

Nevada Public Library Board of Trustees  
**Wednesday, November 20, 2025, 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 Healthy Nevada Innovation Center Conference Room. The NPL Board President, Denise Carrick-Hedges, called the meeting to order at 5:20 p.m.
- ATTENDANCE** Present: Denise Carrick-Hedges, Julie Scotten, Lindy Hartman, Siobhan Cooke, Tricia Stubblefield, and Caroline Taylor  
Also present: Library Director, Jodi Polk.  
Bethany Blackburn, Lucia Green, and Clarisse Teepe-Fryrear were absent.
- BOARD NEWS** None
- PUBLIC COMMENTS** None.
- MINUTES** The meeting minutes of October 23, 2025, were reviewed.  
**Julie Scotten motioned to approve the minutes, and Caroline Taylor seconded. Motion passed.**
- DIRECTOR'S REPORT** Director Polk gave the monthly director's report for the October statistics and the November business of the library and the facilities report.  
Highlights include;
- The announcement that NPL has been awarded a \$16,128.00 LSTA Technology Mini-Grant to replace 17 PC stations, 10 public/7 staff units.
  - The announcement that the NPL will also receive a \$10,000 grant from the Carnegie Foundation, with anticipated distribution in January 2026.
  - The transition to JCG Tax Services for accounting and the transition to ADP for payroll services is underway and going smoothly.
  - Monthly newsletters will be published as a new tool to market events and services at NPL. Staff have already received positive feedback from patrons!
  - The NPL Foundation/ Friends are actively running outreach efforts to support the community, including a blanket drive in November and a "Friends feed Families" food distribution in December.
- FINANCIAL REPORT** The outstanding financial reports will be postponed until the January 2026 meeting of the Board. The Board addressed this matter in business item 2025-1001 with a change in accounting services. JCG Tax Services staff is working with Director Polk to establish service workflow and documents for July - September will be compiled into reports, then October through December 2025 will be completed. Angie Nelson, JCG staff, anticipates that all six months and reconciliation of the QuickBooks Online records will be completed, or near complete, before the next Library Board meeting scheduled for January 22, 2026.

**UNFINISHED  
BUSINESS**

**2025-0703: Internal Audit of January-June 2025 financials**

Polk, Taylor, and Hartman completed January - March 2025. The internal audit for April - June 2025 will be completed in January and February 2026.

**NEW BUSINESS**

**2025-1101: Annual Performance Review of Library Director**

Board President Denise Carrick-Hedges compiled the anonymous evaluation forms and reported the 2025 evaluation results. A discussion was held. The results of the annual evaluation were shared with the Library Director. Director Polk scored 100% on all performance competencies. No deficiencies were defined. Hedges summarized the results by saying, "Jodi Polk has consistently demonstrated exceptional performance in all aspects of her role as Director of Nevada Public Library.

Of note: Again in 2025, Jodi excels across all areas of responsibility, scoring "meets expectations" in 100% of the performance competencies.

Of special note in 2025, Jodi navigated the transition of a new renter and adapted NPL spaces as needed to continue to serve the library patrons and their needs. Jodi also faced the challenges of onboarding a new accounting service and then modifying those services mid-year. Additionally, Jodi has made a significant effort to represent NPL within the Nevada community through staff attendance at local events and participation in civic organizations. By doing so, these efforts expand the NPL reach beyond the walls of the Moss Building. The Board of Directors wishes to thank Jodi for her impeccable service! Jodi, we are fortunate to have you lead the Nevada Public Library!"

– Denise Carrick Hedges

Polk presented a document to the Board outlining goal areas, key actions, and measures of success to evaluate by her next performance review in November 2026. The Library Board supports goals for Polk's professional training and development related to her role as Library Director. No action or vote was required.

**2025-1102: Salary Scale 2026**

Director Polk proposed that the Board authorize an increase in the hourly wage for employees currently earning at or below the anticipated Missouri minimum wage of \$15.00 per hour, effective January 1, 2026. Polk noted that government agencies are no longer exempt from the mandated minimum wage increase. She also reminded the Board that a 3% cost-of-living adjustment (COLA) for all staff was approved as part of the FY25 budget, while the Social Security Administration COLA for 2026 is projected at 2.8%. Director Polk excused herself from the meeting. Following the board discussion, Polk was asked to return to the meeting. **Julie Scotten made a motion to raise hourly wages to the minimum wage for affected staff and further moved to authorize a 4% COLA for all other staff members, effective January 1, 2026. Stubblefield seconded the motion. The motion carried.**

**NEW BUSINESS**  
*continued*

**2026 Operations & Board Calendar**

Director Polk presented a slate of dates for Board meetings in 2026, as well as the holiday closure dates as outlined in the Public Services & Personnel policies. Polk raised that NPL's holiday closures for staff training does not align with the City of Nevada personnel code for MLK Jr Day, Juneteenth, and Columbus Day. Discussion was held.

**Caroline Taylor made a motion to align NPL's staff holidays with the City of Nevada's calendar. Taylor further motioned to approve the 2026 Library Board calendar as presented. Cooke seconded. Motion approved.**

**NEXT MEETING**

The Library Board's next regular meeting is set for **Thursday, January 22, 2026, at 5:15 p.m.** The Board will not meet in December.

**ADJOURNMENT**

**Julie Scotten motioned to adjourn the official business meeting at 6:11 pm. Second by Taylor. Motion passed.**

**Recorder**

Respectfully submitted for review by Jodi Polk.

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Caroline Taylor, Board Secretary

**APPROVED** by the NPL Board of Trustees

**01/22/2026**