Friends of the Ste. Genevieve County Library

Meeting Minutes, Monday, April 8, 2019

The meeting opened at 6:07 pm. In attendance, Joe Swope, Jerry Klein, Linda Summers, Dick Fieg, Debbie Kirchner, Carol Shelton, Jodi Ralston, Elizabeth ( Liz) Rudloff, and Shawn Long.

A motion was made by Jerry Klein to accept the meeting minutes from March 11, 2019, 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 $487.22. Carol made a deposit of $15.50 from used book sales, bringing the current checking account balance to $502.72. A motion was made to accept the Treasurer’s Report by Linda Summers, which was seconded by Dick Fieg and approved as stated.

**Library Director’s Report**

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

Liz introduced Shawn Long, the new director of the Ste. Genevieve County Library. Liz’s last day at the Library will be Friday, April 12. She has been working with Shawn to restore the Library’s shelves and materials post construction/renovations. They are also working on the cataloging and library management schedule. Liz will be available in the coming months as a consultant to Shawn as her new schedule permits.

Liz reported the flooring replacement project is now complete and the Library is almost completely restored to order. The Library is now in receipt of the $500 grant from the St. Louis Historical Society and the $3500 Community Development Grant, which have been deposited. The microfiche storage boxes are ordered and the $3500 has been designated for future improvements to the children’s section of the Library.

Confirmations of receipt of the Library’s annual statistical and financial reports have been received from the State of Missouri and the Missouri State Librarian.

The Library now has executed a contract with HSB Accounting to service and maintain its payroll and tax accounting.

Missouri Evergreen’s new courier service was implemented effective April 1, 2019. Some services have been delayed during the start-up phase but Liz anticipates this to improve as the courier becomes familiar with the process.

Liz will conduct employee evaluations prior to her last day. Brian Gegg installed Deep Freeze security software on all Library computers during the construction shut down. The Library’s attorney will have a draft agreement of the Library’s new contract with the Community Center and its designation as an autonomous entity within the next week. It will be presented to the Library Board, the Community Center Board and Brad Arnold for consideration and approval. Once approved, the Library can then apply for Federal and State tax identification numbers.

County Commissioner Garry Nelson discussed Holcim’s upcoming instatement onto the tax rolls. He wanted to assure the Library Board and staff that discussion of tax basis changes does not include or affect the Ste. Genevieve County Library.

Library Director Shawn Long introduced himself to the group, discussing his background and what he hopes to accomplish in his new role. His focus will be to bring public awareness and involvement in the Library.

**FOTL Business:**

**A. Star Gazing Events:** Dick Fieg reported he had not been in contact with the St. Louis Astronomical Society regarding any possible cost associated with their participation in the May 25th event, but he will pursue this and their potential need for a power source this week. He will then work with Shawn to create a flyer for public distribution and Shawn can then promote the event in the newspaper and online. Shawn recommended Dick ask the Society for specific information about their intended program for that night so he can include this in the promo flyer.

Debbie stated her truck is available to transport and set up the Library telescope on that date. Jodi discussed her research of red LED lights for the event. The group approved Jodi to order 50 red glow stick lanyards as this option was much more affordable. Joe has trash barrels and Linda will have a Coleman lantern to designate the parking area.

Jerry made a motion to authorize Dick to offer a $100 donation to the Astronomical Society for the event. Carol asked for clarification if this was a Library or FOTL event, which would influence how she voted for this donation. Joe Swope asked Liz if the Library has funds to contribute to this Library event. She and Shawn noted their budget for May events is not completed and Shawn will report back to the group at the May meeting. Jerry withdrew his motion, tabling this discussion until next month.

**B. Local Authors Display and Event:** Joe Swope reported Shawn Long has merged the list of local authors and their books with a list provided by local historian Bob Mueller. The updated list was distributed to the group. Liz noted that several of the books she has been trying to purchase are either out of print or unavailable for purchase. Shawn will be assembling a bookshelf for the Local Author’s display this week. He noted he can include a sign on the bookshelf which would encourage patrons to advise the Library staff if they have access to books for this collection. Carol Shelton noted she has 2 books to contribute to the collection.

Jodi Ralston suggested putting together auction baskets for the event to raise money for future book purchases. Jerry Klein noted the long list of authors could be pared down to just authors from Ste. Genevieve.

Carol Shelton will check with the Art Guild about possibly donating a book on the list which highlights the Ste. Genevieve art colony and its long art history.

Shawn Long suggested hosting a single author signing event as well as multiple author events. Joe will meet with Shawn this week to pick date(s) for Local Author signing events at the Library.

**C. FOTL Flag:** Jerry Klein had purchased fabric for a flag to be constructed by various members of the FOTL for display at the Flag Courtyard in downtown Ste. Genevieve. However, Debbie Kirchner noted she had found an online flag distributer who had 3 x 5 foot nylon flags for $20. Jerry agreed this would be a better option and the group agreed to have Debbie purchase a white flag. Jodi reported Cody Tees is not able to screenprint the FOTL logo on the flag as it is too large and the fabric is not appropriate for his capability. Jerry noted he can have the flag painted for $100. Carol made a motion to approved Jerry’s proposal, seconded by Linda and approved by the group.

**D. Book Lending Program:** Joe Swope asked Liz if there are donations to be processed for sale by the FOTL. She noted she will work with Shawn this week to process the donations on hand for possible Library circulation materials and let the FOTL know when books are ready to process for sale. Debbie has found better stickers for the process which she will order this week. Jerry Klein made a motion to reimburse Debbie, which was seconded by Carol and agreed to by the group.

Liz noted Garry Nelson wants the Library to add an outreach service to area facilities, offering request and delivery services. Shawn is currently working on identifying facilities that wish to participate and then establishing this service in the coming months.

**E. New Business:** Debbie Kirchner noted she recently visited the Scholastic Books website and found a Scholastic Bucks credit of $96.20 in the name of the Ste. Genevieve County Library FOTL. She will send the link to Liz and recommended she take advantage of this credit and order children’s books for the Library as soon as possible.

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

There being no new business to discuss, Linda Summers made a motion to adjourn at 7:42 pm, which was seconded by Carol Shelton and approved unanimously. The next meeting is scheduled on Monday, May 13, 2019 at 6:00 pm.

Linda Summers, Secretary