

Friends of the Ste. Genevieve County Library

Meeting Minutes, Monday, September 9, 2019

The meeting opened at 6:02 pm. In attendance, Jerry Klein, Linda Summers, Dick Fieg, Debbie Kirchner, Carol Shelton, and Shawn Long.

Shawn Long requested an addition to the August meeting minutes as follows: the Library Board monthly meeting time has herein changed to 12:00 noon to accommodate Board members' availability. A motion was made by Carol Shelton to accept the August meeting minutes with the aforementioned addition, seconded by Dick Fieg and approved by the group.

Treasurer's Report.

Carol Shelton presented the treasurer's report as follows:

Previous month's checking account balance was \$573.95. Carol wrote reimbursement checks in the amount of \$109.90 for the 2 gift cards presented to the astronomers as a thank you for their participation in our Star Gazing event and \$21.63 to Jerry Klein for his food donation to the team at Hawn State Park. She made a deposit of \$19.55 in August, leaving a balance of \$461.97. Jerry Klein accepted the report as fact.

Library Director's Report:

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

The Summer Reading Program was a great success, with 249 youth and 43 adults registered as participants. This group read 1937 books for a total of 830 hours of reading.

An inline dehumidifier was installed in August but there are still unacceptable levels of humidity detected in the Library. Brad Arnold is working with Shuh & Sons to continue to adjust and monitor the new system.

The Library was closed August 29-30 to install the new dehumidifier and update the Library's computer operating system. Two full-time Library employees used those days to catch up on backlogged tasks.

The Library staff has been working on cleaning out the kitchen storage area and moving several of the "sections" within the Library. Work is almost complete on the microfilm storage project, utilizing the boxes and supplies purchased with the grant from the Missouri Historical Society.

The Library's attorney has advised Shawn to begin investigation of the process to become a 501C3 or 501C4. This designation would aid the Library's pursuit of grant money from various entities. The Library Board discussed the Community Center's past difficulty with this endeavor, due to the existing Foundation funds of over \$1 million which have to be reported as assets in any grant application. Cynthia Nugent's husband is working with Shawn to investigate options for the possible creation of a 501C3 or 501C4.

The Library Board approved the FOTL Tote Bag fund raiser and Shawn has displayed the bags at the front desk to begin offering them for sale.

The Library issued 51 patron library cards in the month of August.

The Library received, cataloged and displayed the fishing rods, reels and tackle boxes donated by the Missouri Dept. of Conservation. The public reception of this resource has been very good.

The American Library Association has named November 4-9/2019 as National Games Week. The Library is planning several events for that week utilizing both board and video games.

The Library Board approved the "Food for Fines" program as presented by Shawn. Library fines for past due or "lost" materials can be reduced if the patron donates canned food items to the project. The food will be donated to the Presbyterian food pantry for distribution to local resources.

The Library is closed October 14th in observance of Columbus Day and Shawn will have an all-staff training program that day. The Employee Manual and best practices Policy & Procedure Manual will be complete by that date and the staff will also be trained on how to lend and receive the donated telescopes that are now available to the public.

The Board approved hiring 2 part-time employees; a children's librarian and an employee to staff the Bloomsdale satellite. Shawn hopes to have these employees hired and ready for the October 14th training session.

The Library will have a *Storytime with Santa* program on December 6th in the Library. The staff is planning for a very large crowd. This program was well received last year and Shawn hopes to grow the program this year. He asked the FOTL for assistance during the program. Linda, Carol and Debbie volunteered to help.

FOTL Business:

- A. Local Authors Display and Event:** Shawn asked the group if there was enough time to appropriately promote the Local Authors event, previously slated

for September 28th. Jerry stated he could get 5-6 authors to participate on that date, since Shawn had been approached by an author who would be disappointed if it was postponed. Shawn recommended not just throwing something together to satisfy one person; rather, making sure there was a good turnout for all the authors should be a priority. Jerry agreed to postpone the event until February 29, 2020 at 4:30 or 5:00 pm. The Library currently has 15 local authors' books as well as several books about Ste. Genevieve by other authors. Jerry agreed to contact 7-8 authors and will work with Shawn in the next few weeks to establish an agenda for the event so it can be promoted properly. Debbie added she had recently attended a similar event. The authors were afforded a brief time to speak about their book. She suggested having enough lead time to include photos of the authors and some information about their books in the advertising materials. Shawn agreed to handle this portion of the event preparation once Jerry pinned down the participating authors. He added he'd like to have flyers available to hand out during the *Storytime with Santa* event on December 6th at the Library.

