

Ste. Genevieve County Library Board Minutes:

March 9th, 2020

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on March 9th, 2020 at 12:00 p.m. Those attending the meeting were Cindy Nugent, Robin Reynolds, Jean Johnson, Shawn Long, Lindsey Picou, and Bryan Gegg. There was also one member of the public present.

Motion was made by Jean Johnson to approve the minutes from the February 10th, 2020 meeting. Robin Reynolds seconded the motion. All in favor yes, motion was unanimously approved.

Financial Report:

- The board reviewed the budget report. Due to vouchers that have not yet been signed by the appropriate individuals, the board has not yet approved the vouchers for February, 2020.

Director's Report:

- Shawn reported that the library will be receiving a grant from Walmart totaling \$500.00. The grant will be utilized in the YA section of the library. Two other companies, Libby and Midwest Tape, have donated items to the library that will be used during the Summer Reading Program.
- Shawn will be attending a Care Givers Conference on March 14th to promote the library and all the services it offers.
- Shawn discussed that the petty cash in the library needs to be replenished. The petty cash is used only for equal exchanging monies or when the credit card cannot be used for purchasing. Karen, the previous Library Treasurer, had requested that Shawn get approval from the commissioners before she allow a check to be written for petty cash replenishment. Shawn got approval from all the commissioners.
- Shawn pointed out that the book drop is in need of updating. Shawn is awaiting a quote from Garrett Bahr of Bahr Signs to have a skin installed to cover the surface of the drop box.
- Inventory is finished and available for review.
- The regional library director meeting will be coming to the Ste. Genevieve County Library on March 20th. Shawn will give a tour of the facility and showcase everything the library has to offer.
- Programs in the library have been successful so far in 2020 regarding attendance. Twelve programs have been hosted with over 180 participants recorded.
- Shawn has reached out to Carolyn Bach with the Art Guild to discuss the possibility of bringing some of the artwork to the library to be on display. They have decided that they will rehang the Misselhorn's as they are too high. The Art Guild will also be tying in three Art in Ste. Genevieve Books and making walking displays with it.

- Shawn attended a Tech Expo and identified two STEM programs he will be purchasing for the library that include a Dot and Dash Robot and a Code and Go Robot Mouse. He will also be conducting a “Cut the Cord” program that teaches the community how to switch to Internet based television or antenna television.
- The Library and the Community Center will be sharing the cost of a 3-year license for a content filtering software.

The laptops are in and are being checked out regularly.

Six of the old computer desks are being sent to the Ste. Genevieve Museum.

2 desktop computers will need to be re-homed. A third computer is being used by Lindsey.

- Shawn is currently working on finishing the staff evaluations and plans on finishing them by March 31st. Shawn mentioned that the second half of the employees’ raises will be included on their next paychecks. He stated that in 2021 there will be a possibility for performance based raises.
- All new furniture, minus the cabinetry in the board room, has arrived and has been put on display for patron use.
- Shawn would like to host an “Open House” once the cabinetry is installed in the board room to present to the public everything the library has updated and what it has to offer.
- The new system for DVD storage is complete for all Adult movies and TV shows.
- Shawn stated that the library is still awaiting approval for the Lactation room’s mini grant.
- Regarding the signage on 32, Shawn said there were a few hiccups as far as documentation that needed to be signed. On March 3rd Garry Nelson signed off on the appropriate paperwork and the signs should be up by the Water Park season.
- Shawn updated the board on the progress of the mystical creatures and when the library will be receiving them to be put on display. Upon discussion with Kendall, they decided that they would be putting all of the creatures on display at the same time rather than swapping them out. Also, one more creature has been added to the total amount of creatures to be on display in the library.
- Shawn reported that the number of library card registrations for 2020 has surpassed the number reported at this time last year and the library is on track to keep those numbers growing.

Unfinished Business:

- Jean Johnson asked if the rent the library was paying was going to be discussed again or if it was finished business. Shawn explained how the rent the library pays is decided upon square foot of the building and shared what the dollar amount per square foot was.
- Cindy Nugent asked if the library had a notary yet. Shawn stated that the library has yet to get an employee notarized and cannot decide which full-time staff member would be the appropriate choice.

New Business:

- Shawn discussed how Garry Nelson had approached him with the idea of moving the licensing office into the library. Shawn said he would keep the idea in mind and do research on it, but said that right now the library does not have the space for it.

Public Forum

- Jerry Klein stated that the Friends of the Library were working on writing new bylaws and amending preexisting ones.

Motion was made by Robin Reynolds to adjourn the meeting at 12:40 p.m. and Jean Johnson seconded the motion. All in favor yes, meeting was adjourned.

Submitted by:

Lindsey M. Picou, Library Employee

Cindy Nugent, President