

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, February 14th, 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, February 14th, 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, Melissa Otto (absent), 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. Robin Reynolds seconded the motion. Jean Johnson, Cindy Nugent, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

Approval of Minutes: Robin Reynolds made a motion to approve the January regular meeting minutes and closed meeting minutes. David Woods seconded the motion. Jean Johnson, Cindy Nugent, 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. David Woods made a motion to approve the Vouchers. Cindy Nugent seconded the motion. Jean Johnson, Cindy Nugent, 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

Weeding/Upkeep 2022-

In order to streamline our process and ensure that our entire library is getting weeded and taken care of properly all staff have a few different rows throughout the library that they are responsible for. This was unveiled at our staff training and has been very receptive. Staff are responsible for not only weeding "high priority" shelves but also fronting, ensuring display books are available and endcaps are taken care of.

Collections Management Policy.

Our brief collection management policy sadly does not reflect the needs and adversity libraries are facing at this time. After reviewing numerous policies and drafting a tentative policy I would like to present to you a new policy for the boards consideration. This not only encompasses our old one, but also goes into much more detail as to how books are chosen and how books can be reconsidered. (See attachment)

Job Description/Re-Organization-

After discussing the needs for the library and identifying some of our biggest weaknesses. Both to address staffing issues and patron needs I have streamlined our Job Descriptions as well as retooled an existing position entirely to ensure the needs of the library are met. I would like for these positions to go live on March 25th. (See attachment)

Youth Services Position

Jenya Zougabé has not fully stepped down but has taken a significant reduction in hours, she still wants to be available to assist with Summer Reading but is unable to do other Youth Service

responsibilities. I am approaching Brittany our new hire to see if she would assist with some of the other items that I need this position to do.

Discontinuation of Online Resource

Due to lack of use and the loss of financial backing we are discontinuing the Grant software program we had in 2021. I was informed after the budget was submitted that another round of Community Foundation Grants could pay for this and that Garry encouraged me to use it for that. However, after a lot of back and forth I feel like we can utilize this money in another capacity that would get more use. See the Grant section of the report for the ideas.

CLOSURES

Due to weather conditions and poor roads, we were closed both Wednesday and Thursday (because the community center was also) And we closed Friday as well just hearing what the roads were like was still concerning.

Hotspots

We have been having HUGE issues with our Hotspots. (They were at one point not tethered to our filters) After a lot of back and forth with AT&T, we have all but 3 fixed.

Training

I am looking at sending myself and Lindsey to the Association for Rural and Small Library conference in September (September 14-17 in Chattanooga TN) I reached out to them to get a cost and the early bird member rate is \$275.00 per person however; we also get two additional members of either the staff or our board at that rate also. If anyone is interested in attending either in person OR virtually let me know.

Programming

I love my library because...

We have heart's available for patrons to write down what they love about their local library. We will utilize these responses for both marketing and our year-end report. Be sure to fill one out before you leave!!

Movies in the Park

I spoke briefly with Samantha Kertz with the Park Board about a 2022 Movie in the Park series. I told her the library is more than welcome to utilize the equipment we have to put this on but would prefer not to be the sole supporter of the program. (We did have Shelter Insurance last year) Totals for the movies will be \$435-\$465 per movie however if we do 5 movies it drops to \$400 a movie. Samantha hopes to get more support from the park board this year. And decisions about this will be made soon.

Take your Child to the Library Day

Sadly, due to the weather we had to cancel our February program (missing 3 days did not allow us time to get everything together for the event) We will roll in some of the programming ideas into a March or April program.

Old Business



Women's Club Presentation

Our women's club presentation on January 17th was very well received! We not only got 7 new library card members but also \$200+ worth of donations for our programming! I was also approached by Iris Vincent to go on the TV show she does to go over what's new at the library.

Team 3D visit

Directors from across the region came to Ste. Gen on the 28th and were impressed with our facility, some of the biggest things that impressed was our Nursing

Room, Beam Playground, End Cap displays and Vibe Board. They were blown away that many of the things I mentioned were done while we are not state aid eligible.

Phone service

Last month I spoke to everyone about our issues with AT&T. Lindsey spoke with them in regards to a billing issue on the 8th and was actually offered a tablet rather than direct TV. After some discussion with them we were able to utilize our current Hotspots for the discount so we will be sticking with AT&T for our phone service.

Staff Training

We had a very successful staff training on January 17th. Lots of information was shared and policies were clarified.

Grants

Senior Citizen Grant

I was informed at the Women's Club meeting that we received this grant! Once we get official confirmation we will start planning accordingly and ordering equipment!

Dollar General Summer Reading Grant

With a huge help of Melissa Otto, I was able to refine the scope of this project and put a better focus on it. This will now be used for us to bring a Young Author station, Writers Station, leveled reader's series, Education Station and many other items to make this happen.

Community Foundation

I was informed by Garry Nelson that they have a bit of money left from this account and so they are opening it up to the community for one last time. The maximum amount this can be is \$5,000. Rather than renewing our Grant Software we are instead looking at 2 possible projects, one a Story

Walk Trail with 16 stations or a Tolkien Tree in the Children's area for kids to play in and read on.

Library by the Numbers

The board reviewed the participation numbers of our various programs.

Unfinished Business: The board discussed having to pay a subscription fee for a time clock that we have no control over.

New Business: David Woods made a motion to move the March meeting date because of a prior conflict. It is scheduled for March 7th.

David Woods made a motion to approve the **MATERIALS SELECTION POLICY**. Cindy Nugent seconded the motion. Jean Johnson, Cindy Nugent, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

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

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 Cindy Nugent to adjourn at 1:07 p.m. Robin Reynolds seconded the motion. Jean Johnson, Cindy Nugent, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried

PRESIDENT – JEAN JOHNSON

SECRETARY - DAVID B. WOODS