B. FOTL Flag: Jerry Klein noted the flag has been delivered to the Courthouse and he is just waiting for the appropriate person to be available to install it in the flag courtyard downtown.

C. Tote Bag Fundraiser: See the above discussion in the Library Board meeting notes. Also, Carol Shelton offered to contact Lisa Harp to invite her back to the FOTL and deliver her reimbursement check for the tote bags.

D. Book Lending Program: Jerry asked Shawn if the Library outreach lending program had started. Shawn stated it was not yet implemented. Linda asked the group to refer to the minutes of the last month's meeting regarding discussion of the FOTL's lending program outliving its original purpose. Jerry said he will continue to bring books to Bernice Noble for the Country Haven Children's Home whenever Bernice requests them but the other facilities will no longer receive books from the FOTL.

E. Telescope Display and Lending Program: Shawn noted the telescopes have been cataloged and a lending policy is now in place as well as a loan contract which includes a mandatory loan deposit. The staff will be trained on October 14th on how to examine the equipment before it goes out and when it comes back in, and to train the patron on telescope usage.

F. Star Gazing Event: Dick Fieg reported he had 2 dates in mind for an upcoming stargazing event: Friday, Oct. 25 or Saturday, Oct. 26. The group agreed on Oct. 26, at 7:30 or 8:00 pm. Dick has already begun the application process with Hawn State Park

and will verify the date with Ed Schott. He will also contact the St. Louis Astronomical Society and Dr. Jonathan Kessler of SEMO and invite them to the event. Jerry suggested a brief presentation by either Dick or John Summers at the beginning of the event to educate the public on what they were about to see in the night sky. Dick said he would ask the SEMO team if they are prepared to do that; if not, he will prepare something and either he or John will present that night. Jerry noted that each FOTL member that participated in the previous event should be prepared to bring the same supplies and to come to the event. Shawn asked Dick to meet with him as soon as possible to tweak the advertising flyer and begin promoting the event asap.

G. New Business:

Jerry encouraged all FOTL members to reach out to prospective new members. He noted having Lisa Harp involved as a new member prompted a fresh idea for fundraising.

Jerry noted the Christmas celebration in downtown Ste. Genevieve is scheduled on the weekend of December 7-8. He will verify with Annette Rolfing that the FOTL will again participate in the "Read Me A Story" program that weekend. Shawn will also contact Annette to see if the Library's *Storytime with Santa* can be included in the celebration flyer.

Dick noted the Silversmith House will have its ribbon cutting and grand opening this weekend. The Presbyterian Church youth, church secretary and food pantry will be housed there.

Linda asked if the group would decide to try to have one-hour long meetings in the future. If not, she will follow up with Joann Luttrell and Brad Arnold about reserving the Community Center meeting room on the FOTL meeting dates. The group agreed to try to contain the meeting length to an hour and move to the common area outside of the Library if the meetings ran over an hour.

Shawn noted the Library has a new audiobook and DVD distributor with an almost unlimited material selection and he encouraged members to let the Library staff know of any requests. Carol asked if the Library was still having movie nights. Shawn stated the previous movie nights had not been well attended so he is waiting until October to schedule another. The 3rd Thursday of each month is movie night at the Library.

Shawn also reported Lindsey Picou is hosting Tuesday morning Storytime at the Library and as soon as a children's librarian is hired, his intent is to bring Storytime to the local daycares and preschools as a Library outreach program.

There being no new business to discuss, Dick made a motion to adjourn at 7:25 pm, which was seconded by Carol Shelton and approved unanimously. The next meeting is scheduled on Monday, October 7, 2019 at 6:00 pm due to the holiday on October 14.

Linda Summers, Secretary