Friends of the Ste. Genevieve County Library

Meeting Minutes, Monday, August 13, 2018

The meeting opened at 6:05 pm. In attendance, Jerry Klein, Linda Summers, Joe Swope, Dick Fieg, Debbie Kirchner, Jodi Ralston and Elizabeth ( Liz) Rudloff.

 A motion was made by Debbie Kirchner to accept the meeting minutes from May 14, 2018, seconded by Dick Fieg and approved by the group.

**Treasurer’s Report**.

Joe Swope presented the treasurer’s report in Carol Shelton’s absence as follows:

Previous month’s checking account balance was $330.49. Checks were written as follows: $19.87 to Joe Swope for Honey Tasting event expenses and $45.00 to Jerry Klein ($20 seed money for used book sales + $15 for bookcase for used book sales). The following deposits were made: $79.25 from used book sales. The current checking account balance, as of 8/5/2018 is $354.87.

Carol will check the cash box on 8/15/18 for additional sales receipts and make another deposit after that. Linda made a motion to accept the Treasurer’s Report as presented, which was seconded by Debbie and approved by the group.

Joe Swope advised the group that receipts for expenses must be presented to Carol before reimbursement can be considered and paid.

Additionally, Jodi Ralston paid her pro-rated annual FOTL membership fees of $4.00 which will be added to the August deposit.

**Introduction of new SGCL Director**

Joe introduced Elizabeth (Liz) Rudloff as the new director of the Ste. Genevieve County Library. Ms. Rudloff is originally from Ste. Genevieve but currently lives in St. Louis, where she previously worked in the St. Louis Public Library System. She has a master’s degree in Library Science and graduated from the University of Missouri-St. Louis campus. Liz noted she has had good cooperation from the library staff and many of her suggestions to the Library Board seem to be well accepted. The interim director duties which had been assumed by Brad Arnold have been relegated to Liz. Jerry noted the Board has made the director position salaried but Liz will continue to track her hours as any other Community Center employee. The Board has also hired 2 new part time employees who are currently training with Liz.

Ms. Rudloff expressed her concern over the elevated humidity levels in the Library which she has brought to the attention of Brad Arnold and will continue to pursue this issue as a priority. She has also contacted MODOT to obtain highway signage that identifies the location of the library as well as a sign company to order and install LIBRARY signage inside the Community Center above the Library doors. She is waiting for the Board to order her credit card to be able to order Library materials for both the Library and the Bloomsdale Satellite facility.

Linda Summers noted the FOTL’s goal is to promote the Library with member sponsored events as well as assisting the Library staff when extra hands are needed during Library sponsored events. The FOTL invites the new Library Director to bring ideas to the membership for future cooperative endeavors.

**FOTL Business**

**A. Book Donation Processing:** Joe noted he and Jerry had processed donated books on August 7th and requested clarification of how books are date tagged. The color coded system was discussed and the group agreed to continue with the current coding system. As long as there is available shelf space, older books do not need to be pulled from the shelves. The FOTL will continue to process book donations on the 2nd and 4th Friday of each month unless otherwise requested by the Library staff.

Ms. Rudloff noted the Board discussed a monetary donation which was made to the Library to purchase new books. Liz will work on a template for a memorial book plate to be put into each book purchased with donor funds. She will also format smaller, address-type labels for used books which are donated and selected by the Library staff to be put into circulation. The FOTL agreed to send thank you notes to anyone who donates either funds to purchase materials or books which are selected to be put into the Library system. Joe Swope will work on the thank you letter format.

**B. Book Lending Program update:** Jerry Klein explained the book lending program to Liz and encouraged all members to bring new books to their facilities. Books should be selected from the used books in the foyer bookcases and returned books should be put back onto the sale racks. Liz suggested creating “Little Libraries”, with free books to be taken and swapped in small boxes around town. Joe Swope stated he is reluctant to take on another project with our limited resources. However, Jodi suggested we consider this at the new Bloomsdale facility.

