Friends of the Ste. Genevieve County Library

Meeting Minutes, Monday, March 11, 2019

The meeting opened at 6:08 pm. In attendance, Joe Swope, Jerry Klein, Linda Summers, Dick Fieg, Debbie Kirchner, Carol Shelton, Jodi Ralston and Elizabeth ( Liz) Rudloff.

Linda Summers noted one correction to the February minutes had been made. A motion was made by Jerry Klein to accept the meeting minutes from February 11, 2019, as amended, seconded by Carol Shelton and approved by the group.

**Treasurer’s Report**.

Carol Shelton presented the treasurer’s report as follows:

Previous month’s checking account balance was $787.09. Carol made a deposit of $13.50 from used book sales and wrote one check in the amount of $313.37 to Scholastic Books to resolve the outstanding invoice from the November book sale, bringing the current checking account balance to $487.22. Jerry Klein asked if Liz or Debbie had made any headway in getting this invoice amount lowered, due to poor service from Scholastic Books. Liz noted she had a conversation with the representative from Scholastic and Debbie had exchanged several emails in the past month. Scholastic considered our invoice past due so Carol paid it in full. The FOTL is being awarded $20 in Scholastic Books “cash” so Debbie will order a book for the children’s section of the library with this award. The group agreed the endeavor was definitely not worth the reward and will not participate in this type of book fair in the future. A motion was made to accept the Treasurer’s Report by Linda Summers and seconded by Dick and approved as stated.

**Library Director’s Report**

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

The upcoming Library renovation project was highlighted in the Ste. Genevieve Herald last week to alert the public of the Library closure from March 15th – March 29th. The County Commissioner has approved Liz’s plan to rent multiple furniture dollies and shelves which will hold the entire Library collection for the duration of the project, which includes installing new flooring and re-anchoring bookshelves and cabinets. Expenses for equipment rental of $3500 will be paid from the County Infrastructure Fund. All Library materials will be moved to another location within the Community Center for cleaning, “weeding” and relabeling. Liz has arranged work crews for the packing, moving and subsequent cleaning projects. She plans to “touch” every book in some fashion during the construction phase and has also been ordering new materials which will be delivered around the time the Library is reopening. Liz also noted weeding and reordering in the future will be done according to the Dewey System (100’s one month, 200’s the next month, etc.) She added that the Library is current with ordering of new books and other materials according to the annual budget.

Missouri Evergreen is switching to a new courier service, the dates of which will coincide with the reopening of the Library. This will help avoid confusion with possible deliveries being made during the construction phase. Bloomsdale will be open as usual during these 2 weeks, so materials can be checked out and requested online while the main Library is closed. Liz noted there are different new books at each location which will be rotated between the main Library and Bloomsdale but Bloomsdale has its own DVD collection.

Ste. Genevieve County Library received the $500 grant from the Missouri Historical Society mentioned last month and new microfilm boxes have been ordered.

The Library also received a Community Development Grant from Holcim in the amount of $3500 which is earmarked for upgrades to the children’s section of the library. Thus far, Liz would like to replace the work table and imaginative play equipment in that section.

The two annual Library reports have been completed and presented to the Library Board for approval. One is due in April and one in June.

HSB Accounting has been contracted to set up, supervise and provide annual accounting and payroll reports for the Library. This is one more part of the process to establish the Library as its own entity, separate from the County. HSB will also assist in continuing the process of setting up the Library’s Missouri tax ID. The cost for these services is $125 / month.

Liz noted that privacy software, “Deep Freeze”, has been installed on the Library computers to afford security for patrons who use these computers to download private information, such as tax forms. It will also allow computer updates to run on their own.

Nama Chibitty has taken over the Storytime roll at both the Library and Wee World in Bloomsdale. The last Storytime class will be held March 12th and be suspended for 2 weeks during the renovation process.

MoreNet, the Library database provider, has been re-contracted on a year-to-year basis. After meeting with the representative with Epsco Host for a possible alternative service, Liz was advised by that representative that MoreNet’s contract would be more beneficial to the Library. MoreNet packages multiple databases, maintenance and technical support into their contract for a better price than Epsco. However, Liz was able to negotiate a yearly contract with MoreNet for flexibility.

