

Sainte Genevieve County Library
Open Meeting
Board of Trustees
August 12, 2024

Be it Remembered: A meeting of the Sainte Genevieve County Library Board was called to order by Board President Jean Johnson on Monday, August 12, 2024 beginning at 11:59 a.m. at the Sainte Genevieve County Library located at 21388 Highway 32, Sainte Genevieve, MO 63670.

Roll Call: A quorum was established as Board President Jean Johnson, Vice-President Melissa Otto, Secretary Robert Bach, Treasurer Robin Reynolds and Member-at-Large Cindy Nugent answered *aye* to a roll call vote. Also attending were Library Executive Director Shawn Long and Ashley Stewart, a guest representing EveryLibrary; an organization that assists libraries with various marketing and campaign strategies.

Approval of Agenda: Cindy Nugent made a motion to approve the agenda. Robin Reynolds voiced a second. All Board members present voted *aye* in a voice vote and the motion carried.

Approval of Minutes: Melissa Otto made a motion to approve minutes from the previous meeting. Cindy Nugent voiced a second. All Board members present voted *aye* in a voice vote and the motion carried.

Open Forum: Board Member-at-Large Cindy Nugent voiced praise of the efforts put forth by library staff during this past weekend's Jour de Fete. Melissa Otto and others mirrored Cindy's comments.

Ashley Stewart, representing **EveryLibrary**, indicated her visit was introductory in nature and may be the first of a number of visits in the foreseeable future. The services EveryLibrary offers are focused and offered pro bono. The discussion was of moderate length that, in cursory terms, touched upon various strategies and concepts that the library may find having some relevance and application.

Financial Report: Executive Director Shawn Long went over the Financial Reports and line items. Discussion also orbited alleged erroneous expenditures for library activity dating back to March/April. Said expenditures were for (1st) the Chamber of Commerce's Annual Gala in April, (2nd) a small monetary amount for a plant given to someone who had experienced the death of a loved one, with another expenditure (3rd) for pastry; a one-off reward for exceptional performance by employees. Resolution shall be undertaken by Director Long. Cindy Nugent made a motion to approve the Financial Report. Melissa Otto voiced a second. All Board members present voted *aye* in a voice vote and the motion carried.

Directors Report: Executive Library Director Shawn Long offered his Directors Report:

Initial Foundation Activity: Director Long is drafting paperwork for the creation of a library foundation that will assist the efforts of the library to include potential fundraising ideas. Discus-

sion shall include a variety of voices. Should there be a Friends group and a Foundation? Or just one group? He spoke with Elizabeth Reeves from the St. Louis Public Library (STLPL) and visualized an event that may have application and a somewhat simple implementation. In brief, it might be the purchase of a focused mailing list from the STLPL with the intent to send a letter, signed by one or more or all of the board members; the contents of the letter asking for financial support both one-off and/or continuous. The letter shall be used multiple times during the course of the fundraising term. An event to showcase specific library attributes follows one or more of the mailings. Donors, current and potential, are invited to each event that may have refreshments. Event activity is not donation centric; shall just put a spotlight on library programs. St. Louis library representative Elizabeth Reeves also voiced some availability of additional resources.

Summer Reading: The summer reading program experienced better than reasonable success. Praise must be heaped upon Misty & Lindsey for a summer of concentrated efforts and all of the resulting success. Lindsey's *Story Times* were well attended and obviously enjoyable. Misty's plate was full the entire summer and realized success with her outreach efforts; each were well attended. An impressive response of 376 participants exceeded early summer expectations!

Grants Received: The Senior Citizen Grant, with a tablet device, is now in motion. Again, the SGCLIB was one of 300 public libraries nationwide to receive Children's Financial Education kits, awaiting receipt.

Grants In Progress: A Dollar General Grant has been submitted for a \$4,000 Children's program grant and the library should hear something by the end of August.

Strategic Planning: Reiterating, an excellent two-day exercise unfolded June 10th & 11th and a follow-up Zoom meeting took event with Alex Cohen wherein a few perhaps achievable opportunities were highlighted and discussed. Strategic planning remains a work-in-progress and will continue as such into the foreseeable future.

Library Mini Golf: This event unfolds on the 13th between the hours of 9 am to 6 pm. All are invited to play a round of golf!

Personnel Departure: Director Long decided that the best course of action, currently, is to not fill the vacancy left by the departure of the cleaning person in previous weeks. Director Long has devised a plan wherein responsibilities have been divided amongst shifts, with any vacuuming as needed. A annual saving of \$4,200 a year.

Evergreen: Since mid-winter the library has experienced an average growth of approximately 16% a month. This pace suggests the library may courier 6,530 items in 2024. With such anticipated numbers, Evergreen suggests three shipment days per week. Should shipments even exceed 7,000 this year, Evergreen shall not look upon the library as not in compliance. But, a third delivery day may be in our future in 2026-27.

Library Visits: Real, and virtual, visits remain within favorable parameters. Story Time attendance, library card registration, Hoopla usage, tech assistance requests, and Dial-A-Story usage indicate a strong community/library cohesion.

Meeting Adjournment: There being no further business before the board, Cindy Nugent made a motion to adjourn. Melissa Otto voiced a second. All board members present voted *aye* in a voice vote and the open meeting adjourned at 1:18 p.m. Next meeting is Monday, September 9th, 2024 at noon.

Respectfully:

Jean Johnson
Board President
Sainte Genevieve County Library



Robert E. Bach
Board Secretary
Sainte Genevieve County Library