

Centralia Public Library
Board meeting minutes
November 11th, 2021

Trustees Present: Catherine Simmons, Alan Baca, Angie Taylor, Linda Luke, Amber Brown, Melissa Maxwell, Suzanne Long, Larry Dorman and Katherine Butrum.

Trustees Absent: None.

Others in Attendance: Director Amy Hopkins

President Baca called the meeting to order at 6:17 p.m.

Public Comments: N/A

City Information Report: N/A

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

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

New Business:

- A. Minimum wage 2022 - goes up .85 per hour to \$11.15 for all Circulation staff and at the same rate for other staff members who are making more than minimum wage. This will raise our monthly payroll approximately \$500. Vote to give all staff members this raise was proposed by Trustee Dorman, seconded by Trustee Luke. All in favor, motion carried.
- B. Weather closure policy/procedures - Director Hopkins has created an **Emergency Closure Policy** to replace our current policy with additional details related to personnel issues, procedures and conditions for closure. Trustees read through the proposed policy and will vote at our next meeting, after the second reading.

Old Business:

- A. Parking lot expansion update - Pavilion colors were chosen (yellow powder coating on the frame and blue for the roofing). S&A Equipment will place the order for the pavilion and begin on the parking lot soon.

Director's Report:

Update was given on the recent Inventory and book shifting project - Nov. 5th & 6th the Library was closed to the public to conduct our biennial inventory. In addition to the inventory, this year

we decided to shift all books in the Adult materials area. Sadiqa Saleh has been weeding the Adult non-fiction section over the past several weeks to consolidate neighborhoods and give fiction an additional five shelving units. We also reorganized the entire Adult, Juvenile and Young Adult sections with the assistance of CBMS and CHS student groups. Over 600 items were unaccounted for. We are currently searching for those items and estimate that 20-25% will be found. Our next inventory will be in 2023.

Director Hopkins let the Board know about upcoming events including Children's author Aaron Fox who will be here on Nov. 13th from 3-5 p.m. to read & sign his books for interested patrons.

Scott Stone's CHS FFA students recorded stories for our Dial-a-Story service.

Staff Christmas gifts and Farewell party for Leah Smoot were also discussed.

President's Report: None

A motion was made by Trustee Butrum to go out of open session and into closed session in order to discuss specific employee promotions and raises. Motion was seconded by Trustee Dorman. At 6:48 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 Luke. All in favor, motion carried. At 7:29 p.m., the roll call vote was accepted.

During the closed session, Director Hopkins proposed the promotion of two current staff members and appropriate wage rates for each. There was discussion. Trustee Taylor moved to accept the proposed promotions and wage rates for each staff member, Trustee Simmons seconded the motion.

Trustee Simmons motioned to adjourn the meeting, Trustee Luke seconded the motion. All in favor, motion carried. The meeting was adjourned at 7:30 p.m.

The next regularly scheduled meeting will be held on December 9th, 2021 at 6:15 p.m. at the Centralia Public Library.

Respectfully submitted,

Katherine Butrum, Board Secretary