# Missouri Evergreen Executive Board Meeting

Friday, July 12, 10:00 am

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Meeting ID: 397 552 804

# Minutes

Attending

Caruthersville Public Library – Teresa Tidwell

Cass County Public Library – Dan Brower

Festus Public Library – Kathy Condon-Boettcher

Jefferson County Library – Kate Coleman, Pam Withrow

Lebanon-Laclede County Library – Cathy Dame

Polk County Library – Colleen Knight

Poplar Bluff Municipal Library – Shannon Midyett, Sue Szostak

Scenic Regional Library – Steve Campbell

Sikeston Public Library – Ron Eifert

Trails Regional Library – Kyle Constant

Webster County Library – Terri York

Members Absent: Sue Lightfoot (Carrollton Public Library), Rachael Grime (Little Dixie Regional Library)

1. Call to Order – Colleen Knight

Having established a quorum, Knight called the meeting to order at 10:02 am.

2. Minutes

Steve Campbell moved to accept the minutes from the July 3, 2019 Executive Meeting. Cathy Dame seconded. Minutes approved.

3. Equinox Conference Call Update

Colleen Knight and other Executive Board members attended a conference call with the team from Equinox to discuss steps to start the transition from MOBIUS to Equinox. Equinox stated that migrations scheduled for FY 2020 might need to be adjusted. Equinox sent Knight a letter of engagement. Cathy Dame moved to advise Colleen Knight to sign the letter of engagement. Sue Szostak seconded. Motion approved.

4. Grant Update

Colleen Knight said there was nothing to report currently as she is still working on the LSTA grant for funding.

5. Reserve Funds: FY19 and FY20

Sue Lightfoot was not on the call, but Colleen Knight reported that she is working with Amigos to figure out the schedule for payment of FY19 reserve funds. Board members discussed the protocol for new libraries joining past the start of their own fiscal years. Steve Campbell moved to prorate reserve funds and regular fees for libraries migrating in FY19. Sue Szostak seconded. Motion approved.

The contract from Equinox is higher than what was budgeted for FY20. Board members wished to address this shortfall without raising the cost for member libraries. Sue Szostak moved to use FY20 reserve fees to cover the Equinox contract for FY20. Reserve fees may be reinstated for FY21. Steve Campbell seconded. Motion approved.

Colleen Knight discussed the discrepancy Sue Lightfoot, Missouri Evergreen Treasurer, noticed in the FY19 reserve fund transfer from MOBIUS to Amigos.  It has been ascertained there is a shortage of $1204.92 that was discovered by MOBIUS when closing out their fiscal year when questioned.  MOBIUS will be sending a check of $1204.92 to Amigos to correct this discrepancy.

Colleen Knight asked if members wanted to work on an ad hoc committee to determine pricing structure for libraries going forward. Sue Szostak, Sue Lightfoot, Steve Campbell, and Teresa Tidwell all agreed to serve on this committee. Knight will ask for any other members who might be interested to join the committee, particularly from smaller libraries.

6. Website, Listservs, Online Meetings

With the move from MOBIUS, Missouri Evergreen will need to host its own website, listserv, and online meetings. Ron Eifert and Dan Brower will work together on the website. A formal website committee will be appointed in the future.

Colleen Knight will set up all future meetings using Zoom from her account and can help committees set up meetings using it as well.

MOBIUS will give us an archive from our listserv. Sue Lightfoot is contacting vendors about hosting our listservs in the future.

7. Sunshine Request

Missouri Evergreen received a Sunshine Request for all bids on ILS hosting. Colleen Knight responded that all records are closed until we have an executed contract. The discussion among members was to verify that the letter of engagement between Missouri Evergreen and Equinox does not qualify as an executed contract. The letter of engagement is not a contract.

Missouri Evergreen has worked with Zick, Voss, Politte, and Richardson for past legal matters. Members felt that we needed a formal relationship with this law firm. Kathy Condon-Boettcher moved that Steve Campbell send them a letter of engagement and Dan Brower seconded. Motion approved.

8. Other items

Colleen Knight reported, on behalf of Sue Lightfoot, that Missouri Evergreen will be getting a debit card soon. Sue Lightfoot is getting quotes for directors’ and officers’ insurance.

Shannon Midyett asked on behalf of Sue Szostak, who had briefly stepped out, about refunds from MOBIUS for libraries that were overcharged due to paying for incorrect circulation figures and prorating of annual fees. Knight will ask Sue Lightfoot to ask MOBIUS about these refunds.

9. Adjourn

Steve Campbell moved to adjourn. Kathy Condon-Boettcher seconded. Meeting adjourned at 11:05 a.m.

Respectfully submitted,

Kathy Condon-Boettcher, Missouri Evergreen Secretary