

**Centralia Public Library  
Board meeting minutes  
December 9th, 2021**

**Trustees Present:** Catherine Simmons, Linda Luke, Melissa Maxwell, Suzanne Long, Larry Dorman and Katherine Butrum.

**Trustees Absent:** Alan Baca, Amber Brown & Angie Taylor

**Others in Attendance:** Director Amy Hopkins

Vice President Luke called the meeting to order at 6:16 p.m.

**Public Comments:** N/A

**City Information Report:** N/A

**Minutes:** November minutes were reviewed. Trustee Dorman made a motion to approve November minutes and Trustee Simmons seconded. All in favor, motion carried.

**Treasurer's Report:** Trustee Butrum made a motion to approve the November Treasurer's report, Trustee Simmons seconded. All in favor, motion carried.

**New Business:** N/A

**Old Business:**

- A. Weather closure policy/procedures - Director Hopkins created an **Emergency Closure Policy** to replace our current policy with additional details related to personnel issues, procedures and conditions for closure. Policy was reviewed for a second time. Trustee Dorman made a motion to approve the new Emergency closure policy as written, Trustee Maxwell seconded. All in favor, motion carried.

**Director's Report:**

S&A Equipment has started on the parking lot project. They will be pouring concrete soon depending on weather conditions.

The library is hosting a SAHM's group (Stay at home moms) each Wed. morning in December. We are providing coffee for the adults and toy kits for the kids. It has started off being well attended with 14 the first week and 15 this past week.

Staff Christmas gifts were discussed. The Friends of the Library group will be donating the funds to pay for all staff, contractor and other thank you gifts.

Kimberly Morris was hired on Dec. 1st as our newest circulation staff member. Kim is a secretary at CHS and is the Data Coordinator for the school district. She has been employed with Centralia Public Schools since 2015 and has been a library card holder since 2013.

Erin Eastin's last day will be Dec. 22nd. Director Hopkins is currently looking for her replacement.

**President's Report:** None

A motion was made by Trustee Simmons to go out of open session and into closed session in order to discuss Director Hopkins' Christmas gift. Motion was seconded by Trustee Dorman. At 6:35 p.m., the roll call vote was accepted.

#### **Notice of Closed Meeting and/or Closed Vote**

Closed Session pursuant to Section 610.021, Paragraph (3) of the Revised Statutes of the State of Missouri for the purpose of staff salary discussion.

A motion was made by Trustee Simmons to go out of closed session. Motion was seconded by Trustee Maxwell. All in favor, motion carried. At 6:50 p.m., the roll call vote was accepted.

Trustee Dorman motioned to adjourn the meeting, Trustee Simmons seconded the motion. All in favor, motion carried. The meeting was adjourned at 6:52 p.m.

The next regularly scheduled meeting will be held on January 13th, 2021 at 6:15 p.m. at the Centralia Public Library.

Respectfully submitted,

Katherine Butrum, Board Secretary