

Sainte Genevieve County Library  
Open Meeting  
Board of Trustees  
January 13, 2025

**Be it Remembered:** A meeting of the Sainte Genevieve County Library Board was called to order by Board President Jean Johnson on Monday, January 13, 2025 beginning at 12:00 p.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. Attending were Library Executive Director Shawn Long, Assistant Director Lindsey Picou and Program Director Missy McElligott.

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

**Public Comment:** No member of the public was present.

**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.

**Financial Report:** Executive Director Shawn Long went over the Financial Reports and line items. Robert Bach made a motion to approve the Financial Report. Cindy Nugent 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:

**Budget:** Director Long has not received an indication that the budget submitted to the commissioners has been accepted. Thus purchases due to commissioner procrastination remain suspended.

**Minimum Wage Increase:** The voter-approved increase in the minimum wage was effective as of 1 January and the commissioners, *sans bon esprit*, acquiesced to the new \$13.75 rate for those county employees not yet at that wage. Director Long's submitted budget needed no alteration.

**Library Week:** National Library Week is April 7-13 and Director Long sought Board discussion with regards to a potential appreciative gesture to Library Staff, & Friends; with the thought of including the Board and, perhaps, the commissioners. Items receiving some initial focus were a sweater or a Tumbler. Donated funds through the CFO would purchase these items.

**Courier Issues:** The courier was unable to operate for a full two weeks. January 9th saw the courier only perform a pick-up with no delivery; it was the first activity since December 30th.

**Library Closures:** Director Long indicated last week was extremely inactive due to the onset of the major winter storm.

**Monthly employee meetings:** Office renovations have subdued communication between some staff members; so henceforth on the 2nd Monday of each month the library shall conduct staff meetings. These meetings shall focus on what staff members need to know concerning any or all library activity.

**Employee Training:** The next opportunity for employee training is the 20th of January and will commence on that date.

**Demco Proof of Concept:** A cursory presentation to the Board by Director Long surveyed a graphic document created by Demco detailing a prospective remodel of the current facility. A copy of the graphic document was distributed to each Board member with subsequent discussion to unfold at February's meeting.

**PROP L:** Director Long discussed the Prop L Tax Levy press release that arose publically on January 2nd. An online anomaly was quickly remedied and the public can now be made aware.

Director Long presented a tentative outreach by which his continued campaign for a successful Prop L may be accomplished as follows:

- February 6th - Chamber of Commerce meeting - Progress Sports Complex
- February 10 - Start handing out I love my Library yard signs.
- February 19 - Democratic Meeting - Union Hall
- February 22nd - Women's Health Fair - SGCMH
- March 18th - Library Town Hall - Library

**Grants:** The CFO Teen Mental Health Grant remains suspended. Nothing new; should hear some news by late January; early February.

**Dollar General Summer Reading Grant:** Request For Proposals (RFP's) opened on January 9th and action has been undertaken.

**Press Release Schedule:**

- February - the return of State Support if ballot initiative is a success
- March - Library Usage/Library Annual Report

**Strategic Planning:** A 27- page synopsis is complete and available and is also online.

**2025 Budget/Staff Closure:** Again, the budget rests with the commissioners and awaits their review. Times are uncertain and staff, from time to time, exhibit restrained frustration.

**Library Visits:** Real, and virtual, visits remain healthy. Story Time attendance, library card registration, Hoopla usage, tech assistance requests, and Dial-A-Story usage indicate a good community/library unity.

**Meeting Adjournment:** There being no further business before the Board, Robin Reynolds made a motion to adjourn. Cindy Nugent voiced a second. All board members present voted *aye* in a voice vote and the open meeting adjourned at 1:12 p.m. Next meeting is Monday, February 10th, 2025 at noon.

Respectfully:

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Jean Johnson  
Board President  
Sainte Genevieve County Library



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Robert E. Bach  
Board Secretary  
Sainte Genevieve County Library