

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, February 10th, 2020

Noon

1. Be it Remembered: A meeting of the Ste. Genevieve County Library Board was called to order by the Board President Cynthia Nugent on Monday, February 10th, 2020 beginning at Noon at the Ste. Genevieve County Library located at 21388 Highway 61, Ste. Genevieve, Missouri 63670.

2. Roll Call: Board Members answering the roll call were Board President Cindy Nugent, Robin Reynolds, Jean Johnson and David Woods. Library Director Shawn Long, Library Employee Lindsey Picout and Community Center Director Brad Arnold were also present.

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

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

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

6. Directors Report: Ste. Genevieve County Library Director Shawn Long went over the following Director's Report with the board:

Donation

Toby Carrig from the Ste. Genevieve Herald made a \$100.00 donation to the library.

Mystical Creature Program

Kendall Hart, the art director for the museum has created large creatures that he is willing to loan us and we can tie those in with our Summer Reading Program.

Inventory

Shawn is in the process of re-inventorying the library. Anything valued over \$1,000 must be reported to the insurance company.

Weeding

Staff are being assigned shelves to weed through the books looking to remove books that are in poor condition, irrelevant or have not been checked out in three years.

Bloomsdale

The couch from Bloomsdale came here to our lobby and was replaced with two additional bookshelves to accommodate the increased traffic. The new signage has been very effective of informing and directing people to our satellite library. The attendance was 743 for the year 2019.

Programs

We hosted 12 programs in January and saw 143 participants among them. We also unveiled a new program entitled Music & Movement program that was done with Nate Kingery, the Music teacher at

Bloomsdale Elementary. We had 24 kids and 10 adults at the program and not only was it well attended but everyone really liked it!

Annual Report

Shawn emailed the Annual Report to all board members prior to the meeting. After it is approved it will be presented to the commissioners and sent to Missouri Secretary of State John Ashcroft.

David Woods made a motion to approve the 2019 Annual Report. Jean Johnson seconded the motion. Cindy Nugent, Robin Reynolds, Jean Johnson and David Woods voted yea on a voice vote. Motion carried.

Identified weakness

Shawn discussed an area of opportunity. Teen and YA (Young Adult) are a demographic that are not utilizing our library. He is in the process of creating an area specific for them with appropriate inventory and programs. This will include STEM (Science, Technology, Engineering & Math) and video programming. Robin Reynolds gave Shawn a contact for reaching the homeschooled population that meet this demographic. Robin also mentioned that Iggy's Pop Shop caters to this age group and we should find a way to work with them that would not compete with them.

Summer Reading planning underway

Shawn is looking for Point sponsors to house the three months of the program. He has already secured Sweet Things, Luna's, Iggy's Pop Shop, the Ste. Genevieve Museum, Dairy Queen and River Rapids Waterpark as sponsors of this program.

St. Louis Regional Library Network Tech Expo

Shawn will be attending training at Logan University in Chesterfield on March 4th. The class will teach how to borrow STEM kits from the State Library, Beyond Basic Google which will show how utilizing different Google tools will assist our library. Digital Literacy and how to train staff to be technology efficient will also be taught. How to teach a Cutting the Cord Class and a Digitization Project which will show attendees the resources available to digitizing Library records and the grants available to do it.

Senior Citizen Community Grant

Shawn is working on a grant application with the Senior Citizen Community tax entity.

Budget

Our budget was approved January 23rd by the county commissioners.

Technology Update

We are replacing desktop computers with laptop computers and improving our Wi-Fi for better access and printing capabilities.

WI-FI

Shawn addressed an issue with the changing of the Wi-Fi password.

Sitting Area

Our new sitting area has a Keurig® Coffee machine and we charge just enough to break even. Our old desktop computers and computer desks will find a new home at the museum.

Furniture arrived!!

We have received all furniture in and are working with placing it appropriately throughout the library. The projector in the board room was installed on Wednesday, February 5th. We are currently just waiting for the Cabinets to be installed and then the board room will be finished.

Open House

Shawn discussed having an Open House to showcase all the new amenities he has procured for the library.

7. Unfinished Business:

Board member sheet

Once the fifth board member has been appointed by the commissioners, Michelle Gatzemeyer will give us a list of all the board members terms.

DVD project

Shawn is categorizing the entire DVD inventory.

Lactation room mini grant

The board reviewed the Breast-Feeding Policy written by Shawn Long.

David Woods made a motion to approve adding the Breastfeeding Policy to the Personnel Manual. Reynolds seconded the motion. Cindy Nugent, Robin Reynolds, Jean Johnson and David Woods voted yea on a voice vote. Motion carried.

Highway 32 Signage

Shawn discussed the need for more signage along Highway 32.

TAB Meeting

Our first TAB (Teen Advisory Board) meeting will be held on February 27th. We are hoping to get a large representation from both Schools and the homeschool population.

Library Card Registrations for 2019

The library had 583 new library cards in 2019. Bloomsdale had 38.

8. New Business:

The board discussed that February is Dr. Seuss's birthday. This is a perfect time for our Story Time program.

Robin Reynolds said that any books that don't sell in the book sale, that she could possibly include in the Life Center Spring Sale-A-Thon.

Board President Cindy Nugent addressed Community Center Director Brad Arnold about our rent being too high. She discussed that our rent was set when we were members of the Ozora Library but no longer are.

Board Member David Woods said the Herald had a good article about this issue and asked Brad Arnold about his quote that our rent was based on square footage. Brad Arnold denied saying that. He said if the Community Center Board lowered our rent then he would have two other tenants wanting their rent lowered.

9. Public Forum:

10. Meeting Adjournment: There being no further business before the board, a motion was made by David Woods to adjourn at 12:43 PM. Robin Reynolds seconded the motion. Cindy Nugent, Robin Reynolds, Jean Johnson and David Woods voted yea on a voice vote. Motion carried.

PRESIDENT – CINDY NUGENT

SECRETARY - DAVID B. WOODS