

CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, Feb 11th, 2021 @ 7am via ZOOM
Cape Girardeau Public Library

ATTENDANCE Present: Amy Trueblood, John McGowan, Red Redinger, Emily Vines, Stacy Lane, John Voss, Rekha Patterson, Cindy Heischmidt, Dave Diveley
Also present: Director Katie Earnhart, Linda Bailiff
President Stacy Lane called the meeting to order at 7am.

MINUTES The minutes were reviewed. **John V. moved to approve the minutes, seconded by Dave. Motion passed.**

BILLS The bills were reviewed and discussed.

PRESIDENT'S REPORT Stacy said she really likes the LitLocker video. The City Council is reviewing the local boards and will need a written report about how the library board works by June 4th. A draft will be written and brought to the library board before the deadline.

DIRECTOR'S REPORT
KATIE HILL

1. Staff update.
 - a. Since my last update, we have had one staff member test positive and require quarantine. This employee was able to complete their scheduled hours from home.
 - b. I have submitted my application for the Leadership Missouri program for 2021.
2. The LitLocker how-to video was distributed in mid-January.
3. The Community WiFi grant has seen more delays. Equipment was finally delivered at the end of December. Big River began the process of unboxing and preparing the units for installation and determined that the units would not hold up to the elements without some kind of weather-proof enclosure. Enclosures were ordered. While preparing the units for installation they realized that the special, weather-proof enclosures they ordered weakened the signal strength of the access points, rendering them unusable. After discussions, they scrapped their plans and had to order a different style of access points. These newer units cost an extra \$440 per access point. Big River, wrote off the additional costs since there was miscommunication with their vendor about the need for weatherproof units. Big River has assured us that they are committed to this project and will do all they can to get the system up and running as soon as possible.

4. A mailer promoting the Limit 5 cards received a good response. Roughly 1200 mailers were sent out. To date, we have had 29 new card holders.
5. In January 2021, the library hosted the Bicentennial Photo Display to celebrate the state's bicentennial. The display was installed on January 7th and taken down on January 26th. This is a traveling display that will stop in numerous MO cities throughout the year.
6. MLA created a template letter to be sent to the director of the Missouri Department of Health and Senior Services as well as to local county health departments encouraging the State to include public library workers in Phase 1, Tier 3B of the COVID vaccination plan. Currently, library workers are not listed as receiving the vaccine in any phase of the State's vaccination plan. We modified the template and sent it off to the appropriate recipients. We received a response. Library workers remain in the Phase 3 category. Staff are encouraged, but not required to receive the vaccine when it becomes available to them.
7. AARP Tax Assistance program is delayed for this year. In a normal year, AARP would start tax prep services in late January and run through tax day. Due to the pandemic, they will not begin any kind of service until at least March 1st. They are looking to hold a modified service that will prohibit folks from being in person in order to receive tax help. We are working with them to ensure we can continue to host this service for the community.
8. We received notification that we have been awarded a 2021 Summer Reading Grant from the State Library of Missouri in the amount of \$6,761.
9. I have completed the necessary steps to become a notary public. Now we have 2 full time and 1 part time employees that are authorized to provide notary services.
10. The library now has a Business account with Amazon. Previously, staff would place Amazon orders via their own Amazon accounts and use the library credit card for these orders. It was time consuming to track down receipts/confirmations from staff and we also occasionally had staff accidentally place personal amazon orders using the library credit card which the employee would then have to reimburse the library.
 - a. The business account will allow for PO numbers for easier line item coding for Linda. She will also be able to view all transactions through the admin portal instead of having to track down receipts when it's time to pay the bill. This will also ensure that all purchases will be tax exempt. Finally, the library will also have an Amazon credit account. This will

be a Net 30 account where all orders placed via the Cape Girardeau Public Library Amazon Business account will be billed and paid monthly eliminating the accidentally use of the library credit card for personal purchases.

11. 2019-2020 Audit Review

- a. The yearly audit has been completed. You will note that we had a material weakness this year in how we handle invoice paying (see page 4). This came as a surprise, as our practices have not changed and yet this is the first year the auditor's took note of our procedures. In talking with our auditor, we discovered that they rotate their 'deep dives' for the City's audit and this year they happened to take a look at library/city payment procedures. Through their discussions with City and library staff it was determined that there is not enough oversight for library invoices. Meaning once a library invoice is submitted to the city, the city does not verify that check requests have matching invoices.

I've been told that in year's past (before the transfer to the MUNIS system) there was a check and balance system but with the change in accounting software, practices were modified to adapt to the new system which lowered the level of oversight.

Please know that while there was a material weakness found, there were no instances of fraud found. This adverse opinion is only to shine a light on a weakness and recommend that we modify our procedures to lessen the likelihood of fraud/theft in the future. We have taken that recommendation and have put new procedures in place.

In late December, in consultation with the auditors, we made the following changes. Linda will continue to input the check requests as she always has into the MUNIS system. The city finance office will notify me when checks are ready for pick up. I will then review all checks issued by the City on our behalf and match them to the invoices before mailing them out. The material weakness, recommendation, and our corrective action plan is discussed on page 23.

A note from the auditor, Jeff Stroder, is attached to verify that our procedural changes will remedy the issue.

**POLICY &
BYLAWS
COMMITTEE**

CGPL Policy Manual changes to Youth Program Room Policy and Unattended Children Policy. **After review, and with the addition of a comma, Amy made a motion to approve these policies. John M. seconded the motion. Motion passed.**

Article VI, Executive and Other Committees descriptions of the policy manual were reviewed. **John M. made a motion to approve this article. Red seconded the motion. Motion passed.**

FRIENDS

The artist who makes the book spines has resigned. A new artist search is underway.

The Friends will meet February 16th at 4:30. Amy volunteered to attend this meeting via ZOOM.

NEXT MEETING

Thursday, March 4th @ 7am via ZOOM

ADJOURNMENT

John M. made motion to adjourn the meeting, seconded by Cindy. Meeting adjourned at 7:45 am.