

Ste. Genevieve County District Library Board

Minutes

April 8, 2019

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on April 8, 2019 at 1:00 p.m. Those attending were Cindy Nugent, Sheila Powell, Karen Stuppy, Robin Reynolds, and Mary Abts. Others attending were Elizabeth Rudloff, Library Director, Shawn Long, incoming Library Director, Brad Arnold, Community Center Director, and Garry Nelson, Presiding County Commissioner. Guest included Jerry Klein.

The meeting was called to order by President Cindy Nugent. Roll call was taken with all members present.

Minutes of the March 11, 2019 regular meeting and the March 11, 2019 closed session meeting were presented. Motion to approve the minutes was made by Karen Stuppy with a second by Sheila Powell. Motion was unanimously approved.

**Financial Report:**

Brad Arnold presented the March 2019 Revenue/Expense Report and vouchers. See attached copies. Motion made by Sheila Powell and seconded by Mary Abts to accept the March 2019 Revenue/Expense Report and vouchers. Motion was unanimously approved.

**Commissioner's Report:**

- Presiding County Commissioner Garry Nelson stated that Holcim will be going on the tax rolls in 2021. In order to try to avoid litigation costs and time, the County Assessor, Linda Wagner, will be working closely with Holcim and the taxing entities in Ste. Genevieve County. A consideration will be asked of the taxing entities to voluntarily roll back their tax rate. However, Garry wanted to let the library board know that since the Library rolled back its tax rate in 2018, it will not be expected to roll back its tax rate again.
- Garry noted that the Ste. Genevieve County road crew providing the man power in moving the cabinets for the library's new carpet installation.

**Director's Report:**

- The April Director's Report was presented by Elizabeth. Some of the highlights were:
  - Liz introduced Shawn Long, who will be replacing Liz as the library director. Liz's last day will be April 12, 2019.

Garry Nelson left the meeting at 1:47 p.m.

- Liz commented that the new flooring installation went well. There have been a lot of positive comments on the new flooring. The extra carpet squares are in storage should they be needed in the future. While the library was closed for the flooring installation, the books were all cleaned with some items being weeded out. There was some rearranging of the library when placing the cabinets back.
- The library received \$500 from the Richard S. Brownlee Grant to replace the microfilm boxes.
- The library will be replacing the puppet theatre and two tables in the children's area with a kitchen set and accessories and two new tables with the \$3,500 grant received from the Community Development Fund.
- Elizabeth submitted and received confirmation from the state for both the Financial and Annual Report.

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**New Business:**

- Elizabeth presented a proposal from HSB Advisors, LLC to do the financial and payroll work for the library. The proposal is for \$125 a month.  
A motion to accept the HSB Advisors, LLC proposal for \$125 a month was made by Robin Reynolds and seconded by Sheila Powell. Motion was unanimously approved.
- The new courier services, Henry Industries, started on April 1. The pick- up days remains the same for both the Ste. Genevieve and Bloomsdale locations, which are Monday and Wednesday for Bloomsdale and Tuesday and Thursday for Ste. Genevieve.
- Elizabeth presented an employee evaluation form that she plans on using to evaluate the library staff before her last day.
- Brad presented an idea for consideration. In the past, the Community Center provided a tot drop off for patrons while using the facility. Due to lack of participation by patrons and the lack of employees wanting to staff the drop off center, the Community Center eventually dropped the service. Some patrons are now voicing a wish for a drop off center. The old location is no longer available for the Community Center to use has a drop off. Brad was wondering if the library would be interested, on limited bases, to use the children's area as a toddler drop off location while parents/guardians are using the Community Center.

**Old Business:**

- Brian is in the process of installing the Deep Freeze software onto the library's computers.
- Adam Sommer, of Harris, Harris, & Gilbert law firm will have the new Intragovernmental agreement between the Library and the Community Center ready soon.

**Public forum:**

- Jerry Klein commented that he is very pleased of Elizabeth's willingness to order some books and movies recommended by patrons.

Robin Reynolds made a motion to adjourn the meeting at 2:05 p.m. with a second by Karen Stuppy. Motion was unanimously passed.

Submitted By:

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Mary Abts, Secretary

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Cynthia Nugent, President