

**Ste. Genevieve County District Library Board**  
**Minutes**  
**April 10, 2017**

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on April 10, 2017 at 1:00 p.m. Those attending were Mary Abts, Cindy Nugent, Sheila Powell, Andrea Stolzer and Michele Gatzemeyer, who substituted for Mary Jean Hoog due to prior commitment. 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. Guests included Bill Schaper and Bob Nugent.

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

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 March 2017 Revenue/Expense Report and vouchers. Details surrounding the same were reported. Mr. Arnold reported that, thus far, the Ste. Genevieve Library is 'Under Budget' for month and year as it relates to 'Budget'.

It was reported, while financials were discussed, that cabinets ordered through Mr. Tyler Klump have not yet been entirely finished.

Ste. Genevieve Library will already be in its "2<sup>nd</sup> Quarter" next month. Time is going quickly!

Next 'Topic' surrounded "Fines" that are charged on those materials that are returned with a 'Late Fee' Charges. When said materials are 'Loaned' by another Library; that 'Owning' Library charges a 'Processing Fine'. It was noted that a 'FEE' needs to be added to these types of charges for the Ste. Genevieve Library to have ability to 're-coup' expenses that they are charged surrounding the same.

Motion made by Andrea Stolzer and seconded by Sheila Powell to accept treasurer's report and payment of vouchers.

**Director's Report:**

- Reported on library usage statistics for March
- Ste. Genevieve Library received a substantial amount of donated inventory from local citizen that had selection with possible 'Historical Value'. The Library was given permission to sell if opportunity arose. The Library is researching possibility of incorporating a 'separate section' for those pieces donated by 'deceased' local resident that may be of historical significance and value.
- Ms. Dyer questioned the Board regarding E-Mail that she had sent. Mrs. Nugent, Library Board President, advised that the 'Board' needed additional time to review the same and requested more than 24 'hours'-'Business Day' notification. (This particular e-mail had been sent late on a Friday afternoon for meeting that was to be held on Monday.) Ms. Dyer agreed that notice was short and this would be addressed for future notifications.

- Discussed 'Revision' of 'Business Hours' at the Ste. Genevieve Library. Ms. Dyer suggested, upon review of their tallying 'foot traffic' of patrons, to change hours to such that the Ste. Genevieve Library would close at 7:00 P.M. Monday through Friday. Mention was made that 'Hours of Business' could be 9:00 A.M. – 7:00 P.M. (It was also noted that Ms. Jodi Ralston, IT Specialist, does work from 7:00 A.M. until 3:00 P.M. every day and is available for the 'Courier Service' that presents for 'drop-off' and 'pick-up' opportunities. It was also discussed that it would be beneficial to continue to schedule employees, however, until 8:00 P.M. in an effort to allow them the opportunity to utilize an extra hour in the evening for 'Catch Up Projects' as this would be quieter without patrons present. Mrs. Nugent felt that additional discussion needed to be completed to review all presented details.
- New cash register was purchased for Front Desk; Said machine offers 'Break Down' by transactions. Ms. Dyer noted, "It does the work for us". Equipment working well.
- Proposal of hiring Ms. Jamie Harter as a 'Full Time' Employee was presented.
- Ms. Dyer made all present aware that 'Amazon' offers invoicing for Business Account Holders. Credit Limit would be \$7,500.
- Ms. Dyer noted that Venmill Hybrid CD Cleaner was purchased. Ms. Dyer noted that an amazing job of cleaning anything from light to deep scratches. It is quiet, works effectively, and easy to use.
- Suggestion was made by Ms. Dyer for monthly "Total Material Budget" of \$2,500 to be divided as follows:
  - \*Adult/Youth Fiction and Non-Fiction Books -\$500/month.
  - \*Large Print Books-\$500/month.
  - \*Audiobooks-\$500/month.
  - \*DVD's-\$500/month.
  - \*Visual Novels-\$500/month. Current Budget of \$1,000 is 'strangling' growth of Collection.
- Suggestion was made to purchase Kindle Paperwhite (E-Reader) to encourage those Library patrons that do not have an eReader to utilize the same. This led to suggestion of consideration of purchasing eReaders for the Library. Ms. Dyer emphasized, however, that for an individual to 'loan' an eReader from the Library; a deposit of \$30 would be required in an effort to cover the additional cost of this type of service.
- Courier Servicing of future Bloomsdale Branch Location was discussed. Details will have to be sorted out to make opening of new Branch a success.
- Presiding Commissioner, Garry Nelson, advised Ms. Dyer that Lakenan Insurance Agency would need to be contacted regarding 'Insurance Policy'. Ms. Dyer noted that she would handle the same.

