**City of Tipton Municipal Library District**

**Board of Trustees Meeting**

**March 27, 2025**

1. **CALL TO ORDER**

 Jeanne Edwards, president, called to order the regular meeting of the City of Tipton Municipal Library District Board of Trustees at 6 p.m. Thursday March 27, 2025, at

Price James Memorial Library, Tipton, Mo.

**II. PLEDGE OF ALLEGIANCE:** All present recited the Pledge of Allegiance.

**III. ROLL CALL:** The following trustees were present:  Jeanne Edwards, Reta Bestgen, Debbie Schreck, Georgianne Morgan and Lianne Twyman. Trustees Lori Bestgen, Emily Heard, Karla Pettigrew and  Kerry Uptergrove were absent. Library Director Marsha Nelson was also present.

**IV. APPROVE AGENDA:**

Georgianne Morgan made a motion to approve the agenda. Debbie Schreck seconded and the motion carried.

**V. APPROVE MINUTES FROM LAST MEETING:**  Secretary Karla Pettigrew previously distributed the minutes of the Feb. 27, 2025, meeting via email. Lianne Twyman made a motion to approve the minutes, Georgianne Morgan seconded and the motion carried.

**VI. TREASURER’S REPORT**

TreasurerLori Bestgen provided copies via email of the treasurer’s report which included the general ledger, balance sheet and the current operating budget. The president reviewed the report for the board and reported one CD will expire at the end of April. The board will take action on renewing the CD at the April meeting. Debbie Schreck made a motion to approve the treasurer’s report. Reta Bestgen seconded and the motion carried.

**VII. LIBRARY DIRECTOR’S REPORT**

 Marsha Nelson, library director, previously distributed the February circulation reports via email and gave a general update with the following items.

**Retired Teachers Group:**  Marsha gave a tour of the library as well as a short history to 10 members of the Moniteau County Retired Teachers and School Personnel Tuesday afternoon, March 18. The group stayed to conduct a short meeting.

**Extension Program:**  Morgan Ream from the University of Missouri Extension will present a cooking class to St. Andrew’s second and third graders beginning March 25 and continuing weekly until the school year ends.

**Reading Challenge:**  Seven participants, two of them children, turned in the Winter Reading Challenge and received a Chamber of Commerce $5 gift card.

**Guest Reader:** Patrick Wood and Kelsie Baldus from Co-Mo Electric Cooperative will read two books that Wood wrote and provide a coloring sheet during April to all classes who come in for story hour.

**State Library News:** Some patrons have asked about news concerning grants that might affect Libby. The news is for the school library version of Libby, Sora. Schools must have more rigorous guidelines for e-book checkouts for children. The library provides Libby access for the schools but it is the teachers’ and the parents’ responsibility to monitor their students and children.

**Retraction From Last Month:** The firewall protection will not change from Sophos. The internet security system will be changing.

**VIII:  FRIENDS OF PRICE JAMES LIBRARY:** No report but Michael Nelson will file paperwork to maintain its 501(c)(3) status.

**IX: PRESIDENT’S COMMENTS:** Nothing to report

**X:  UNFINISHED BUSINESS:**

**Information Security Policy:** Georgianne Morgan made a motion to adopt the Information Security Policy as presented and revised. Lianne Twyman seconded and the motion passed. The policy protects personally identifiable information about patrons and staff.

**Review of Policies:** The board reviewed the following policies: Meetings and Records, Board Meetings Public Comment, Board of Trustees Code of Ethics and ALA Code of Ethics. The board revised the Record Retention Schedule with a motion by Debbie Schreck and second by Georgianne Morgan to eliminate the Borrow Registration item. The motion passed. The library no longer has borrowing cards inside books for patrons to sign.

**XI:  NEW BUSINESS:**

**Next Meeting:** Next meeting will be at 6 p.m. Thursday, April 24, 2025, at the library.

Meeting adjourned at 7:00 p.m.

Minutes submitted by Jeanne Edwards