

Trustees:

Jill Bock
President

Marinda Thornbrough
Vice President

Cherie Rone
Sec/Treasurer

Brenda Tillman
Member

Joe Brashears
Member

NEW MADRID COUNTY
Library

309 East Main Street
Portageville, MO 63873
Phone 573-379-3583 Fax 573-379-9220

Library Director
Lori Robinson

Branches:

Risco

Parma

Gideon

Matthews

Morehouse

New Madrid

Portageville Hdq.

**MINUTES OF THE REGULAR MEETING OF THE NEW MADRID COUNTY
LIBRARY TRUSTEES
JANUARY 16, 2025 AT 2:00 P.M.**

MEMBERS PRESENT: Jill Bock, Joe Brashears, Cherie Rone, Marinda Thornbrough

MEMBERS ABSENT: Brenda Tillman

I. Meeting called to order by President, Jill Bock. The board welcomed Joe Brashears as a new board member.

II. Minutes of the November 2024 regular meeting were presented. The December meeting was cancelled due to lack of quorum. Motion to approve the November minutes with no corrections was made by Marinda Thornbrough; second by Cherie Rone. All members in favor.

III. Approval of the financial reports for November, December, and January-revenues and expenses was made by Miranda Thornbrough; second by Cherie Rone. All members in favor.

IV. Director's Report

- a. Flyers for January through March were presented for programs at Portageville and New Madrid branches. The Missouri Department of Conservation from Cape Girardeau will present a program at the Portageville branch on opossums with a tentative date in July. We are working with them to bring programs to all branches.
- b. Portageville remodel is going smoothly. The Director's office is almost complete; new bookcase has been added to display current titles. Weeding books and shifting to make more space for the Y section.
- c. Storytime at Portageville had 10 attendees. Maura Massey will retain her position in March. Carpets at Portageville branch will be cleaned after painting.

V. Old Business

- a. Beussink, Hey, Roe & Stroder, L.L.C. sent their letter of engagement for an audit of 2024 records. The cost will be \$12,000. Discussion followed. Motion was made by Cherie Rone; second by Joe Brashears to accept the conditions of the audit. All members in favor.
- b. Update on the flag pole at Gideon—the old pole has been removed and new concrete has been poured. When it cures, they will install the flag pole along with installing poles to ensure the spotlight does not pose a trip hazard.
- c. Portageville HVAC units have been completely installed along with replacing the wiring and new thermostats.

VI. New Business


- a. Creative Design Group will no longer host e-mail starting in March. We can switch to Google Workspace which will cost \$6 per user per month. Currently we need 9 email addresses which would cost approximately \$648 per year. Discussion followed. Motion to switch to Google Workspace as the e-mail host was made by Marinda Thornbrough; second by Cherie Rone. All members in favor.
- b. Jackie Hopkins resigned her position as janitor effective immediately. The Director contacted Donna Torrey, a local house cleaner to ask if she was interested. Discussion followed. Motion to hire Donna Torrey as the janitor for the Portageville branch at \$20 per hour for 4 hours per week was made by Marinda Thornbrough; second by Cherie Rone. All in favor.
- c. Included in the board packet were copies of a vote by text for replacing the countertop at the Portageville branch circulation desk. Lonnie Walls presented a quote of \$3,057.97 for replacement. Motion to accept the quote by Lonnie Walls was made by Brenda Tillman; second by Cherie Rone. All members in favor.
- d. Summer Reading Program dates have been set and Amber Eakins has agreed to accept the position again this year. She will host programs at 6 branches. Alison and Lori will host a program for Morehouse. 2026 Summer Reading Program will be presented in house and will last over the course of the summer instead of just one month. Motion to hire Amber Eakins for the 2025 Summer Reading Program for \$3000 plus mileage was made by Cherie Rone; second by Joe Brashears. All members in favor.
- e. Alison has researched different companies for upgrading the web site. The most cost effective has been our current web site host, Creative Design Group who can revamp our entire site and give Alison more control over the organization of the information on the web site. There will be a one-time charge of \$500 and then we will pay the current amount of \$25 per month as their hosting fee.
- f. Received a quote from L&B Solutions for an air curtain for the front door of the Portageville branch. Discussion followed. Due to the high cost, it was determined more bids were needed. Director will reach out to O'Guinn's Mechanical Services for a quote.

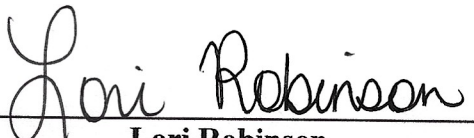
VII. Housekeeping

- a. Non-working water fountains were removed from New Madrid and Portageville branches.
- b. Received the replacement cost refund from replacing the roof from MOPERM-- \$14,012.51 in December.
- c. Lori and Alison have been attending Zoom meetings with different library related organizations and will attend in person the 3-D meeting on January 24th in Bloomfield.
- d. Cross training is going well. 3 employees can process books; 2 employees can order books; Alison has processed payroll twice; every employee can work the front desk.

VIII. Adjournment

Motion to adjourn the meeting at 3:00 p.m. was made by Marinda Thornbrough; second by Joe Brashears. All members in favor.

Presiding Officer: 
Jill Bock, President

Director: 
Lori Robinson