

**Ste. Genevieve County District Library Board**  
**Minutes**  
**March 13, 2017**

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on March 13, 2017 at 1:00 p.m. Those attending were Mary Abts, Cindy Nugent, Sheila Powell, and Mary Jean Hoog. Others attending were Library staff Becca Dyer and Jodi Ralston, Bernice Noble, Friends of the Library coordinator, Brad Arnold, Community Center Director, and Presiding Commissioner Garry Nelson. Guest included Bill Schaper

The meeting was called to order by President Cindy Nugent. Roll call was taken with all members present.

Minutes of the previous meeting were presented. Motion to approve the minutes was made by Sheila Powell with a second by Mary Abts. Minutes approved by acclamation.

**Financial Report:**

Brad Arnold presented the February 2017 Revenue/Expense Report and vouchers. Motion made by Mary Jean Hoog and seconded by Sheila Powell to accept treasurer's report and payment of vouchers.

**Director's Report:**

- Reported on library usage statistics for February
- The trial 9:00 Monday morning opening is very popular so it will continue permanently
- Twenty new magazine subscriptions have been purchased and the display of magazines has been changed to be more noticeable
- Discussed various options for holiday closings. Motion was made by Mary Jean Hoog to have the Library closed on the following days: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving; Christmas Eve and Christmas Day. Motion was seconded by Mary Abts. Motion passed by acclamation.
- Discussed the option of purchasing a CD/DVD machine for cleaning and repair. Several options were presented. Motion was made by Mary Jean Hoog to purchase the Venmill Hybrid with supplies. Motion seconded by Mary Abt, motion carried by acclamation.
- During Director's report President Nugent commented on the cost of Ancestry.com license and asked that patron usage be monitored so we can be assured that enough patrons are utilizing the software to justify its cost.

**Technology Report:**

- Still having issues with WiFi and the Router-will do more research to try and resolve these issues.
- Anti-Virus software will be purchased through BitDefender
- The company CDW-G will be the vendor for the purchase of four new computers
- Shared an email from a Colorado computer teacher complimenting the resource page on the Library's website

**Friends of the Library Report:**

- Books donated to Friends of Library will be shared with Senior Citizens in various housing complexes including nursing homes. Volunteers will handle this program

- Friends will be selling special glasses for viewing the solar eclipse during the event at the Community Center August 21

**Commissioners Report:**

- The litigation with the City of Ste. Genevieve TIF has been settled
- Has received several complaints about staff dress during library hours. Questioned whether other public libraries have a dress code policy. A suggestion was made to dress neatly with no ripped jeans or flip flops; also a suggestion that the staff might wear name tags to be better identified by patrons. No action taken at this time

**Public Forum:**

- Bill Schaper expressed concern about a patron who entered the library with a sheathed knife strapped to his leg and inquired whether this is legal or if the library has a policy concerning weapons. Since the library is within city limits, Sheila Powell will check to see if there is an ordinance relating to this.

**New Business:**

- Employees addressed the Board concerning the need for a sub that would be available in the event of illness or other situations where another worker is needed. The new hire is very limited with the hours that she is available. Expressed concern that while Jodi is working she is very occupied with technology issues and is not always available to assist with patrons.

Mary Jean Hoog made a motion to go into closed session at 2:45 pm with a second by Sheila Powell.

Roll call vote:

Mary Abts-yes; Cindy Nugent-yes; Sheila Powell-yes; Mary Hoog-yes.

Submitted By:

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Mary Jean Hoog, Secretary

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Cynthia Nugent, President