Ste. Genevieve County Library District Board

Board Meeting Minutes

August 8, 2016

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on August 8, 2016 at 1:00 p.m. Those attending were Mary Abts, Cindy Nugent, Sheila Powell, and Mary Jean Hoog. Presiding Commissioner Nelson, Brad Arnold, Community Center Director, Becca Dyer and Jodi Ralston also attended the meeting. Guests included Bernice Noble, Friends of the Library coordinator.

The meeting was called to order by President Cindy Nugent. Roll call was taken with all members present except for Andrea Stolzer.

Minutes of the previous meeting were presented. Motion to approve the minutes was made by Sheila Powell with a second by Mary Abts. Minutes approved by acclamation.

Financial Report: Brad Arnold presented the July 2016 Revenues/Expenses Report and vouchers. Motion made by Mary Abts and seconded by Sheila Powell to accept treasurer’s report and payment of vouchers. Brad also suggested that the Board needs to revisit the lease agreement between the Community Center and the Library District. Cleaning and/or replacing the carpeting and possibly new paint should be considered.

Director’s Report: Becca and Jodi presented a powerpoint presentation
- summarized the summer reading program
- gave an overview of the new website
- current computer issues needing to be addressed
- options for replacement computers
- suggestions for anti-virus/malware software to replace current subscription due to expire in 3 months
- overview of work being done to install updates and general maintenance on computers
- barcoding is in its final stage
- want to start ordering new books since patrons haven’t seen anything new since January

Becca requested that several employees go to an MLA workshop on book repair. A motion was made by Cindy Nugent with a second by Sheila Powell to send three employees to the MLA workshop with and overnight stay. Motion carried by acclamation. Commissioner Nelson reminded Becca that a County vehicle could be used for the trip if requested or if she chooses to use a private vehicle, they would be reimbursed at .42/mile.

Becca requested that the Board consider make two of the current part-time staff full-time employees. Board asked Becca to create a scenario of what a six-day schedule with 3 full time and 3 part-time employees would look like and if there is a need for 3 full-time staff.

Bernice Noble, Friends of the Library coordinator, gave a report on the success of the Summer Reading Program and an update on Friends of the Library. Storytime will continue in the Fall. She is currently working on developing adult programs and will try to coordinate this with A+ student volunteers.

New Business: Commissioner Nelson reported that the Tax Levy Hearing will be held at the County Court House. This needs to be done prior to September 1. Hearing needs to be posted 7 days prior. Current rate is .0964. His staff will handle.
After discussion the Board agreed to hire one additional full-time employee now and re-evaluate in November if there is a need for additional full-time staff.

A motions was made by Sheila Powell and seconded by Mary Jean Hoog to move Jodi Ralston to a full-time position with a minimum of 32 hours not to exceed 40 hours. Insurance to begin next pay period, August 15, and retirement benefits to begin in six months. Motion carried by acclamation.

It was agreed to study the computer repair needs and replacements and discuss at the next meeting.

Mary Jean Hoog made a motion to adjourn with a second by Sheila Powell. Motion passed by acclamation.

Respectively submitted:

Mary Jean Hoog, Secretary