Liz announced she is leaving the Ste. Genevieve County Library to take a new position at Southeast Missouri State University. The Board will be actively pursuing her replacement in order to give the new person time to work with Liz in transition. Liz will also continue to assist with the process of setting up the Library as its own entity and will make herself available in June-July when she is not working at her new position with SEMO to assist in training the new person with the annual reports. Congratulations to Liz on her new appointment. She will be sorely missed!!!!

**FOTL Business:**

**A. Telescope Display and Star Gazing Events:** Dick Fieg reported he has been in contact with the St. Louis Astronomical Society and scheduled a Star Gazing Event on May 25, 2019 at Hawn State Park. The Society will bring one telescope and 3 volunteers to the event and it will be held from 9:00 pm – 12:00 pm. Dick discussed various housekeeping and organizational items with the group which will need to be resolved prior to the event. The following items have been assigned to each FOTL member:

**Dick Fieg**: Assist Liz in creating a promotional flyer for the event.

Contact the STL Astronomical Society about possible power source needed

Inquire about any Society cost associated with the event

**Joe Swope**: Supply trash barrels for the event

**Jerry Klein**: Provided 2 large lanterns to direct the public to the event area

**Debbie Kirchner**: Use of pickup truck to set up the Library’s telescope

**Jodi Ralston:** Research promotional red LED lights for the event participants

**Library Director**: Promote the event within the Library and in the Ste. Gen Herald

The group made the following suggestions for the flyer/advertisement: The public be encouraged to arrive between 8:00 – 8:30 (during daylight). A map of the area be included. The public be advised to bring lawn chairs, bug spray and their own snacks.

The possibility of the Library making a donation to the Society will be tempered by the outcome of Dick’s conversation with them regarding possible costs to hold the event.

Dick also noted he provided a copy of the Library’s 501C3 sales tax and usage letter to the Hawn State Park entity and there will be no charge for using their property for the event.

Liz reiterated this will help kick off the Summer Reading Program which is themed about “Space”. She also noted the Community Center has contacted Mr. Mullins about bringing an exhibit from the Museum to the Community Center as a “Display on Loan” after their upcoming grand opening of March 16th.

**B. Scholastic Book Fair Update:** Please see Treasurer’s report above.

**C. Local Authors Display and Event:** Liz will have a Local Author’s bookshelf at the reopening of the Library and will display the 12 books she has already acquired from the list of Local Authors. She has 5 more books on order. Jerry asked if he could purchase 3 books he has found to be on sale privately by the authors. Liz requested he provide the appropriate paper trail and sales receipts for reimbursement by the Community Center accountant. Joe Swope will choose a tentative date in September – October for the Local Authors Event and will present this at the April meeting.

**D. FOTL Flag:** Jerry provided a logo template for the proposed FOTL flag and noted he found someone to make a 3’ x 5’ nylon one-sided flag for $175. The group discussed the possibility of making a flag to lower that cost. Jerry will pursue the purchase of appropriate white nylon fabric and binding for the grommet side of the flag. Debbie volunteered to sew the flag. Jodi is checking with Cody’s Tees for screenprinting costs. Joe has grommets he can install. The issue will be readdressed at the April meeting.

**E. Storytime Party:** Linda Summers noted the FOTL normally provides 3 Storytime parties and one Summer Reading Program party per year. The Spring Storytime party would be scheduled for April, but asked if we could skip this particular party, due to the Library’s closure in March and possibility of small turnout. Liz agreed with this request so the next party will be held in July for the Summer Reading Program.

**F. Book Lending Program:** Joe Swope noted there are book donations in Liz’s office as well as the storage room to be processed prior to the construction move. Linda will condense all book donations on the lobby sales racks on Thursday, March 14th to make room for storage of additional library materials in the lobby during the project. Debbie is ordering new sales labels for the used books online.

**G. New Business:** Jodi Ralston asked if the FOTL had considered setting itself up as a charity option on smile.amazon.com as a way to passively accrue income for the group. Joe Swope noted the cost to set up a separate tax ID for the FOTL to then apply for a 501C3 was not cost effective so we could not be considered a charity.

Jerry Klein again encouraged the FOTL members to recommend older movie titles to Liz for acquisition for the Library.

There being no new business to discuss, Linda Summers made a motion to adjourn at 7:59 pm which was seconded by Carol Shelton and approved unanimously. The next meeting is scheduled on Monday, April 8, 2019 at 6:00 pm.

Linda Summers, Secretary