

Ste. Genevieve County District Library Board
Minutes February 11, 2019

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on February 11, 2019 at 1:00 p.m. Those attending were Cindy Nugent, Sheila Powell, Karen Stuppy, Robin Reynolds. Mary Abts had an excused absence. Others in attendance were Elizabeth Rudloff, Library Director and Joann Luttrell, Community Center. Guests included Jerry Klein and Bob Nugent.

The meeting was called to order by President Cindy Nugent. Roll Call was taken. Mary Abts had an excused absence.

Minutes of the January 14, 2019 regular meeting and the January 14, 2019 closed session meeting were presented. Motion to approve all the meeting minutes was made by Karen Stuppy with a second by Robin Reynolds. Motion was unanimously approved.

Financial Report:

Elizabeth Rudloff presented the January 2019 Revenue/Expense Report and vouchers. See attached copies. Motion made by Robin Reynolds and seconded by Karen Stuppy to accept the January 2019 Revenue/Expense Report and vouchers. Motion was unanimously approved.

Director's Report:

The January Director's Report was presented by Elizabeth Rudloff. Some of the highlights were:

- Rock-N-Roll bingo was cancelled due to technical difficulties regarding the music involved. The issue has been rectified and will be attempted at a later date.
- On Harry Potter night, 36 children were in attendance and a success.
- A grant was applied for from the State Historical Society of Missouri to replace microfilm boxes and was approved for \$500.00. Have not heard anything on the CTF grant as of yet.
- Elizabeth Rudloff finished the Financial Report for the Missouri State Auditor's Office and will email them this week. She will have the Annual Report to the State Library finished next month.
- The staff recently received new ergonomic chairs and foot mats. Purchased through Staples and was priced reasonably.

Unfinished Business:

- Flooring has been chosen. Elizabeth presented the colors of the flooring. Installation will be scheduled for March and was she informed that it will take approximately 8 business days to complete. President Cindy Nugent requested a notice to be posted letting patrons know of the closed times due to the fumes from the carpet and industrial glue.
- Elizabeth sent out emails for approval of the Deep Freeze Cloud that was previously discussed back in December 2018. It is a software program that guarantees the privacy of our patrons' personal information when they forget to log out of email and/or files to protect their personal information. It would be at the cost of \$3,105.00 for 5 years on 15 machines. Cindy Nugent-yes vote, Sheila Powell-yes vote, Mary Abts-yes vote, Robin Reynold-yes vote, Karen Stuppy-yes. The email with the votes are attached.

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New Business:

A shelf fell over and was caught by Taylor Bequette. She was not injured. Elizabeth has it turned towards the wall for the safety of patrons and staff until it can be secured by the maintenance department. No patrons are allowed by or in it.

Public Forum:

Jerry Klein from the Friends of the Library spoke excitedly about the "Show Me Space" program. He also encouraged the board to read the Friends of the Library's minutes.

Karen Stuppy made a motion to go into a closed session meeting at 1:40 p.m. with a second by Robin Reynolds regarding RSMO 610.021-Section 1 as it pertains to a legal issue and RSMO 610.021-Section 3 as it pertains to a personnel issue. Roll Call Vote: Cindy Nugent-yes, Sheila Powell-yes, Robin Reynolds-yes, Karen Stuppy-yes. All in favor. Motion passed.

Submitted By:

Sheila Powell, Vice President (acting Secretary)

Cynthia Nugent, President

Elizabeth Rudloff

From: Elizabeth Rudloff <erudloff@sgclib.org>
Sent: Tuesday, February 12, 2019 7:29 AM
To: Cindy Nugent (cynthianugent@hotmail.com); Karen Stuppy (kstuppy@stegencounty.org); Mary Abts; Robin Reynolds; Sheila Powell
Subject: Deep Freeze and Patron Privacy
Attachments: DeepFreeze.pdf

Good morning,

I completely forgot to get approval for something yesterday. So, if it is ok with you all can we get approval of this via email and attach it to the minutes for next month? We had previously discussed the need for this software back in December (I think?).

