Ste. Genevieve County Library District Board

Board Meeting Minutes

April 5, 2016

Ste. Genevieve County Library Board met at the Ste. Genevieve Community Center on April 5, 2016 at 5:30 p.m. Those attending were Mary Jean Hoog, Annette Kettinger, Bonnie Samuelsen, Andrea Stolzer. Others attending were Garry Nelson, Presiding Commissioner for Ste. Genevieve County, Brad Arnold, Community Center Director, Linda Shaper and Bernice Noble. Board member Bernadette Greminger was absent.

The meeting was called to order by Vice President Annette Kettinger in the absences of President Bernadette Greminger. Roll call was taken with all members being present except Bernadette Greminger.

Minutes of the previous meeting were read and approved with the following correction pertaining to the hiring of Linda Shaper for temporary library services. “The hourly pay will be $13.32 not $13.25.”

Motion was made by Andrea Stolzer to approve the minutes with corrections and seconded by Bonnie Samuelsen.

Under Old Business: Annette Kettinger reported on meeting with Linda Shaper who agreed to accept the temporary position. She was given a list of duties the Board felt needed to be completed before May 31, 2016. She will report to Annette and Mary Jean Hoog during this process.

The need for the Library to have a Web presence was discussed. At this time, it was decided that creating a page on the Community Center website was the most feasible. Brad Arnold was in agreement with this. More discussion on this to follow.

Under New Business: Bernadette Greminger has submitted her letter of resignation to Commissioner Nelson. Annette Kettinger, as Vice President, will fill the role of President. The County Commission will begin a search for someone to replace her on the Board.

The need to begin a search for a Library Director was discussed. Board reviewed one posting and discussed possible salary keeping in mind the benefits package that would be attached. It was decided to table this topic until all members have time to review.

Annette Kettinger proposed that we create a Policies and Procedures Handbook for Library employees. Brad Arnold suggested that since they will be under the Community Center we could use the same handbook. He will send copies of this handbook to the Board for our review.

Lakenan Insurance is working on a bid for library insurance which would cover contents of library and liability. Paperwork from Lakenan asking for more information regarding library contents needs to be addressed. It was decided that this could be handled by the library staff.

Commissioner Nelson presented an Intergovernmental Agreement to the Board. This agreement is between the Ste. Genevieve County Commission and the Ste. Genevieve County Library District and pertains to the operations and financial activities of the Library.
During the discussion of the Intergovernmental Agreement, Brad Arnold presented the Board with a projected budget for the remainder of 2016.

A motion was made by Mary Jean Hoog to approve the 2016 Budget with a second by Andrea Stolzer. All approved.

Andrea Stolzer made a motion to approve the Intergovernmental Agreement entered into with Ste. Genevieve County. Mary Jean Hoog seconded this motion. All approved.

Commissioner Nelson informed the Board that the Ste. Genevieve County Library District Board need to send a letter to County Treasurer Judy Thomas informing her in regard to the handling of revenues and expenditures for the Ste. Genevieve Library District after the separation from ORL.

A motion was made by Andrea Stolzer “Effective 6/1/2016, all revenues for the Ste. Genevieve Library District will be credited into the Library Fund that is established for the Ste. Genevieve Library District. All expenditures will be taken from fund as to be established specifically for the Ste. Genevieve Library District. Monies are no longer to be disbursed to Ozark Regional Library after the separation date June 1, 2016.” Motion seconded by Mary Jean Hoog.

Roll call vote was taken:

Mary Jean Hoog: Yes
Annette Kettinger: Yes
Bonnie Samuelson: Yes
Andrea Stolzer: Yes

Brad Arnold informed us that the Library Board must give the Community Center official authorization to administer financially on the Library’s behalf.

Andrea Stolzer made a motion “to authorize the Ste. Genevieve County Community Center to administer on behalf of the Ste. Genevieve County Library, all payroll and payables for the Ste. Genevieve County Library on a monthly basis for a fee of 5% of total expenses paid to the Ste. Genevieve County Community Center on a quarterly basis. This will become effective April 10, 2016.” Motion was seconded by Mary Jean Hoog. All approved.

Discussion pertaining to approval of bills submitted. It was agreed that until a Library Director was in place, the Board would review bills for approval to be paid.

Since the Library is a part of the Community Center facility, Brad Arnold asked the Board to consider installing security cameras in the Library. After discussion, all agreed that this should be done. He will contact the company who installed cameras in the rest of the facility.

The latest Community Center publication will be available in May but goes to publisher within the next two weeks. The library will have a presence in this publication and will be listed as Ste. Genevieve County Library. Brad Arnold asked if the hours of operation will stay the same. All agreed that there will be no changes at this time.
He also suggested that perhaps we should consider designing a logo for the library which could be used with signage on the entrance doors to the library as well as all future publications and advertising for the library. It was decided to have a logo design contest open to the public. Andrea Stolzer will contact the high school art teachers and advertise this to the public.

The Board discussed the public comment part of our meetings. While we welcome comments from the community, it was decided that anyone wishing to make comment should contact the Board President 24 hours prior to the meeting. Each person wishing to speak should limit remarks to five (5) minutes.

Linda Shaper and Bernice Noble spoke to the Board. Linda spoke in general about what needs to be done to make this a smooth transition. She also expressed concern about the children’s Summer Reading Program. Discussed the need to join the Missouri Library Association asap and perhaps they have such programs in place that could be utilized by volunteers willing to run the program. Andrea Stolzer suggested possibly a project for high school students in the A+ program. She will contact both high schools.

Bernice Noble presented information pertaining to visits she and Rebecca Dyer, local branch manager, made to three small city libraries. She also expressed her desire to establish a Friends of the Library group which would assist the Library in volunteering, fundraising, and creating awareness of the Library in the community. The Board agreed that this is a good idea and one to pursue.

There being no further business or comments, a motion to adjourn was made by Mary Jean Hoog with a second by Andrea Stolzer.

Next meeting date was not set.

Respectfully submitted:

Mary Jean Hoog