

Friends of the Ste. Genevieve County Library

Meeting Minutes, Monday, August 12, 2019

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

Joe Swope requested a correction to the June meeting minutes under “New Business” regarding discussion of the FOTL becoming a 501/C3. He asked that an additional comment be added “the group decided not to proceed in that direction”. A motion was made by Jerry Klein to accept the June meeting minutes with the aforementioned addition, 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 \$524.94. Carol made a deposit of \$23.16 in June and \$25.85 in July, leaving a balance of \$573.95. She presented receipts for 2 gift cards she purchased for donations to the astronomers that participated in the star gazing event in the amount of \$109.90. Jerry Klein made a motion to reimburse Carol, seconded by Debbie Kirchner and approved by the group. Jerry asked to be reimbursed \$21.63 for the Oberle meat tray he took to the crew at Hawn State Park for their assistance with the star gazing event. Debbie made a motion to approve, seconded by Linda and approved for payment. Jerry then made a motion to accept the Treasurer’s report as stated, seconded by Dick Fieg and approved by the group.

Library Director’s Report:

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

A stand-alone dehumidifier will be installed into the existing HVAC system for the Library in late August to early September. The Library will have to be closed during that installation and Shawn is trying to coordinate the rollover of the Evergreen system from the Mobius operating system to Equinox, as this also will require a shutdown at the Library. The MO State Library made this decision statewide and the tentative date of the rollover is slated for August 30th.

Roof repairs to the Library have been completed and inspected, with approximately 3-5 years of remaining life of the roof.

Wolfner Library Resources is a free service to Missouri Library patrons who are visually impaired. Shawn has 2 audio books and a player in the Library for demonstration to anyone needing this type of access.

September is Library Card Signup Month and Shawn's team will be at Ste. Genevieve Elementary School, promoting kids' library cards. There have been 272 new patrons signed up for cards in 2019.

The Missouri Dept. of Transportation has approved installation of Library signage on Highway 32 which should be finalized with the County Commissioners on August 16th.

Shawn is working on an expanded Policy and Procedure Manual which will include various new materials available for circulation as well as use of the meeting room and other Library assets. There will be a staff training day on October 14th which will include the new manual information.

Iggy's Pop Shop has donated some board games to the Library for patron usage within the Library and Shawn has also ordered some other games from the manufacturers. He is looking for unique games that are not typically available in stores and will be promoting game nights at the Library. He stated the Library received 10 chess sets from the St. Louis Chess Museum and hopes to have a tournament at the Library in the future. Debbie Kirchner suggested he contact the High Schools to see if they have their own chess clubs and if there is any interest in participation in a tournament.

Shawn requested and received several rod and reel combos with tackle boxes from the MO Dept. of Conservation for loan to interested patrons. He will require assistance from Liz Rudloff to get these assets cataloged and ready to loan.

Shawn has connected with other area library directors through 3D, which is a forum to discuss successful Library programs and generate ideas from each other.

The Library Board is looking for 2 people to fill positions recently vacated. Jerry Klein encouraged the FOTL members to seriously consider applying.

Linda Summers asked if the Library is on pace with new book purchases each month. Shawn stated he is only about \$600 behind budget year-to-date and he prioritizes purchases according to patron requests, new releases, popular authors and genres. He is considering requests for video game purchasing.

Jerry Klein noted he recently tried to obtain an older movie DVD from the Library and was told it is listed as "lost". He asked about the security camera in the DVD section and what the Library's policy is for movies that are checked out and not returned as this is a concern to all patrons. Shawn noted that within the Evergreen system, each new movie purchased is assigned an MSRP dollar value and that follows each item

throughout its life in the system. If an item is not returned on time, the patron is assessed a \$1/day fine up to \$5 maximum. The MSRP price is added to the fine, so the next time the patron tries to check out Library materials, they are told they cannot until the total assessed fees are paid. Also, any patron with \$10 or more fines on their account lose their Library privileges. Any item not returned within 5 days of its due date triggers the Library staff to try to make contact by phone, text and email to the patron to ask them to return the item. After 5 days past the due date, the Evergreen system lists that item with a designation of "lost". Even if the patron returns the item, they cannot use the Library services until their fees are brought at least down to the \$10 maximum. The Library will attempt to replace "lost" materials that are in demand. Joe Swope asked if Shawn was aware of any libraries that take deposits from patron that check out large ticket items, such as telescopes. Shawn noted there is a function in Evergreen that requires a deposit on items like video games. He stated when you try to acquire materials that are relevant to the patrons you serve, you must have policies in place to protect the materials for the consumer.

FOTL Business:

A. Local Authors Display and Event: Joe Swope noted he had given Shawn the draft of a flyer for the Local Authors event, but he felt he and Jerry are not ready to proceed with the event until the display of Local Authors' books is ready. He would like to have the shelf/display in a more conspicuous place toward the front of the Library and have more books on the shelf which currently has only about 8 books on it. Shawn stated he has 8-10 additional books which are waiting to be original cataloged with Liz's assistance and the display will be moved to the front of the Library in September for the Local Authors' event. Joe stated he felt the September 28 date for the event would be too soon to have the event if the materials and display are not ready. Joe and Shawn agreed to meet within the week to finalize the flyer and choose a new date if needed.

B. FOTL Flag: Jerry Klein noted the flag should be completed within the week and ready to be installed in the flag court downtown.

C. Tote Bag Fundraiser: Lisa Harp had prepared 6 tote bags to present to the group which were distributed to each FOTL member. She had also presented a receipt for her materials in the amount of \$52.01. Carol made a motion, seconded by Jerry, to reimburse Lisa which was approved by the group. The group agreed to use these 6 demo totes as a beta test and try to sell them at the Library front desk for \$10 each before moving forward with the project. Joe will create a sign for the sales display.

D. Book Lending Program: Jerry reported he had contacted the Marion Cliff Veterans Home last month to ask if the residents were enjoying the books on loan from the FOTL.

He felt their response was lukewarm at best and this may be the consequence of the Library's new outreach lending program to the Home. Linda also noted the books taken to the Riverview have not been used and are in fact buried beneath many newer books in their activity center. Jerry stated the book lending program may have outlived its original purpose and asked that we revisit this issue at the September meeting when we can discuss this with Shawn and verify what facilities are now in the Library's outreach program.

E. Telescope Display and Lending Program: As previously discussed, Shawn is working on a policy and procedure for loaning the Library's telescopes to the public.

F. New Business:

Jerry presented an option to print stamp-like stickers with the FOTL logo from Walgreens at a cost of \$4.99/100. He reiterated that the FOTL members should consider becoming Library Board members.

Joe asked Dick to start thinking of a fall date for another star gazing event. Dick asked if the group thought the last event was a success. Debbie stated she thought it was a great success, especially considering it was our first effort and we were unfamiliar with the field where it was held. Also, the astronomers that participated made it clear they wanted to be invited back for another event. Dick agreed to pick some dates and bring them to the next month's meeting.

Jerry suggested we adopt a policy of election of officers each year. Debbie noted that most clubs and organizations hold elections every two years. Jerry stated he would like to have elections next April or May which would be the 2 year anniversary of Joe becoming president.

There being no new business to discuss, Linda made a motion to adjourn at 8:31 pm, which was seconded by Carol Shelton and approved unanimously. The next meeting is scheduled on Monday, September 9, 2019 at 6:00 pm.

Linda Summers, Secretary