMENT: Motion by Ruth, second by Ian. Passed

Respectfully Submitted,

Terri Walker