

Nevada Public Library Board of Trustees  
**Thursday, March 23, 2023, at 5:15 pm**  
Nevada Public Library, 218 W. Walnut St., Nevada, MO 64772

- CALL TO ORDER** The Nevada Public Library Board of Trustees met in the Annex of the Nevada Public Library. The meeting was called to order by the Board Vice-President, Angela Hedges, at 5:14 pm.
- ATTENDANCE** Present: Lucia Green, Denise Carrick-Hedges, Amy Smith, Clarisse Teepe-Fryrear, Angela Hedges. Also present: Library Director, Jodi Polk  
Absent: Julie Scotten, Oindrila Roy, and Caroline Taylor.
- BOARD NEWS** One vacancy remains on the NPL Board for a city resident to serve.
- PUBLIC COMMENTS** None.
- MINUTES** The meeting minutes of February 23, 2023, were reviewed. A grammatical correction was made to the notes in the Facilities Report section. **Angela Hedges made a motion to approve the minutes, seconded by A. Smith. Motion passed.**
- DIRECTOR'S REPORT** Highlights from the report included the following news;
1. The iNetVisions team has completed the Server installation and the upgrading of the Chromebooks is underway.
  2. Polk applied for Non-profit status with Microsoft and Google & NPL was approved. This designation saved the library over \$800 in just the Server project alone, but will be helpful for future projects and savings such as website and domain fees, as well.
  3. Plans are being made for the 2023 Summer reading program. Marty the Magician will be our featured presenter for our Kick-off party on June 7 and Mad Science Kansas City will be here for our Wrap-Up party on July 26.
- FACILITIES REPORT** Discussion was held about the cleaning solution on the awnings. It was suggested to only have the two or three awnings with the most debris be cleaned at this time. JP will contact a power washing service and request that care is taken to minimize damage to the canvas.
- FINANCIAL REPORT** The February 2023 financial report, as prepared by Ralph Shumaker, CPA, was reviewed. **Denise Hedges made a motion to approve expenditures for February 2023, seconded by C. Teepe-Fryrear. Motion passed.**

**UNFINISHED  
BUSINESS**

**No unfinished business**

**NEW BUSINESS**

**2023-0301: Temporary Cards for Summer program 2023**

Discussion was held. **Denise Hedges made a motion to approve complementary temporary cards for children ages 0-17 who reside within Vernon county.**

The temporary cards will be active from May 15 through August 15, 2023.

**A. Smith seconded. Motion passed.**

**2023-0302: Personnel Policy- Job Descriptions**

The Board reviewed the job descriptions for all current positions as well as four new job descriptions positions. New descriptions include; Circulation Coordinator, Youth Services Coordinator, Technical Services Coordinator, and Library Page.

Clarification was made by Director Polk that we will be resigning current staff to two of the positions, Circulation Coordinator and Youth Services Coordinator. These designations will allow for the creation of a management team at NPL and assigned staff will have additional responsibilities beyond circulation desk duties.

Two new positions, Library Page and Technical Services Coordinator, will be open positions to hire if NPL is granted the LSTA funds to support the wages. The Technical Services Coordinator will also be a library management team member. Corrections to the outlines will be made from ~~Education & Training~~ to 'Education & Experience' for continuity.

**Clarisse Teepe-Fryrear made a motion to adopt the job descriptions as presented. Motion seconded by A. Smith. Motion passed.**

**NEXT MEETING**

The next meeting date is set for Thursday, April 20, 2023, at 5:15 p.m.

**ADJOURNMENT**

**Angela Hedges made the motion to adjourn the meeting at 6:58 pm. Seconded by A. Smith. Motion passed.**

***Recorder***

Respectfully submitted for review by Jodi Polk.