#### Technology Report:

- Question arose regarding 'Policy in Place' for old computers. It was noted that "Old" Computers need to be destroyed.
- Mal-ware added to e-mail server to avoid future hacking.
- Question arose surrounding 'Emergency' Purchase for a mal-ware allowance that might arise on emergency basis. Allowance is \$300; however, Library Board noted that as specific emergencies arise; these will be addressed.
- Meeting held with STL Communications on 3/30/2017. Items discussed; Thin Client & Server Infrastructure, Access Points (Wi-Fi Routers), Moving SGCLIB.ORG E-Mail System to Gmail, as well as Firewalls. (Conference Call to be held with STLCOM.COM today; As additional information becomes available surrounding this topic; it will be provided.)

- Free Webinar attended on March 16, which was hosted by TechSoup. Several topics addressed were as follows: HTTPS (encrypted connection to web pages, apps that can help w/privacy, and open vs. secured Wi-Fi, etc.
- Further discussion surrounding the LSTA Mini Tech Grant will be re-visited after conference call mentioned earlier.
- Discussion surrounding MOREnet ensued; additional information will be provided as it becomes 'more clear' in the future.
- Purchase of nine (9) new computers for the library has transpired. It was noted that it is imperative that technology must constantly be enhanced.

#### **Friends of the Library Report:**

- "Storytime" continues to grow and expand.
- Summer Reading Program will be offered again this year.
- S.G.H.S. & V.H.S. continuing to offer presentations. Facebook Page offers updates to programs offered.
- Friends of the Library purchased Eclipse Glasses for upcoming event to be held in August.
- An 'Aging Matters' Class being offered through the 'Friends of the Library'.

#### **Commissioners Report:**

- Discussion/Decision to be made surrounding 'Wheelchair Ramp' Proposal.

#### **Public Forum:**

- Bill Schaper expressed concern last month 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.
- Sheila Powell followed up regarding this matter. Decision was made to post sign with the following: "NO WEAPONS ALLOWED" Decal; Decal will coincide and must follow with Missouri Law.

#### **New Business:**

- Bernice Noble w/Friends of Library wanted it noted that there is portion of 'Ceiling' that needs to be repaired in the Library as well as portion of 'Carpet' to be replaced/repared. Brad Arnold advised that he will obtain pricing for the same.
- Motion to accept bid for Ramp with railings on 'Both' Sides as presented by Donze Construction was made by Sheila Powell. Mary Abts seconded the motion. Sheila Powell yea. Mary Abts yea. All in favor. Motion approved.
- Security Alarms need to be set to 'sound off' when patrons enter/exit the Library in an effort to make staff aware of those entering or leaving for safety measures.
- Discussion surrounded the fact that since 'Ballot Issue' passed in April Election; MO Evergreen will need to be made aware that the Ste. Genevieve Library Board will pursue addressing the matter of 'legal consequences' surrounding change of By-Laws by MO Evergreen Association specifically geared towards their location.

Andrea Stolzer made a motion to go into closed session at 2:17 pm with a second by Sheila Powell.

Roll call vote:

Mary Abts-yes; Cindy Nugent-yes; Sheila Powell-yes; Mary Hoog-not present.

Submitted By:

---

Michele Gatzemeyer, Deputy County Clerk (substitute for this meeting)

---

Cynthia Nugent, President