Friends of the Ste. Genevieve County Library

Meeting Minutes, Monday, November 19, 2018

The meeting opened at 6:18 pm. In attendance, Jerry Klein, Linda Summers, Dick Fieg, Debbie Kirchner, Carol Shelton and Elizabeth ( Liz) Rudloff.

A motion was made by Jerry Klein to accept the meeting minutes from October 8, 2018, seconded by Debbie Kirchner and approved by the group.

**Treasurer’s Report**.

Carol Shelton presented the treasurer’s report as follows:

Previous month’s checking account balance was $367.92. Carol made a deposit in the amount of $34.00 from used book sales on October 30, bringing the current balance to $401.92. Jerry Klein presented a receipt for $28 for advertisement of the Scholastic Book Fair in the Ste. Genevieve Herald. Linda Summers made a motion to approve this amount for payment, seconded by Debbie Kirchner and approved by the group. Carol Shelton then reimbursed Jerry by check.

Debbie Kirchner gave Carol $313.37 (cash portion of sales from the Scholastic Book Fair) to deposit. Carol will in turn write a check to Scholastic for the same amount. Debbie reported it will take a while for Scholastic to give her a total of credit card, cash and online sales from the FOTL Scholastic Book Fair and to determine what, if any, of the profits from the sale will be allocated to the FOTL.

**Library Board Meeting Report**

Liz Rudloff reported the following highlights from the November meeting of the Library Board :

The Library hosted or participated in several programs through the month of October, including a Flu Shot Clinic, Electronics Recycling and Video Game Night. Taylor Bequette is now presenting Storytime to the Wee World children in Bloomsdale on a weekly basis and the Bloomsdale Library satellite now has a cash box to collect dues and copy fees. The Library staff also cleaned out the back room of the Library and the backlog of books to be catalogued is now caught up, with the exception of newly donated books. Liz is doing the cataloging and anticipates training Nama Chibitty within the next 2-3 months. The Library staff will present a Pajama Storytime with Santa event on December 14 at 6:30 pm, with Christmas book readings, carols, hot chocolate and Santa.

Liz plans to attend the Missouri Public Library Directors’ Meeting in Columbia, MO on December 6-7. There will be a meeting with MO Evergreen in tandem with this event.

Ms. Rudloff noted she is working on the 2019 fiscal year Library budget and has had several meetings with Brad Arnold for this purpose. Part of the upcoming year’s anticipated expenses include updating the children’s area of the Library and replacing the flooring in the Library. Per the Library’s rental contract, the Library is responsible for the capital expense of flooring repairs/replacement. The Library Board has asked Liz to fill out a CDF (Community Development Fund) Grant application for the flooring expense. The application is due by December 31st, with the Grant committee response coming in January-February 2019. Liz provided copies of the Library rental agreement to the Library Board during this discussion.

Jerry Klein was also in attendance at the Board meeting and noted the financial report year-to-date for the Library showed the Library $52,000 under budget. As he and Liz discussed, this figure is deceiving, as the Bloomsdale facility was late in opening in 2018 and new materials purchases for the Library were severely backlogged in 2018 due to the change in directorship during the year. Liz has already notified the Library Board and Brad Arnold that her proposed 2019 budget will exceed last year’s budgeted amount as she begins to catch up with replenishing new Library materials at both facilities. Jerry also noted the 2018 budget showed $42,400 from the Holcim grant to the Library, of which the Library realized $40,900.

In regard to the ongoing issue of humidity levels in the Library, Liz noted the winter humidity levels are within an acceptable range. The Community Center has proposed installation of a $2000 dryer unit on the current AC equipment next spring/summer to address the humidity issue. Testing will have to occur when the weather is warm. If this does not rectify the problem, discussion will have to be heard on replacement of the current AC equipment.

Liz is now attending the Community Center Board meetings on a monthly basis to represent the interests of the Library. She has brought the humidity issue to this Board.

Library Staffing is currently very good; Liz is considering adding one evening shift to the Bloomsdale facility in 2019.

**FOTL Business**

**A. Telescope Display:** The donated telescope is now on display in the Library with astronomical charts and books. The membership has shown growing interest in the display and Liz and Taylor plan to hold a star gazing event in the next few months.

**B. Scholastic Book Fair:** Debbie Kirchner reported there were some logistical issues with setup of the book fair between the Community Center and the Progress Building which was an unexpected complication, however, it gave us an opportunity to present the fair in 2 locations. To date, she has record of about $515 in sales and is waiting to hear from Scholastic about the total of online sales. UPS has not yet picked up the return inventory from the Library to ship back to Scholastic which is another step in the process of wrapping up our portion of the sale.

Carol asked what happens if we do not meet the Scholastic Books sales minimum of $700. Debbie stated she thinks/assumes we would not make any profit. Debbie also noted we would have to evaluate the timing and profitability of this endeavor before we would commit to doing this again next year. Discussion was heard about the feasibility of moving the sale to the summer and extending the sales period to a week. However, this would entail significantly more manhours. Jerry stated it is his opinion that the gain may not be worth the work. Debbie agreed, and noted the Scholastic Books materials are very expensive but people in this community do not have ready access to Barnes and Noble Booksellers. Linda asked that we revisit this discussion after we receive the final profitability information from Scholastic Books.

**D. FOTL Flag:** Jerry noted the pricing on a one-sided flag is $260 and a two-sided flag is $316. He has the resources to try to create a flag for the downtown flag courtyard, which he thinks would lower the cost to $100. Liz noted she has a contact who can possibly create the logo and lettering on her silhouette machine. Jerry reported he had also investigated putting a metal sign on the Jour de Fete welcome sign but originally thought the cost would be more than a flag. Linda Summers asked Jerry if he could solidify the estimate for materials and labor to fabricate a flag and get additional information about the metal sign option before we make a decision about this project. Linda noted she is able to assist Jerry with calling vendors if he can get the information from the Jour de Fete committee.

**E. Read Me A Story:** Jerry Klein noted the FOTL is already in the Downtown Ste. Genevieve Christmas Event program for Read Me A Story. There will be 2 locations; in front of the Show Me Shop and the Ste. Genevieve Abstract. Hours will be Saturday, December 8 from 10:00-4:00 and Sunday, December 9 from Noon-3:00. Jerry is setting up the schedule and will provide blankets, books and signage at each location each day.

**New Business:** There being no new business to discuss, Carol made a motion to adjourn at 7:33 pm which was seconded by Jerry Klein and approved unanimously. The next meeting is scheduled on Monday, December 10, 2018 at 6:00 pm.

Linda Summers, Secretary