Friends of the Ste. Genevieve County Library

Meeting Minutes, Monday, May 14, 2018

The meeting opened at 6:04 pm. In attendance, Jerry Klein, Linda Summers, Joe Swope, Carol Shelton, Debbie Kirchner and Jodi Ralston.

A motion was made by Debbie Kirchner to accept the meeting minutes from April 9, 2018, seconded by Jerry Klein and approved by the group.

**Treasurer’s Report**.

Carol Shelton reported the checking account balance as of May 11, 2018 is $280.49. She noted she would be depositing $50 in FOTL membership dues which will bring the balance to $330.49. On May 11th, Carol counted to money in the cash box from the sale of donated hardcover books. The total was $89.50, less $20 seed money placed in the cashbox by Jerry Klein, which represented the sale of 278 books @ .25 each. Carol will add $59.50 of the cashbox receipts to her deposit this month. She will retain the original bank statements and present them each month.

Joe Swope called for anyone with receipts for expenses incurred to present them to the group for payment approval. Joe showed receipts of $19.87 for supplies purchased for the Honey Tasting Event which was approved by the group,

Jerry Klein presented a receipt for the FOTL book case in the amount of $15 and requested he be reimbursed for the $20 seed money for used book sales. The group approved payment of $35 to Jerry.

**FOTL Business**

**A. Book Donation Processing:** President Swope asked if the previous month’s book donations had been processed in a timely fashion. Jodi stated she had not informed her staff that the FOTL would be handling this task but everyone is now on the same page. An FOTL member will contact Jodi the 2nd and 4th Friday of each month to see if there are donations to process. If the library receives a large donation of books that need immediate attention, she will contact an FOTL member.

**B. Book Lending Program update:** Jerry Klein noted Dick Fieg is now taking loaner books to Parkwood Manor. Jerry had checked with Ste. Genevieve Care Center for possible interest in participating in the program but they declined. He also is waiting for a response from Audubon Place but has not heard from them at this time.

Jerry stated he would like to pursue solicitation of volunteers to read to seniors at the local nursing facilities. Joe Swope noted this may be a good fit for High School students who need community service hours.

**C. Storytime Party:** Linda Summers reported the Spring Storytime Party was held on April 24 and 12 children and their parents and grandparents attended. Debbie, Carol and Linda from the FOTL and Taylor and Jodi from the Library staffed the party. Jerry asked about the purpose of the quarterly Storytime Parties. Linda noted the parties are held to build attendance in the weekly Storytime program for preschoolers. Each party promotes reading 2-3 books to the children, followed by associated games and crafts designed to reinforce the theme of the books. The children get a treasure bag to take home with a related small gift and snack. The parties are funded by the Library and the books, games, crafts and decorations are created by the FOTL staff members.

**D. Honey Tasting Program:** Joe Swope reported a successful event with 12-15 participants. He brought several types of local honey as well as store-bought honey for tasters to try and then guess the origin of the honey. The event was held on Earth Day in tandem with a related craft and was followed by a presentation on *Pollinators* by Katie Kammler of the MU Extension. Debbie Kirchner suggested Jodi use the children’s standing easel to advertise events and draw participants into the Library.

**E. Library Signage:** Following a suggestion from the previous month’s meeting, Jerry Klein reported he had researched purchasing letters from the local hardware store to clearly identify the “Library” above the entrance to the library. He found the lettering to be too small and asked the group to check out Buysignletters.com for lots of choices in large (12”) letters which could be easily attached to the wall over the library door. Carol Shelton suggested the Community Center should be responsible for signage within their facility and asked Jodi to speak to Brad Arnold about this issue.

Debbie Kirchner asked Jodi to investigate putting Library information on the electronic signboard outside the Community Center. She suggested the Library’s hours of operation, website address, phone number and upcoming events are among the list of items we would like to see displayed.

**F. Local Authors:** Joe Swope stated he and Jerry Klein are focusing on this event. They have identified 12 local authors with published books at this time. Jerry asked Jodi to make space available on a half bookshelf to create the Local Authors display which should suffice for now. If the program grows, he will assist Jodi with purchasing a larger, used bookcase.

**G. Star Gazing Party:** This topic was tabled as Dick Fieg was not in attendance. Linda Summers will ask Dick if he needs assistance in contacting the appropriate people we would like to involve in the event which is tentatively scheduled for September, 2018.

**H. New Business:** Jerry Klein reported Robin Reynolds had been appointed to the Library Board today. He will ask the Board to speak to the Community Center about signage for the Library entrance.

Jerry asked Jodi if the Tech Help program was still in existence in the evenings at the Library. Jodi stated the program had stalled as she could not retain consistent volunteers from the High Schools. Debbie Kirchner encouraged Jodi to contact the High School Community Service director, as it is her understanding all Catholic High School students need 100 hours of community service each year of school to graduate. The director should be eager to have another option for students to fulfill their obligation with various duties within the Library.

Linda Summers proposed postponing the next monthly meeting of the FOTL until August 13, 2018. The group agreed to this proposal. Each member will continue to work on their various event planning and contact the group if additional communication or assistance is needed.

Jerry Klein proposed having a banner made with the FOTL Logo to display on the group of flagpoles in the center of town. He will look into the cost of a banner.

Jerry Klein noted he has some half-price Cardinal ticket vouchers available from the FOTL donation of used books to Goodwill. He will revisit the Cardinal Fan Appreciation Day in the August meeting.

**6. Library Board Meeting Report:** Jodi reported the following topics from the Board meeting of May 14th:

A. The Library is working on a Dinosaur themed program for May –June with various contests which involve interaction within the Library and with its resources. The Summer Reading Program, entitled “Libraries Rock!” kicks off in June and Jodi plans to expand this theme to additional opportunities for patrons to participate. The goal of these programs is to create interest in the Library within the community.

B. Cataloging: Jodi reported the book jobber, Ingram, has ultimately backed away from contracting with the Library. They found it impossible to interface with Missouri Evergreen which leaves the Library struggling to keep up with cataloging new materials. The Library Board approved a part-time position for an experienced cataloger at today’s meeting. The group encouraged Jodi to continue purchasing new materials each month which should be available when the cataloger is hired. Debbie asked how the new person will be trained in the specifics of the Library’s system. Jodi stated that person would have to take the online training session available to all staff.

C. The opening of the Bloomsdale facility has been postponed to July.

D. Jodi received approval from the Board to hold a job fair in the Library on June 19th. The fair will be sponsored and promoted by the Missouri Job Center and Mers Goodwill. Jodi asked the FOTL for suggestions on promotion of the job fair to the public. The group suggested 1) the electronic sign board 2) newspaper ad in the classified section for the next 4 weeks 3) facebook ads 4) local radio and TV stations 5) flyers on the local community bulletin boards to be distributed by the FOTL.

There being no further business to discuss, Jerry Klein made a motion to adjourn at 7:40 pm which was seconded by Carol Shelton and approved unanimously. The next meeting is scheduled on Monday, August 13, 2018 at 6:00 pm.

Linda Summers, Secretary