

Missouri Evergreen Executive Board Meeting

Wednesday, July 24, 2019, 10:00 am

Join the meeting from your computer, tablet or smartphone:

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Meeting ID: 370 362 169

Minutes

Attending

Carrollton Public Library – Sue Lightfoot
Cass County Public Library – Dan Brower
Festus Public Library – Kathy Condon-Boettcher
Jefferson County Library – Kate Coleman, Pam Withrow, Pam Klipsch
Lebanon-Laclede County Library – Cathy Dame
Little Dixie Regional Library – Rachael Grime
Ozark Regional Library – Michelle Swane
Polk County Library – Colleen Knight
Poplar Bluff Municipal Library – Shannon Midyett, Sue Szostak
Sikeston Public Library – Ron Eifert
Trails Regional Library – Kyle Constant

Members Absent: Steve Campbell (Scenic Regional Library), Terri York (Webster County Library)

1. Call to Order – Colleen Knight

Having established a quorum, Knight called the meeting to order at 9:58 am.

2. Minutes

Sue Szostak moved to accept the minutes from the July 12, 2019 Executive Meeting. Cathy Dame seconded. Minutes approved.

3. Treasurer's Report – Sue Lightfoot

a. Reserve Fund – Treasurer Sue Lightfoot reported that MOBIUS billed libraries for all services based on their Go-Live date: Maintenance and Hosting. Hosting is also classified by MOBIUS as Reserve Fees. As we are in a period of transition, Amigos is willing to accommodate libraries that could be potentially billed twice in the same fiscal year. They recommend and prefer that in subsequent fiscal years, libraries are billed according to the start of Missouri Evergreen's fiscal year, which begins September 1. Lightfoot recommended that the Executive Board approve pro-rating the reserve fund for this fiscal year and for subsequent fiscal years recommended that the billing cycle would begin on September 1. She requested that the Executive Board create and vote on the motions separately.

Sue Szostak moved to pro-rate the reserve funds for this fiscal year. Dan Brower seconded the motion. The motion passed.

Sue Lightfoot moved to designate September 1 as the billing cycle for following fiscal years. Dan Brower seconded the motion. The motion passed.

b. Bylaws Section 2.3 – Our bylaws state that membership is based on the fiscal cycle. Because a library can sign an MOU to join Missouri Evergreen but wait a long time, possibly over a year, to go live, Lightfoot recommends that the bylaws be reworded to state that membership begins at signing of MOU and approval by the Executive board, and dues and fees are pro-rated to Go-Live date for the first year of membership. Thereafter, dues and fees are based on Missouri Evergreen’s fiscal year. The bylaws would also state that this change would be retroactive to September 1, 2019.

Rachael Grime moved to accept the change to the bylaws proposal. Sue Szostak seconded. The motion passed. The final language of the change to the bylaws will be presented to membership at the August 12 meeting. 30 days after that meeting an electronic vote will be sent to membership to accept the changes.

c. Budget information – Lightfoot gave a budget report based on the balance sheet provided by Amigos. As of July 22, Missouri Evergreen had \$148,039.59 in virtual assets, a net income of \$17,103.11 from reserve fund fees paid to date, and \$4,061 paid to Syndetics.

d. Listservs – Lightfoot has been investigating companies that are willing to host listservs. MOREnet provides listservs at no cost as long as there is a MOREnet member library signed up to the listserv. Non-members of MOREnet will be allowed to participate in the listserv. They will allow multiple listservs. Lightfoot will make sure that a vendor such as Equinox will also be allowed to participate in the listserv.

Sue Szostak moved to request that MOREnet manage the Missouri Evergreen listservs. Dan Brower seconded. The motion passed.

4. Grant Update – Colleen Knight

Knight reported that she was finishing up with the grant and would be sending it in soon. Our total budget is \$296,279 and we are requesting \$164,111 as LSTA funding. Some expenses in this budget year are one-time expenses, such as printers, barcode scanners, exit services with MOBIUS and contract implementation with Equinox.

5. Closed Meeting

Dan Brower moved to close the meeting as authorized by 610.021 (12); Cathy Dame seconded. Meeting closed. In attendance: Kathy Condon-Boettcher, Colleen Knight, Dan Brower, Rachael Grime, Sue Lightfoot, Cathy Dame, Kyle Constant, and Sue Szostak. Szostak left the meeting 11:01 am.

Executive Board Members reviewed the contract with Equinox. No vote on an action was taken.

Dan Brower moved to open the meeting. Cathy Dame seconded. Meeting opened.

6. Adjourn

Rachael Grime moved to adjourn. Dan Brower seconded. Meeting adjourned at 11:19 a.m.

Respectfully submitted,

Kathy Condon-Boettcher, Missouri Evergreen Secretary