**C. Star Gazing Event:** Dick Fieg noted he has had no responses to his invitations to Dr. Bob Brazzle of Jefferson Community College, the local high school science departments or the Girl and Boy Scout leaders to participate in a star gazing event in September. Joe Swope asked for discussion from the group regarding postponement of the event or just moving forward with a Library Astronomy Event for anyone who is interested. The group asked Dick for guidance. Dick requested permission to borrow the Library’s telescope to set it up and practice using it. He stated he could set up the telescope on the Library grounds at several intervals during the upcoming months to coincide with star events. He will identify future dates that are predicted to be good opportunities to see moon phases, comets, star showers, etc. and give those dates to Liz to publish in the Ste. Genevieve Herald as Library Events. Liz and Joe agreed it would benefit all parties concerned to let Dick borrow the telescope. Between events, Dick will assist the Library staff with setting up the telescope inside the Library with star charts and other astronomy books to promote interest in the events.

**D. Local Authors Event:** Jerry Klein presented 3 books which were donated to the Library by Lance Drury, local Ste. Genevieve resident and author. He and Joe have identified 12 local authors and requested Liz consider purchasing as many of their books as possible. He and Joe would then like to work with Liz to dedicate a book shelf or table in the Library to highlight these authors, as well as books about Ste. Genevieve, as a preview to the “Meet the Local Authors” event.

**E. Library Signage:** Liz Rudloff reiterated she is working with the Library Board to install Library Signage outside of the Library and to put upcoming Library Events on the electronic sign board outside the Community Center.

**F. Scholastic Book Sale:** Debbie Kirchner noted the date of the Scholastic Book Sale is set for Saturday, November 17th, to coincide with the Community Center Garage Sale. Hours of operation will be 7:00 am – 11:00 am. However, Debbie also noted the materials for the book sale will be delivered on November 16th. Since we cannot leave these materials unattended while the Community Center is open on the 16th, the group agreed to staff the book sale on Friday, November 16th also. Joe suggested we provide FOTL bookmarks with each purchase of books.

**G. New Business:**

Jerry Klein made a motion to donate $50 to the new Ste. Genevieve Museum and Learning Center, which is asking for support to help with construction costs. The motion was seconded by Dick Fieg and approved unanimously by the membership. The website for the Museum is SGMLC.org and the payee is Friends of the Museum. Jodi suggested we include a letter explaining the mission and membership of the FOTL. She will write the letter and send it to Carol Shelton to include with the check.

Jerry contacted the Chamber of Commerce to request information about installing a flag with the FOTL Logo in the downtown flag courtyard. He will update the group next month.

Jerry suggested the Library purchase new movie releases as quickly as they are available and promote this in the newspaper as a way to get other folks into the Library. He noted there are movies available at the Library that are not yet in the Redbox movie rental location. Liz stated she has dealt with Baker & Taylor (a library vendor) and oftentimes they are able to ship new release movies to the library so they are available on the first day of release.

**6. Library Board Meeting Report:** Liz and Jerry reported the following items from the Board meeting of August 13th:

 A. The Library is approximately $40,000 under budgeted expenses YTD as of August, 2018. Liz stated she is already working to order Library materials and furniture for the Bloomsdale facility.

 B. Cataloging: Liz reported the Board has hired 2 new staff people who are currently training. She is already trained to catalog library materials and the previous cataloging backlog is in the process of being assessed and caught up. New items are steadily being added to the catalog.

 C. Humidity Levels: Brad Arnold is working with Liz on possible solutions to the high levels of humidity in the Library which is an immediate concern with regard to possible mold growth on books. Liz is making arrangements for a black light inspection of books to check for mold. The portable dehumidifiers which Jodi installed previously are running and being emptied three times daily but even with these precautions, the relative humidity level is still high.

Liz noted in the interest of being concise, she will report only those new or pertinent items discussed in the Board meeting in the future.

 There being no further business to discuss, Linda Summers made a motion to adjourn at 7:35 pm which was seconded by Jerry Klein and approved unanimously. The next meeting is scheduled on Monday, September 10, 2018 at 6:00 pm.

Linda Summers, Secretary