

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, January 10th, 2022

Noon

Be it Remembered: A meeting of the Ste. Genevieve County Library Board was called to order by the Board President Jean Johnson on Monday, January 10th, 2022 beginning at 12:00 p.m. at the Ste. Genevieve County Library located at 21388 Highway 61, Ste. Genevieve, Missouri 63670.

Roll Call: Board Members answering the roll call were Board President Jean Johnson, Cindy Nugent (absent), Melissa Otto, Robin Reynolds, David Woods, Library Executive Director Shawn Long and Assistant Director Lindsey Picou.

Approval of Agenda: David Woods made a motion to approve the agenda. Melissa Otto seconded the motion. Jean Johnson, Melissa Otto, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

Financial Report: Library Executive Director Shawn Long went over the Financial Report and line items. Robin Reynolds made a motion to approve the Vouchers. Melissa Otto seconded the motion. Jean Johnson, Melissa Otto, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried

Approval of Minutes: Melissa Otto made a motion to approve the December regular meeting minutes and December 6th closed meeting minutes. David Woods seconded the motion. Jean Johnson, Melissa Otto, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried

Directors Report: Library Executive Director Shawn Long went over the following Directors Report:

New Business

Library Sponsorship Program-

Now that we have the ability to take on financial donations in a large capacity, I think it might be worth discussing the idea of having a sponsorship program for the library to help us not only supplement our budget but also expand future library services. I am including a rough draft for consideration with this meetings information.

Budget-

After our board meeting, I met with the County Commissioners to go over our budget. The meeting went very well and we actually came out very well! The commissioners wanted us to stay with AT&T as far as Hotspots and we were able to add that cost into our Technology Budget. They also upped out Training budget because they see a value in a properly trained employee. I plan on utilizing that money to send me and possibly Lindsey to the Association for rural and Small Libraries conference in September in Chattanooga TN.

Hotspots-

See budget update for latest info regarding this.

Training- The final board training will be held January 11th from 7:00 pm to 8:00 pm. I will send out links to everyone again to ensure they can stream it if they wish. If not, I will also be sending the link to the handouts and the video after it's over and I receive it. I hope these trainings have been helpful!

Bryan Gegg resignation

Bryan Gegg has resigned effective December 31st 2021 as our Technology resource. I am currently looking for someone who can step up to assist us on an as needed basis with our technology needs. See more information in the closed session.

Closure policy

On 1-6 we had a delayed opening due to snow. I want to ensure that our current policy still meets our needs heading into the 2022 year. It can be found below:

Inclement Weather Policy

In order to fulfill its mission of public service the Ste. Genevieve County Library will make every reasonable effort to open to the public as scheduled, consistent with safe access for the public and staff.

Inclement weather can cause transportation problems and locally hazardous conditions with possible power outages. The library will close, delay opening or close ahead of schedule when the weather becomes hazardous to the health and/or safety of the public and/or library staff.

Emergency/Inclement weather closings will be authorized by the Director and/or the Board.

The decision to close, postpone opening or close early due to inclement weather will be made by the Director in conjunction with the Library Board President and actual observed local weather conditions. National or Missouri weather service advisories concerning travel during blizzard conditions will always be followed.

The public will be notified of closing or changes in hours of operation through a variety of means:

- Facebook posting
- Instagram
- Local Radio announcements

Upcoming Presentations:

Women's Club Presentation

I will be speaking to the Women's Club about our services on January 17th from 11-12:00 they are also doing a supply drive to help with our Storytime supplies. I will be bringing STEM programs and information about Hoopla and other library services to show them the changes that have happened at the library.

Team 3D visit

Directors from across the region will come to Ste. Genevieve on January 28th. This program is a quarterly program that each director hosts. Librarians show off their location and services, and then have lunch in the area. This will be the first time in at least 3 years Ste. Gen has hosted the program.

Old Business

Opportunity



The donor is excited to support our large format printer program and they hope to cut the check sometime within the week for our project. The Ricoh MP CW2201SP is going to be our newest addition to the library services.

January Closure/Staff Training

We will be closed January 17th next year for Martin Luther King Day. As in years past we will be utilizing this day for employee training. Unlike in years past we will not need to reschedule next month's board meeting. Our goal at this staff meeting will be

Programming

December Story Time with Santa Program-We had a great program this year and I believe we have figured out how we can make our program work that will allow Santa to read to the kids every hour, to ensure that all participants get the full experience. We estimate that we had 124 kids come through and get a gift from Santa and with adults probably at least 200 people throughout the day.

Planning

We will be utilizing January as our 11-month planning period month. We are still focusing on our Story times at 10:00 am every Tuesday and will be bringing back Lego Club on the 31st. But beyond that no large-scale programs will be started until February. Possible programs in the works, Honey Bee Lab, Beekeeping 101, Kozy Reads and Tea Kits.

Summer Reading Theme

We ordered over \$700 dollars' worth of marketing and promotional material for this year's summer reading theme "Read Beyond the Beaten Path" All items should arrive by April 15th.

February Program-

February 5th is Take your child to the Library day. We will have cake; Story times and Junie B Jones will be at our event. This will be the first big program of 2022

Nancy Munoz retiring

Steve Sauer and Nancy met on December 30th to get an idea of what Nancy did and how everything works in the library. We are hopeful for a smooth transition.

Grants

Senior Citizen Grant

Library Aide Tessa Holland wrote this year's Senior Citizen grant for 4 individual Computers for Seniors classes and Adult Focused Launchpad's. She is going to school for Non-profit management and would like as much experience as she can get so I thought this was a great grant to ease her into the world of Grant Writing.

Dollar General Summer Reading Grant

Looking at using the grant this year. Not sure for what yet but the grant process will open in January.

Library by the Numbers

The board reviewed the participation numbers of our various programs.

Unfinished Business: Robin Reynolds discussed the Life Center assisting with a 24' wheelchair ramp and accessible entrance to the library. She also discussed a drop box for personnel. Library Executive Director Shawn Long said he will seek permission from the county commissioners.

New Business: Nothing to report.

Public Forum: Nobody was in attendance besides those on the roll call.

Meeting Adjournment: There being no further business before the board, a motion was made by Robin Reynolds to adjourn at 1:00 p.m. Melissa Otto seconded the motion. Jean Johnson, Melissa Otto, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried

PRESIDENT – JEAN JOHNSON

SECRETARY - DAVID B. WOODS