Friends of the Ste. Genevieve County Library

Meeting Minutes, Monday, September 10, 2018

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

A motion was made by Jerry Klein to accept the meeting minutes from August 13, 2018, seconded by Dick Fieg and approved by the group.

**Treasurer’s Report**.

Carol Shelton presented the treasurer’s report as follows:

Previous month’s checking account balance was $354.87. Carol made deposits in the amount of $43.55 and $14.00 from used book sales and $4.00 in membership dues in August. Jerry Klein presented receipts for food expenses at the May FOTL meeting in the amount of $30 which was approved by the group. The current checking account balance, as of 9/5/2018 is 416.42. Carol distributed a $30 check to Jerry Klein and a $50 check to Joe Swope to include with a donation letter to the Ste. Genevieve Museum and Learning Center which was previously approved by the group in August.

Julie Bova asked Carol if she had paid her 2018 membership dues. Carol will check her files and reconcile this issue with Julie at the next month’s meeting.

**Library Board Meeting Report**

Liz Rudloff reported the following financial report highlights from the September Library Board meeting :

In an effort to catch up on purchasing new materials for the Library, Liz “overspent” the August budgeted figure. She also purchased supplies and furniture for the new Bloomsdale satellite facility, which was previously approved by the Board. Liz also reported she renewed the Overdrive membership last month.

As previously discussed last month, Liz is concerned with humidity levels in the Library and has found some evidence of mold on library books. The current procedure of running 3 dehumidifiers and changing them 2-3 times/day is apparently not keeping up with the humidity in the Library, which is currently running around 65% at best. (Acceptable level should be 55% or less). The Community Center management is helping investigate the source(s) of moisture in the Library which needs to be addressed before the carpeting in the Library can be replaced. Liz approached the Board about purchasing an industrial strength dehumidifier that would be appropriate for the size of the Library. The Board suggested Liz attend the County Commissioner’s meeting on Thursday to present this issue and to see if the Library would be able to apply for a grant from Holcim to assist in this purchase.

Road Signage: MODOT has agreed to provide a road sign on Highway 32 to indicate the location of the Library but will not install the sign until the County Road and Bridge department agrees, in writing, to maintain the sign. Liz will approach the Road and Bridge department in the near future to expedite the process.

The indoor Library signage has been installed above the entrance doors to the Library. Liz is working with the sign vendor and the community center on additional signage and posting Library events on the electronic sign board.

Storage Room: The Library staff is in the process of clearing out the storage room. They will be taking old computer equipment to the Holcim recycling event in October.

Bloomsdale Facility: The satellite is open for Drop-off and Pick-up services only at this point. Some cataloging issues have to be addressed before new books can be placed in the satellite room for patron browsing.

Cataloging: Liz has contacted OCLC, a worldwide cataloging vendor used for interlibrary loan capability. In the process of trying to catalog new books for Bloomsdale, Liz identified a cataloging issue that has to be addressed. She and her staff are doing the prep work on several materials and will wait to finalize the cataloging process in one large batch to minimize the fees associated with final, interlibrary cataloging.

**FOTL Business**

**A. Book Donation Processing:** Joe Swope stated that moving forward, as book donations come into the library, they will go to Liz’s office until the staff can select any books that can be cataloged and put into circulation in the library. Then the books will be moved to the storage room for processing by the FOTL for the sale racks. Jerry Klein asked if any of the donations can processed for the Bloomsdale location. Liz stated the satellite facility does not have enough room for books right now but she will be setting up a DVD rack there soon.

The group discussed donation of CD’s, DVD’s and VHS tapes. Joe Swope stated VHS tapes are very hard to sell and suggested they be donated to LaBoure Exchange. Jerry Klein proposed we do not sell CD and DVD donations, which would put the Library in competition with the local resell-it facilities. After much discussion from the group, Jerry withdrew his proposal and the group agreed to sell donated CD’s and DVD’s for 25 cents.

Joe noted there is a need for another bookshelf for used hardback book sales materials for the lobby. Liz will check with the School District to see if they still have any unwanted bookshelves we can have.

**B. Thank-you Letters:** Joe Swope presented a thank you letter for patron book donations to the group for review which was approved. The Library staff has forms on hand to request contact information from donors, but so far, no one has filled out a form.

Liz noted that in looking into creating memorial book plates for books purchased with monetary donations, her contact at Mobius says there is an option for a digital or physical book plate which she will look into.

**C. Star Gazing Event:** Dick Fieg noted he has not yet familiarized himself with the Library telescope but will identify some dates in October to hold Star Gazing events. Joe Swope noted as soon as this is done, the group will help publicize the events. He also asked Dick to help Liz set up the telescope in the Library for display as soon as possible as the donor of the telescope is anxious for it to be made available to Library Patrons.

**D. Local Authors Event:** Joe Swope circulated a list of the local authors he and Jerry have identified so far. Jerry is including both authors who have lived in the area and those that have written about Ste. Genevieve. The group added several more names to the list which Jerry and Joe will research. Jerry encouraged Liz to purchase as many of the books on the list as possible to add to the Local Authors’ section of the library. Joe noted that he would like to wait until these books are available and in circulation before scheduling a “Meet the Local Authors” event.

**E. Scholastic Book Sale:** Debbie Kirchner noted the dates of the Scholastic Book Sale is set for Friday, November 16, and Saturday, November 17. She asked the group if they thought enough interest could be generated for the sale to meet the minimum sales requirement of $700. Liz requested Debbie send her any advertising materials she has to use on the website and within the Library. The group agreed to move forward with the sale and hope for the best outcome. Debbie will send Linda Summers a schedule of times when FOTL members are needed to work the sale. Linda will circulate the work schedule at the October meeting.

**F. FOTL Flag:** Jerry stated he was notified by the Chamber of Commerce that the FOTL can install a flag in downtown Ste. Genevieve in the flag courtyard. We have a flagpole and need a flag. Joe Swope will pursue the design and purchase of a flag with the FOTL logo.

**G. New Business:**

Linda Summers asked if the group would be willing to participate in “Read Me A Story” at the Christmas Walk in December. All were in favor and Jerry Klein agreed to organize the event for the group.

Liz asked if the FOTL would again have a party for the Storytime children in October. Linda Summers noted she is working with Taylor Bequette to choose a date and time for a Storytime party for the Fall session.

There being no further business to discuss, Linda Summers made a motion to adjourn at 7:30 pm which was seconded by Jerry Klein and approved unanimously. The next meeting is scheduled on Monday, October 8, 2018 at 6:00 pm.

Linda Summers, Secretary