Friends of the Ste. Genevieve County Library

Meeting Minutes, Monday, May 13, 2019

The meeting opened at 6:05 pm. In attendance, Joe Swope, Jerry Klein, Linda Summers, Dick Fieg, Debbie Kirchner, Carol Shelton, Jodi Ralston, Julie Bova, and Shawn Long.

A motion was made by Jerry Klein to accept the corrected meeting minutes from April 8, 2019, 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 $502.72. Carol made a deposit of $18.25 on April 17th from used book sales, bringing the current checking account balance to $520.97. Linda Summers made a motion to accept the Treasurer’s report as stated, seconded by Dick Fieg and approved by the group.

 Debbie Kirchner presented an invoice in the amount of $25.79 for a flag purchase and Jodi Ralston also presented an invoice for red glo-sticks in the amount of $18.98. Linda Summers made a motion to approve payment of both invoices, seconded by Debbie Kirchner and approved by the group. Julie Bova then paid $10 in annual FOTL dues to Carol.

**Library Director’s Report:**

Shawn Long reported the following highlights from the May meeting of the Library Board:

Sainte Genevieve County Library hosted a Pokemon Night to promote reading within the community. Ten children participated and enjoyed Iggy’s Pop Shop as part of the event. Shawn plans to continue this activity on the third Friday of each month.

The Video Game night has grown to 20 participants and is very popular. Also, the Star Wars and Free Comic Book event on May 4th hosted 100 guests. It was the largest attended event for the Library to date.

Shawn discussed the Library’s property with the Board in regard to what to do with items that are no longer of use to the Library and too large to store. In particular, there are several bookshelves he suggested be offered to outside entities for the benefit of the community. The Board approved giving one set to the Housing Authority to create their own little lending library. Shawn has another place in town he will offer the same option. Also, Marion Cliff Home would like to create a Library book lending program with Ste. Genevieve County Library so they may have a need for the shelving.

Two computers were decommissioned and will be recycled. Shawn has reconfigured the library computer desks and made a new area for Library programs, such as movie nights or meet and greet events. The Community Center meeting rooms fill up quickly and the Library needs its own space to host its events.

The Summer Reading Program has enrolled 38 children and 8 adults thus far. The theme of the program is SPACE and participants can earn chances to win age-specific prize baskets with items from local businesses. Shawn asked the FOTL to advise him of any business that may be willing to contribute to the program prizes.

The Library’s contract with Morenet was resigned for another 3 years.

The Board approved hiring another full-time employee to oversee billing and payroll as well as other Library related tasks.

The A/C system was down from 4/29-5/10, repaired and down again on 5/13. Humidity levels in the Library have reached unacceptable levels and Shawn discussed the issue with Brad Arnold and the Library Board. As this has been an ongoing issue since last summer, and the repairs and the installation of a dehumidifier which occurred last fall seem to have failed to rectify the issue, Shawn asked Brad to prioritize the issue before summer temperatures are upon us. Shawn stated he would cancel Library events if the A/C is not working rather than try to deal with hot and humid conditions.

The Historical Society grant was spent to purchase archive boxes for the microfilm/fiche materials. Liz Rudloff is helping get everything labeled and ready for circulation.

The CDF grant from Holcim was spent on new tables, chairs, bookcases and a kitchenette for the children’s area. The extra funds from the grant will be used to create an Adult Color Therapy program and a LEGO Club with display cases to encourage kids to join and participate in creative play.

Shawn discussed the patron privacy software “Deep Freeze” which was recently purchased and installed on 4 of the Library computers by Brian Gegg. The remaining computers are older and Brian has had issues getting the Deep Freeze program to operate. He spoke to the Board about the possibility of having to purchase some new computers next year. He also noted the antivirus software is working on all the computers. Jodi Ralston and Jerry Klein recommended that Shawn and/or Brian speak to a representative from Deep Freeze about this compatibility issue as the program was expensive and it is their responsibility to make sure the program works on our equipment.

Linda Summers asked Shawn if the Library will have to identify a list of assets once the Library is established as its own entity. Jodi Ralston noted there was never a legal transfer of assets when Ozark Regional was replaced with Ste. Genevieve County Library. All assets are considered county property and for insurance purposes, Shawn has had to provide HSB Accounting with a list of library assets. HSB is providing advice to the Library in regard to making a “clean break” with the Community Center. Shawn noted he and Liz are working toward getting the Library to be able to meet the American Library Standards.

