

Ste. Genevieve County District Library Board
Minutes
July 10, 2017

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on July 10, 2017 at 1:00 p.m. Those attending were Mary Abts, Cindy Nugent, Sheila Powell, Andrea Stolzer and Mary Jean Hoog. Others attending were Library Director Jodi Ralston, Brad Arnold, Community Center Director, Bryan Gegg, Community Center Staff and Presiding Commissioner Garry Nelson. Guest included Jerry Klein and Bob Nugent.

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. Minutes were corrected to show Sheila Powell as not attending the June meeting and Bob Nugent attended as a guest. Motion to approve the minutes as corrected was made by Andrea Stolzer with a second by Sheila Powell. Minutes approved by acclamation.

Financial Report:

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

Director's Report:

- Board agreed that Director should research purchase of a cataloguing database and choosing a book jobber to lessen staff time spent on researching the purchase of library materials and time spent on cataloguing these items.
- Board reminded Director that she has authorization to make purchases up to \$300 without Board approval, this can include educational materials.
- Requested to set up Petty Cash: Brad Arnold stated that the auditor recommends \$300 as the amount to use for a working fund, such as making change and the purchase of small items on an immediate need basis.
- August Theme will be "Out of This World" to coincide with the solar eclipse.
- Discussed hours of operation on August 21, the solar eclipse. Board recommended regular morning hours, close during the main eclipse time and then reopen for the late afternoon and evening hours.
- Tech Issues: Andrea Stolzer will contact the technology director at Ste. Gen. concerning possibility of contracting with their department for advice and service that library staff cannot handle on a day-to-day basis
- There is a need for the Library to increase bandwidth due to computer updates slowing down the computers for patrons and staff.
- Increasing bandwidth and sharing the cost with the Community Center is one option but that would mean terminating our contract with More.net.
- We will have our attorney look at the More.net contract to determine the cost of breaking the contract or if it is feasible to do so.

Unfinished Business

- Three bids were received for painting: Premiere Painting and Drywall-\$6800; Paint Magic-\$7400; County Wide Painting and Drywall-\$8400. Andrea Stolzer motioned to accept bid of Premiere Painting and Drywall - \$6800, motion seconded by Sheila Powell. Motion carried by acclimation.
- Brad Arnold presented options for a new Library logo. Option # 1 was chosen. A floor mat featuring the logo will be ordered for the foyer.
- Mary Abts stressed the importance of getting the policies and procedures handbook completed and approved as soon as possible especially as it relates to personnel matters. Jody is working on it.

New Business

- The tax rate needs to be approved by the Board at today's meeting to set the 2018 tax rate due to the April election. Sheila Powell motioned to set the 2018 Library tax rate at .05 on \$100 of assessed valuation. Motion seconded by Mary Abts. Motion carried by acclimation.
- Since the installation of the new cabinetry the carpet needs to be replaced. Board will consider applying for a County Infrastructure Fund grant to help with funding this project.
- Jodi Ralston met with representatives of Mid America Rehab regarding our space in their Bloomsdale facility which is under construction. Discussed sound issues, placement of counters, receptacles for electricity, computer hook-ups; placement of staff desk and copier.

Public Forum

- Jerry Klein representing Friends of the Library addressed Board to let us know that while their membership is small, they will continue their program of taking books to shut-in facilities in the community.

Mary Jean Hoog made a motion to go into closed session at 2:19 pm with a second by Sheila Powell.

Roll call vote:

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

Submitted By:

Mary Jean Hoog, Secretary

Cynthia Nugent, President