Ste. Genevieve County Library District Board

Board Meeting Minutes

April 19, 2016

Ste. Genevieve County Library Board met at the Ste. Genevieve Community Center on April 19, 2016 at 6:00 p.m. Those attending were Mary Jean Hoog, Annette Kettinger, Bonnie Samuelson, and Cindy Nugent. Others attending were Garry Nelson, Presiding Commissioner for Ste. Genevieve County, Brad Arnold, Community Center Director, Linda Shaper, Bill Shaper and Bernice Noble.

The meeting was called to order by President Annette Kettinger. Roll call was taken with all members being present except Andrea Stolzer.

Minutes of the previous meeting were presented. Motion to approve the minutes was made by Cindy Nugent with a second by Annette Kettinger.

Under Old Business:
Linda Shaper gave the Board an update in regard to her work on securing contracts with various library vendors. She has made contact with phone service providers, Mineral Area Office Supply, Evergreen, and MORENET. More to follow.

Annette Kettinger discussed insurance quotes and various options. It was decided to table this until later meeting when Lee Lottes, insurance agent, can make a presentation on this.

Discussion of the Library Director posting was tabled until the next meeting.

Mary Jean Hoog nominated Cindy Nugent for Vice President, filling Annette Kettinger’s term at that position. Motion was seconded by Annette Kettinger. All were in favor of the nomination.

The Board reviewed the forms necessary to join Missouri Library Association. This will be mailed immediately as membership is necessary in this Association.

Annette Kettinger also informed us that since our Library budget is less than a million dollars, we do not have to register with the Missouri Ethics Commission.

Under New Business:
Discussed need for policies and procedures for WiFi use at the Library. Annette will contact MLA for suggestions. This will be discussed further at a future meeting.

Since termination agreements have been signed, the library workers need to begin labeling all library books and other materials with our Ste. Genevieve County Library name.

Brad Arnold explained how bills will be handled through the Community Center. The Library Director will compile bills and bring to JoAnn Luttrell to pay. The bills will be put in voucher form, dated with information regarding who it was to, what it was for, and the amount. This will then be presented to the Board at the following monthly meeting for review and approval.
A motion was made by Mary Jean Hoog to allow for vouchers to be approved in arrears. It was seconded by Cindy Nugent, with approval by all Board members present.

Brad also reported that six security cameras and two panic buttons have been ordered for the Library and will be installed very soon. These will be paid through the County Infrastructure funds.

Presiding Commissioner Nelson touched on protocols for people serving on government boards and their responsibilities. He reminded us that as individual Board members, we have no authority. The Board must be in full agreement to authorize any actions.

Meetings must be posted with anything of importance to the public being posted on the agenda. If decisions which might concern the public must be made the same night as discussion, it should be noted in the minutes as to why the urgency.

In regard to the termination agreement with Ozark Regional Library: ORL requested and it was agreed to change the location to a neutral site which both parties agreed to St. Francis County as the neutral site. Section 11 to read:

“If any disagreements arise after the adoption of this Agreement, they shall be brought in the Circuit Court of St. Francis County and that the exclusive venue is in St. Francis County.”

Next meeting will be Tuesday, April 26, 6:00 p.m. at the Library Meeting Room.

Motion to adjourn the meeting by Mary Jean Hoog with a second by Bonnie Samuelson.

Respectfully Submitted:

Mary Jean Hoog