Ste. Genevieve County Library District Board

Board Meeting Minutes

May 3, 2016

Ste. Genevieve County Library Board met at the Ste. Genevieve Community Center on April 26, 2016 at 6:00 p.m. Those attending were Mary Jean Hoog, Annette Kettinger, Andrea Stolzer, and Cindy Nugent. Others attending were Garry Nelson, Presiding Commissioner for Ste. Genevieve County, Brad Arnold, Community Center Director, and two guests.

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

Minutes of the previous meeting were presented. Motion to approve the minutes was made by Cindy Nugent with a second by Andrea Stolzer. Minutes approved by acclamation.

Under Old Business: The posting of the Library Director position to several library job listing sites has been completed. The posting will also be made on several college sites this week.

Annette gave a report on the progress of bids and contracts discussed at past meeting. After conversations with Evergreen, it will be necessary for us to switch out the bar codes in order to identify library materials as Ste. Genevieve Co. Library property and not ORL. This will involve rescanning the books, DVDs, etc. and placing a bar code specific to SGC Library on each item. Andrea and Cindy will price and order bar codes, new library cards, and several bar code scanners for this task.

A motion was made by Mary J Hoog to change library phone service from AT&T to Charter Spectrum. A second was made by Cindy Nugent. Motion carried by acclamation. The current phone number will remain the same.

A motion was made my Andrea Stolzer to join MOREnet subscribing to the 3 year REAL full membership package. Motion was seconded by Cindy Nugent. Motion carried by acclamation.

Credit card has been applied for but must be listed under individual names. The President and the Treasurer will be named on the cards.

Under New Business: Sam Ewing, a library patron, brought concerns to the Board about the lack of security on the computers. He noted that often times he will get on a computer and he can see email and other items from someone who had used the computer before him. He also noted that the computers seem to bog down and run slowly during peak usage hours. Wondered if there was background scanning being done that could be scheduled for off-peak hours.

Annette asked that the rest of the Board review the Community Center Personnel Policy Manual, make suggestions and pass on, so we can begin process of creating our own manual using this as a guide.

Mary J Hoog made a motion to go into closed session with a second by Andrea Stolzer. Roll call vote:

Cindy Nugent-yes; Annette Kettinger-yes; Andrea Stolzer-yes; Mary J Hoog-yes.
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Cleaning service was discussed with the decision that the staff will take on this duty and will be included as part of job description in personnel policy manual.

Cindy Nugent motioned that the Board not renew the current contract of the cleaning service as of June 1, 2016. Cleaning service to be notified by May 16, 2016. Andrea Stolzer seconded the motion. Roll call vote: Cindy Nugent-yes; Annette Kettinger-yes; Andrea Stolzer-yes; Mary J Hoog-yes.

Becca Dyer, current manager informed the Board that she was resigning as of May 31, 2016. Discussed the need to replace her and in addition hire part time help especially in light of the fact that the barcoding will be a labor intense project. Commissioner Nelson will contact Workforce Development Board, Andrea Stolzer will post ad in Ste. Genevieve Herald and also post on Library door. Applications can be dropped at front desk of Community Center marked Attention: Library.

Commissioner Nelson will correspond with legal counsel regarding appropriate questioning for the interview process.

Mary J Hoog made a motion to close the closed session with a second by Cindy Nugent. Roll call vote: Cindy Nugent-yes; Annette Kettinger-yes; Andrea Stolzer-yes; Mary J Hoog-yes.

The next meeting will be Tuesday, May 17, 5:00 pm at the Community Center.

Motion to adjourn by Mary J Hoog with a second by Andrea Stolzer. Motion passed by acclamation.

Respectfully submitted,

Mary Jean Hoog