

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, February 8th, 2021

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, February 8th, 2021 beginning at Noon 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 (via phone conference), Melissa Otto (absent), Robin Reynolds and David Woods, Library Executive Director Shawn Long and Assistant Director Lindsey Picou.

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

Approval of Minutes: Robin Reynolds made a motion to approve the minutes. Cindy Nugent seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

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

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

Old Business

Bloomsdale Position

We have hired Tessa Holland as our new Bloomsdale Librarian. She is currently being trained here at the main branch and we anticipate her being left alone there by early next week.

Winter Cleaning

Our meeting room is done and we are currently remodeling our Bloomsdale facility with new shelving. The old shelving, will be taken to the main branch and utilized in our storage room for additional shelf space. As well as in the closet in the kitchen. Between both of these projects we hope to be done by our next board meeting with these changes.

Hoopla

Hoopla was rolled out on 2-1! It went very well! With one week under our belt, we have 55 patrons utilizing the service, and have spent 78.18 with an average cost of \$2.00 per circulation

Grant Updates

Department of Economic Development Grant

The County's refund portion of the grant has already come in. (YAY) signs from Bahr Signs are currently ready to be put out as our locations go online.

2021 Microfilm Grant

The Microfilm grant was submitted and they are having a meeting at the end of May 2021. According to my contact we should know if we got this by the beginning of June.

Dollar General Grant Summer Reading Grant

Most of the things we wanted to apply for we wrote into our CDF grant. We decided to not apply this year since you can only apply and receive it 2 years in a row. Hopefully next year we have a bigger need for this grant and can use it then.

Community Development Fund Grant

Lindsey took this project on full force and wrote this grant. The total was for nearly \$6,000 dollars. In the grant proposal we asked for a Vibe interactive white board for our meeting room, a stand with additional styluses, a webcam, 4 additional I pads, A locking cabinet for the IPads, an HDMI cable & mouse and keyboard combo, and a few STEM items including a Cubelet builder kit Bionic arm and a hard-shell case for it. The due date for this grant was Friday February 5th. However, she turned it in the last week of January, and we are hopeful that it will be funded!

Assistant Director Lindsey Picou discussed applying for the VIBE Board that is a collaborative learning center with a touch screen monitor and the ability to do Zoom, Power Point with Wi-Fi capability. It is also portable. There is also a STEM component that has a bionic arm that patrons can write code for to perform commands.

Library Card Registrations for 2020

Month	2019	2020	2021
January	41	38	22
February	32	57	
March	20	26	
April (Ecard)	34	7	
May	43	CLOSED	
June	55	27	
July	47	44	
August	51	30	
September	166	20	
October	36	32	
November	29	10	
December	29	22	
Total	583	315	22

Library Director Shawn Long made a point that of the last months new Library Card Memberships 15 was a direct result of the library having Hoopla®.

Library Director Shawn Long also showed the board signage for the library that will come from the infrastructure fund. There is also chairs, a coffee table and learning table.

Library Director Shawn Long then showed the board all the programs that the library has to offer on a large white board. It included a marketing schedule to help promote our services.

Chairperson Jean Johnson asked if the library's Homebound program could partner with the meals on wheels to expand coverage. The board agreed.

New Business:

Bloomsdale Remodel

We ordered 9 bookshelves on Amazon and they came in on 2/1. We remained open that Monday and then closed Bloomsdale the remainder of the week and it is currently still closed. We anticipate a new opening date of 2/10. At that time Tessa our new Bloomsdale aide will start out there at this time also. If you have not been out there I encourage you to stop by and check it out!

Annual Report

I have the annual report 95% complete however, I am waiting on our year end financials from Amanda once I get those I will plug those numbers in and it will be ready to present. I should have this finished by next month's meeting.

Teen Book Box

As we have been working on our Annual Report for the 3rd year in a row our YA we saw a 38% decrease from 2019 and a 60% decrease comparing 2018 to 2020. One of the programs we have come up with is Teen Book Box. This program is based on the subscription services we see advertised except it is free. We have 24 available and hope to develop a waiting list however, at this time we have 3 participants.

This is a new program for youth 6th to 12th grade. They will receive a box with books and various freebies.

Weeding project

Last year we weeded most of the library however, we ran out of room to completely finish. Now that things are resuming to a more normal pace we will complete the main branches weeding by finishing our Audiobook, Paperback and YA area.

More than likely Paperbacks will be recycled

Audiobooks will be utilized in either our Little Free Library's at the nursing homes or sold.

YA-I have reached out to Valle and am in talks with Ste. Gen to see if they want to take any of our books from the collection. They can have what they want and if we have any left we can try and sell them or recycle.

Homebound Program:

We had a news article in the paper the first week of January, and then I dropped off 100 applications with self-addressed stamped envelopes. We currently have 2 patrons signed up for the program. I spoke with Tina Winch and she suggested that we send out another round of letters to Meals on Wheels in April when they resume hot meals.

Robin Reynolds has clients who can benefit from this program. Library Director Shawn Long will make get her applications and flyers for the program.

Jurassic Park...in the Park

We are working with the Museum to host our first Movie Night in the Park. The game plan would be to show Jurassic Park and the museum would sell refreshments/T-Shirts and maybe have some sort of activity or a dinosaur out there. Our tentative date for this program is May 15th.

Summer Reading/Programming Resuming

We would like to resume "normal" operations effective in June. On June 5th I would like to have a big Summer Reading Kickoff/Open house to showcase the library and our services. I would like to get everyone's input and see if they feel safe utilizing this as a "go live" date.

Chairperson Jean Johnson suggested a registration process as to limit the number of attendees to reduce possible COVID-19 exposures.

Removal of Equipment

We need to approve the removal of the cash register and its donation to the Museum. I would also like approval to remove 3 computer towers, 1 computer monitor and a very OLD microfilm machine. I'm not sure where this equipment will go at this time. However due to current policy and removal of equipment of this sort needs to be approved by the board.

Cindy Nugent made a motion to remove three computer towers, one computer monitor and a very OLD microfilm machine. David Woods seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

From January 29th through February 1st, 2021 Custodian of Records Shawn Long sent an email thread to all board members to request donating a cash register to the museum. The JUST CAUSE for this quorum is that the museum was having a busy weekend and could use it immediately thus it could not wait until the next regularly scheduled board meeting. Cindy Nugent made a motion to donate the cash register to the museum. David Woods seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

Kids area toys

I would like to add the toys back to our kid's section with the understanding that after kids play with items we do a wipe down with a bleach mix. The only reason this is being brought up is because we will be rearranging our back storage area and a bulk of space is being taken up by our kid's section toys.

There will be a cleaning schedule and in the future more virtual games.

Unfinished Business: Library Executive Director Shawn Long presented his Letter of Recommendation that is required for him to be considered for a prestigious training program. The board reviewed it and signed it.

New Business: None.

Public Forum: David Woods mentioned he could not make the next meeting due to a medical appointment. The board came to a consensus to move the meeting one week and have it on March 15th.

Meeting Adjournment: There being no further business before the board, a motion was made by Cindy Nugent to adjourn at 12:47 p.m. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

PRESIDENT – JEAN JOHNSON

SECRETARY - DAVID B. WOODS