

Ste. Genevieve County District Library Board

Minutes

January 08, 2018

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on January 08, 2018 at 1:00 p.m. Those attending were Cindy Nugent, Karen Stuppy, and Mary Abts. Andrea Stolzer and Sheila Powell both had an excused absence. Others attending were Jodi Ralston, Library Director, Brad Arnold, Community Center Director, Bryan Gegg, Community Center staff, and Presiding Commissioner Garry Nelson. Guest included Bob Nugent.

The meeting was called to order by President Cindy Nugent. Roll call was taken with members present as mentioned above.

Minutes of the December 11, 2017 meeting and the December 11, 2017 closed session meeting were presented. Motion to approve both of the minutes was made by Karen Stuppy with a second by Mary Abts. Motion was unanimously approved.

Financial Report:

Brad Arnold presented the December 2017 Revenue/Expense Report and vouchers. See attached copies. Motion made by Mary Abts and seconded by Karen Stuppy to accept the December 2017 Revenue/Expense Report and vouchers. Motion was unanimously approved.

Brad also presented the 2018 budget. See attached copy. Motion made by Mary Abts and seconded by Karen Stuppy to accept the 2018 budget. Motion was unanimously approved.

Director's Report:

- The December Director's Report was discussed. Some of the highlights were:
 - The cancellation fee for no longer using More.net as the internet provider will be \$819 per month starting July 2018 through September 2020.
 - Taylor Bequette will be taking over story time starting January 9, 2018.
 - Jodi reviewed the library's usage stats for the time period of November 20 through December 31, 2017.
 - The library received its movie license and plans on showing movies in the near future.
 - Bryan Gegg reviewed a quote of \$880.60 from Ryan Grass of B & D Telecom to install and set up two Aruba wireless access points in the library necessary to start work on the Wi-Fi. The library received the two Aruba wireless access points from the Ste. Genevieve School District. A motion was made by Karen Stuppy and seconded by Mary Abts to accept B & D Telecom's quote of \$880.60. Motion was unanimously approved.
 - Jodi inquired what, if any, procedures are needed to let interested people volunteer at the library. Jodi is going to check with Lakenan Insurance to see if volunteers are covered by the library's workmen's compensation policy.
 - Jodi will be letting the library's ancestrylibrary.com membership drop when it comes up for renewal in February. Ancestry's annual cost is \$1,330, whereas the library has free access to Heritage Quest through its More.net membership. Jodi and the board will review the usage and patrons' response in the upcoming months to determine if ancestrylibrary.com membership is needed.
 - Jodi presented the library's June 1, 2016 through December 31, 2016 annual report. See attached copy. Jodi prepared the report after she became aware that a County Library Annual Report is to be filed with the Missouri State Library and the county's

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governing board by April 30, after the board's approval no later than the 2nd Monday of March following the report's time period. A motion was made by Karen Stuppy and seconded by Mary Abts to approve the June 1 to December 31, 2016 Annual Library Report. Motion was unanimously approved. Jodi will start preparing the 2017 annual library report so that it can be filed by April 30, 2018.

- A listing of the library's inventory has been completed. Jodi will work on assigning replacement value for items purchased before June 1, 2016 when the Ste. Genevieve library was part of the Ozark Regional Library system. (Jodi has no records or receipts for these items).
- Jodi has completed the policy manual for the library. The board will discuss the new manual at the March 2018 meeting, which will give the board members time to review the manual before discussion. Jodi is to have all job descriptions completed by the March meeting.

Commissioner's Report:

- There was no report.

Public forum:

- There was no public forum.

Karen Stuppy made a motion to go into closed session at 1:45pm with a second by Mary Abts. Roll call vote: Cindy Nugent-yes, Karen Stuppy-yes, Mary Abts-yes

Submitted By:

Mary Abts, Secretary

Cynthia Nugent, President