Bryan finally got pricing for Deep Freeze Cloud. This is the software we need on the computers that allows Bryan and I to set one default configuration on the patron use computers that erases any personal data or files they patrons may have input or downloads they may have tried to install upon logging out. (We have patrons forgetting to log out of their email, banking, and other personal accounts, and without a server where each patron would have an individual login a software like this is the best way for us to guarantee the privacy of their information. AND it also helps us keep the computers locked down from viruses and bad downloads.) The attachment shows the license for this software for 15 machines for 5 years. This is 15 machines at ALL times. So, if one machine goes down we can transfer the license to a new machine and not lose a license.

Although, this feels expensive it is cheaper than buying it for all computers over a 5 year period than just one by one each year. Also, Bryan and I can't imagine a situation where having a server would be an option since we are such a small organization. Let me know what you think.

-Liz



Elizabeth Rudloff
Library Director, Ste. Genevieve County Library
573-883-3358 | www.sgclib.org
Where History Meets the Future

Elizabeth Rudloff

From: Sheila Powell <spowell@sgcso.com>
Sent: Tuesday, February 12, 2019 8:34 AM
To: Elizabeth Rudloff
Subject: Re: Deep Freeze and Patron Privacy

This amount is for 5 years and 15 machines right?
sounds good to me. I vote yes.

On Tue, Feb 12, 2019 at 7:29 AM Elizabeth Rudloff <erudloff@sgclib.org> wrote:

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Library Director, Ste. Genevieve County Library

Elizabeth Rudloff

From: Karen Stuppy <kstuppy@stegencounty.org>
Sent: Tuesday, February 12, 2019 10:41 AM
To: 'Elizabeth Rudloff'
Subject: RE: Deep Freeze and Patron Privacy

I VOTE YES, THAT IS FINE. WE REALLY NEED THIS TO PROTECT OUR PATRONS AND I DON'T THINK THAT IS BAD FOR A FIVE YEAR SUBSCRIPTION.

Karen Stuppy

From: Elizabeth Rudloff [mailto:erudloff@sgclib.org]
Sent: Tuesday, February 12, 2019 7:29 AM
To: Cindy Nugent; Karen Stuppy; Mary Abts; Robin Reynolds; Sheila Powell
Subject: Deep Freeze and Patron Privacy

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Elizabeth Rudloff

From: Mary Abts <maryabts@sbcglobal.net>
Sent: Wednesday, February 13, 2019 11:12 AM
To: Cindy Nugent; Karen Stuppy; Robin Reynolds; Sheila Powell; Elizabeth Rudloff
Subject: Re: Deep Freeze and Patron Privacy

Liz,

You have my yes vote to purchase the Deep Freeze Cloud software.

Mary Abts

On Tuesday, February 12, 2019, 7:29:19 AM CST, Elizabeth Rudloff <erudloff@sgclib.org> wrote:

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Elizabeth Rudloff

Library Director, Ste. Genevieve County Library

Elizabeth Rudloff

From: Cynthia Nugent <cynthianugent@hotmail.com>
Sent: Thursday, February 14, 2019 6:56 PM
To: Mary Abts
Cc: Karen Stuppy; Robin Reynolds; Sheila Powell; Elizabeth Rudloff
Subject: Re: Deep Freeze and Patron Privacy

Since this is needed, I vote yes
We have to be able to provide these services to the patrons
Cindy

Sent from my iPad

On Feb 13, 2019, at 11:11 AM, Mary Abts <maryabts@sbcglobal.net> wrote:

Liz,

You have my yes vote to purchase the Deep Freeze Cloud software.

Mary Abts

On Tuesday, February 12, 2019, 7:29:19 AM CST, Elizabeth Rudloff <erudloff@sgclib.org> wrote:

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Elizabeth Rudloff

From: Robin Reynolds <robinr@lifecilmo.org>
Sent: Friday, February 15, 2019 9:04 AM
To: Elizabeth Rudloff; Cindy Nugent; Karen Stuppy; Mary Abts; Sheila Powell
Subject: RE: Deep Freeze and Patron Privacy

I vote yes also.

Robin Reynolds
Independent Living Specialist
L.I.F.E., INC.
725 E. Karsh
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Farmington, MO 63640
1-573-756-4314 – 1-800-596-7273
FAX – 573-756-3507
www.lifecilmo.org

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