

**Ste. Genevieve County District Library Board**  
**Minutes**  
**October 9, 2017**

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on October 9, 2017 at 1:00 p.m. Those attending were Cindy Nugent, Andrea Stolzer, Karen Stuppy, and Mary Abts. Sheila Powell had an excused absence. Others attending were Jodi Ralston, Library Director, Taylor Bequette, Library Aide, and Presiding Commissioner Garry Nelson. Arriving late (due to a previous meeting) were Brad Arnold, Community Center Director and Bob Nugent, guest.

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 Andrea Stolzer with a second by Karen Stuppy. Motion was unanimously approved.

**Financial Report:**

Jodi, in Brad's absence, presented the September 2017 Revenue/Expense Report and vouchers. See attached copies. Motion made by Mary Abts and seconded by Karen Stuppy to accept the September 2017 Revenue/Expense Report and vouchers. Motion was unanimously approved.

**Commissioners Report**

- There was a discussion on the proper procedure for approval and filing of closed session minutes. A motion to approve the September 9, 2017 closed session minutes was made by Andrea Stolzer and seconded by Karen Stuppy. Motion was unanimously approved.
- Commissioner Nelson attended a Missouri Evergreen meeting on Thursday, October 5, 2017. The meeting went well. Ste. Genevieve County Library cannot be kicked out of Evergreen, but will be paying more for their services once the library is no longer eligible for state aide.
- The construction on the Bloomsdale expansion has begun. The library staff and board need to be planning on what the needs to operate the Bloomsdale location will be. The target opening date is March 2018.
- President Nugent stated that the library board has never received the final and signed copies of the intergovernmental agreement between the library and the Community Center. Commissioner Nelson will get a final copy to the library board.
- President Nugent stated that the library board member list needs to be updated. Commissioner Nelson stated that an updated copy was posted at the courthouse and that he would have Michele Gatzmeyer send the updated copy to the library board members.
- President Nugent presented a letter from her to the library staff that she wants Jodi to distribute to the staff. See attached copy.

**Director's Report:**

- Taylor presented the September 2017 Outreach and Programming Reports, The Facebook Report, the Website Report, the October Programming: Supplement, and the highlights of the Missouri Library Association Conference that she attended from October 4 - 6.
- The September Administrative & Technology Report was discussed. Some of the highlights were:
  1. The painting of the library is finished except for the white board.

2. Jodi is still working on job descriptions and personnel policies.
3. Fines prior to June 1, 2016 (when SGCL became an independent library) will be taken off the records.
4. Non-working computers will be disposed.
5. A motion was made by Andrea Stolzer and seconded by Karen Stuppy to upgrade the internet services to 20 Mbs by signing a contract with MOREnet. Motion was unanimously approved.
6. An inventory of the library's assets needs to be made.

#### **Unfinished Business**

- Outside ramp to porch is on hold due to high estimate of \$25,000.
- Jodi will check with Tyler Klump to see if shelf behind the front desk is ready to be installed.
- Brian Gegg of the SGCCC would be interested in working as a tech consultant for the library. Brad Arnold is going to check on the legality of a county employee working as a consultant for another county entity.

#### **New Business**

- There was a discussion regarding employee work loads.

Andrea Stolzer made a motion to adjourn the meeting. A second made by Karen Stuppy. Motion was unanimously approved.

Submitted By:

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Mary Abts, Secretary

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Cynthia Nugent, President