

Canton Public Library (CPL)
Board of Trustees Monthly Meeting
Official Public Records Minutes
Tuesday, November 18, 2025
6:00 PM

Members (Present):

Stephanie Chancellor, Phyllis Dean, Heather Feldkamp, Katie Marney, Karla McReynolds, Lexi Barnhart, Beth Weaver, Kate Bevans, Keri Cottrell and Mary Kay Lane.

Call to order:

Karla McReynolds called the meeting to order at 6:01 p.m.

Public Comment:

None.

Lexi Barnhart. moved to approve the November agenda and October minutes with the following corrections: correcting the spelling of Lexi Barnhart's name, and adding "Motion Carried" to the approval of the holiday schedule. Keri C. seconded. Motion carried.

Approval of October Financial Report:

Stephanie Chancellor moved to approve the October financial reports. Phyllis Dean seconded. Motion carried.

Director's Report:

A donation of \$950 was given by Elmer Moore. This donation is not restricted and it will be used to assist in funding future programs including any grant expenses. A thank you note will be sent to acknowledge the board's appreciation for this donation.

Due to the University of Missouri Extension office not being awarded the grant, the library will no longer be a site for VITA taxes.

The quote to repair the door is \$605.85. This is less than a previous quote due to the availability of materials increasing.

Blackstone and Boundless audiobooks will be replaced with Cloud Library. This will cost \$100/yr and the library must spend \$300 in content purchases. This is a savings of \$75 annually.

Mary Kay took pictures of all board members to be used in an Elf on the Shelf display for Christmas.

Friends Report:

The Friends of the Library met and decided to postpone their Puzzle Party fundraiser until January.

Old Business:

Phyllis Dean moved to approve the library Board of Trustees Bylaw amendment. Beth Weaver seconded the motion. Motion carried.

Keri Cottrell moved to approve the Professional Ethics and Code of Conduct Policy as amended. Stephanie Chancellor seconded the motion. Motion Carried.

Please note the attachment to the minutes which includes the amendment to the policy and bylaws in purple.

New Business:

Stephanie Chancellor moved to incur the \$605.85 expense to repair the door. Phyllis Dean seconded the motion. Motion Carried.

Mary Kay presented information to the board about the history of paid time off for library staff. The board consensus was this policy needed to be developed and put into practice. Mary Kay will prepare and present the policy language at the December meeting.

Karla McReynolds read a resignation email from Kate Bevans.

Adjournment:

With no further business coming before the group, the meeting was adjourned at 6:56 p.m.

Next Meeting:

The next meeting will be Tuesday, December 9, 2025 at 6:00 p.m.

Respectfully submitted,
Keri Cottrell