

Ste. Genevieve County Library Board Minutes:

January 13th, 2020

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on January 13th, 2020 at 12:00 p.m. Those attending the meeting were Cindy Nugent, Robin Reynolds, Jean Johnson, David Woods, Shawn Long, Lindsey Picou, and Brad Arnold. There were also two members of the public present.

Motion was made by Robin Reynolds to approve the minutes from the December 9th, 2019 meeting. Jean Johnson seconded the motion. All in favor yes, motion was unanimously approved.

Financial Report:

- The board reviewed the budget report and expenses and vouchers. After reviewing and discussing the budget, Robin Reynolds made a motion to approve the budget report and the vouchers and the expenses. David Woods seconded that motion. All in favor yes, motion was unanimously approved.

Director's Report:

- Shawn discussed how the library has been processing their own paperwork including bills, accounts payables, and timesheets. He stated the transition went smoothly besides some of the Part Time staff not receiving their pay stubs due to an error in the system. The issue has been rectified.
- Shawn went over what plans he has for the lobby area. Brad has approved the library to use two pallets worth of space in the Progress Sports Complex for storing donated books. Shawn plans to purge the lobby of books besides current releases and books in good condition. The older donations will be placed in boxes at the Sports Complex awaiting to be sold at a "Sidewalk Sale" twice a year.
- Shawn plans to remove the large couch from the Bloomsdale library and store it in the lobby area at the main branch. He plans to replace the couch with two shelves. There has been a boost in patrons visiting the branch so the extra material is needed. Also, Shawn discussed the need for signage on the windows at Bloomsdale because patrons are still having issues finding the facility.
- There has been an expansion of the Adult Graphic section in the library, which has been well received by the patrons.
- Shawn submitted the application for the Dollar General Grant. The money received from the grant would go towards purchasing 8 iPads and apps geared towards helping readers of all ages. He has designed numerous classes and programs that the iPads would be incorporated into. There was also a possibility that patrons would be able to check out the iPads in the future.

- Shawn applied for the Senior Citizen Community Grant in hopes to receive \$1600 to be used for books and an instructor that would help senior citizens with technology. He has partnered with Nancy Toombs the IT specialist at Ste. Genevieve High School to put these classes on. The Grant would cover the cost of the instructor and a books for every participant.
- The library will be updated using the Ste. Genevieve County Infrastructure Fund. This includes new tables and chairs for the board room, the installation of cabinetry, a projector and speakers, and end tables and coffee tables.
- The entire "Technology" line item will be removed from the library's budget and any shortfalls will be paid via the Infrastructure fund.
- Shawn discussed how beneficial the service Library Aware would be for the library. The \$1200 annual cost would allow the library to streamline marketing, and allow users to interact with books from the library's catalog while being on the library's website. It would also allow the library to have a monthly newsletter written with ease.
- Shawn went over Employee Evaluations and stated they will start at the end of January. Employee raises will be determined after their evaluations. He stated that he needs more flexibility from the full time staff's schedule so they may assist in programs and events. Shawn also asked if any of the board members would be available to sit in on the Employee Evaluations.
- Shawn has purchased all of the approved furniture for the new board room design and for around the library. The Ste. Genevieve City Museum has agreed to take all of the board room furniture when the library is ready to remove it. Remaining furniture will be rehomed via the commissioners.
- The library saw an increase in library card registrations in 2019. There was a 32% increase in registrations compared to 2018 at the main branch. There was a 400% increase in registrations at the Bloomsdale branch compared to 2018.

Unfinished Business:

- Cindy asked Brad if there would be a changing station installed in the Community Center's west wing restrooms for patron access. He reported there would be one installed in both the women's and men's restrooms.

No New Business:

Public Forum:

- Jerry said the FOTL hosted their "Read to Me" event and had 22 people attend, and asked about more information on the MoreNet contract.

Motion was made by Robin Reynolds to adjourn the meeting at 12:50 p.m. and Jean Johnson seconded the motion. All in favor yes, meeting was adjourned.

Submitted by:

Cindy Nugent, President