Shawn noted the Library staff is employed by Ste. Genevieve County and the Library is supported by county taxes. It is his goal to meet the current and future needs of the community and publicize the Library to the entire community through monthly programs, advertising and whatever means possible. He encouraged any and all suggestions and criticism.

**FOTL Business:**

**A. Star Gazing Event:** Dick Fieg reported there have been several developments in the planning of the event. It has been publicized on Facebook and the Community Calendar in the Herald, and flyers have been posted around town. Shawn will be promoting the event on the Library Facebook page this week. Dick will be taking flyers to post in Hawn State Park. Shawn noted Don Prichard of the Sun Times News will offer a press release for the event. Joe Swope added that Shawn may need to create an advertising regimen for all promotional events.

There will be a shuttle for participants to use the restroom facilities in Hawn State Park and the telescope vehicles will be able to park in the star gazing field, weather permitting.

Linda Summers reported the Physics Department at Southeast Missouri State has agreed to bring their mobile observatory with 2 telescopes to the event. John Summers is in contact with Jonathan Kessler, Ph.D. from SEMO and will follow up with him. Dr. George Saum with Mineral Area College’s Astronomy Department has also responded by emailing our flyer information to all astromony students at MAC.

Discussion was heard about the details of the event night; the group agreed to meet between 7:00 and 7:30 at the park. There will be a table set up inside the field gates for participants to obtain red glo-sticks and a donation jar will be available at that table. If anyone has a reflective vest, they are advised to wear it as the event will be essentially held in the dark.

**B. Local Authors Display and Event:** Joe Swope reported the first Local Authors’ Event will be held on September 28th, around 5:00 pm, as part of the “Library After Hours” series. He will be sending out invitations to the local authors on his list and expects between 6-10 authors to participate. The event will include a brief introduction by each author, followed by a meet and greet session where authors will be able to sell their books. Shawn noted the new Community Center agreement will have been signed and in place so he is hoping we will be able to serve alcohol and snacks. He also noted he will be displaying the local authors’ materials on the main display in the Library the whole month of September. He has already been approached by another author to have an individual book signing and sale in the Library so he is exploring this option also. He is working with the Art Guild to promote the event at the 4th Friday Art Walk as well as having some artwork displayed in the Library for the Local Authors’ Event.

Jodi Ralston asked about the idea of having a silent auction at the event, as discussed at the last meeting. Jerry Klein stated he wants the focus of the event to be on the authors, not on fund raising, as this might divert attention from the original intention of the event. He also noted that the intent was for authors to be able to sell their books to the Library; he did not intend to solicit donations from the authors. Joe Swope agreed, stating we can host awareness events as well as fund raising events.

Debbie noted she recently attended an event at a local school which hosted middle school authors. The event was extremely popular and the authors sold a great number of books so she is positive our event will be mutually beneficial if adequately publicized.

**C. FOTL Flag:** Debbie Kirchner provided a white nylon flag to Jerry to be imprinted with the FOTL logo. Jerry stated the flag will be completed and hung in the flag courtyard in downtown Ste. Genevieve by next month’s meeting.

**D. Book Lending Program:** Shawn noted there are now books available in the lobby for the lending program. He is starting a lending program with Marion Cliff Home and will be promoting the Library on Facebook as a central hub for donations. There are also other entities in the community who have expressed an interest in having their own Little Lending Library which Shawn will assist with donations. He has initiated a system for processing book donations for a) library circulation b) sale c) lending libraries. The library staff will handle the process.

**E. New Business:** Linda Summers noted there has been another telescope donation to the Library by Greg Stephenson. Joe Swope will write a thank you letter from the Library to Mr. Stephenson. Joe has the telescope and will clean it and take it to the star gazing event and subsequently bring it into the Library for circulation.

Shawn noted he would like to build a display case for both telescopes with rules for using them. He will display both in some fashion in the next month to tie into the Space theme for the Summer Reading Program.

Shawn reported he is ordering materials from Scholastic Books with the credit voucher forwarded to him by Debbie Kirchner.

Linda Summers asked if the FOTL could host a mid-summer party for the Reading Program participants. Shawn stated the program will kick off on June 1 and end on August 31, so July would be a good half-way point to have the party. Linda will contact Shawn to set a date.

The group agreed to have a picnic during the summer months and Linda Summers will work on the details of such.

There being no new business to discuss, Joe Swope made a motion to adjourn at 7:55 pm, which was seconded by Dick Fieg and approved unanimously. The next meeting is scheduled on Monday, June 10, 2019 at 6:00 pm.

Linda Summers, Secretary