

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, April 12th, 2021

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, April 12th, 2021 beginning at Noon 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, and David Woods, Library Executive Director Shawn Long and Assistant Director Lindsey Picou.

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

Approval of Minutes: Cindy Nugent made a motion to approve the minutes. Melissa Otto seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto 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. Melissa Otto made a motion to approve the Financial Report. Cindy Nugent seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Directors Report: Library Executive Director Shawn Long went over the following Directors Report:

Old Business

National Library Week (April 4-10)

I would like to promote our library services during this week. Including but not limited to April 5th, Releasing the State of America's Library Report released and the Top Ten Frequently challenged books of 2020.

Tuesday-National Library Workers Day-Maybe doing something special for the staff? Lunch, purchase a logo piece of clothing?

Wednesday-National Library Outreach Day, we had 3 articles in the paper last week.

Thursday-Take Action for Libraries Day- A day to rally advocates to support libraries.

Director Shawn Long ordered mugs with the library logo, book lights, card holders and screen cleaners to promote the event.

Annual Report

The annual report has been submitted to the commissioners and was also turned in to the state agencies as required by law.

BEAM Interactive Playground

Our Beam officially came in March 31st we are now waiting for the company to coordinate installation. Hopefully it will get put in sometime this month.

Hoopla

We spent \$278.38 in February on Hoopla with 144 uses and registered 21 new patrons utilized the

service.

Gale Business

I finally received a response from a representative from the Chamber. They have passed on supporting the software citing that some of the resources it provides is already available through other means. They did not give me a specific example on what they think would be beneficial and what would be replicating what we already have. As such I am shelving this for the time being.

Virtual Wednesdays

No sooner I submitted this I was informed by Bailey they were going 5 days after spring break. As such I revamped the flyer and tweaked the programs a bit to fit it to utilizing it for after school use.

Grant Updates

Senior Citizen Grant

Will be purchasing the LFL (Little Free Libraries) at the beginning of May.

2021 Microfilm Grant

The Microfilm grant was submitted and they are having a meeting at the end of May 2021. According to my contact we should know if we got this by the beginning of June.

ALA Conversation Grant-

We were contacted that we did in fact receive this grant! I am working on assessing everything and working on next steps.

Library by the Numbers

Library Card Registrations for 2020

Month	2019	2020	2021
January	41	38	22
February	32	57	31*
March	20	26	40
April	34	7 ecard	
May	43	CLOSED	
June	55	27	
July	47	44	
August	51	30	
September	166	20	
October	36	32	
November	29	10	
December	29	22	
Total	583	315	93

*Special Notes March 2021, 22 registrants were specifically to utilize Hoopla

Library Visitors (according to door counter)

Month	2020
January	1,050
February	1,020
March	1,051
April	
May	
June	
July	

August	
September	
October	
November	
December	
Total	3,121

*Door count is taken by taking the door counter total and dividing by 2 (to account for a person's entrance and exit) and subtract that number by 1,500 (to account for staff entering and exiting and non-library visits)

Courier Count

Month	Main Branch	Bloomsdale Branch	Total
January	466	96	562
February*	385	44	429
March	455	138	593
April			
May			
June			
July			
August			
September			
October			
November			
December			
Total	1,306	278	1,584

*February Bloomsdale location was closed due to remodel from the 2nd-26th.

New Business:

Job Descriptions:

Although we have had job descriptions for most positions the nature of our library has changed SUBSTANTLY the last two years. I have been updating everyone's job descriptions as well as streamlined the hierarchy here at the library. Job descriptions have been added to our policy and procedure manual for all staff to view. The only person whose job will significantly change is Jamie's, Senior Library Aide that is simply because as the 3rd Full time staff member I need her to do more than just man the front desk. Her position is morphing into a more patron centered position which will need to focus on some IT classes and as COVID-19 restrictions get lifted more 1 on 1 tech help.

Evergreen Increase

Evergreen has voted on a new fee structure moving forward as such under the new structure our cost for evergreen is going up nearly \$2,000. Our current bill is \$1,939.00 under this new structure the new amount is going to be closer to \$4,300. This price increase is due to our ineligibility for state aid. Sadly, this is just one of the results of our loss of state aid effective September. If we had state aid eligibility our increase would be \$300 instead of \$2k.

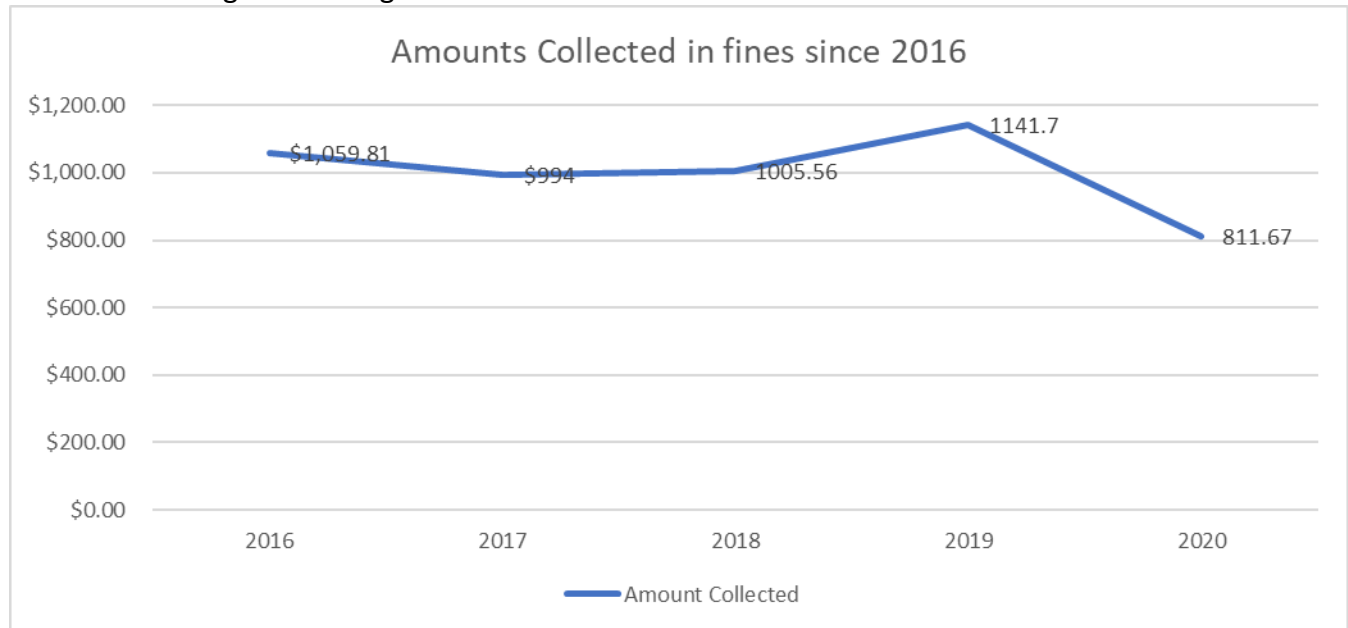
A percentage of these fees will be reserved for a development & reserve fund that will improve the catalog and go towards things like App improvements etc.

Fine Forgiveness Week/Fine update

At the time of writing this we had over 16 patrons come in and utilize the Fine Forgiveness week last

week. Some things patrons love about our library: “They Forgive fines” “It’s peaceful & quiet and lots of books to check out” “It has a wonderful environment” “They have great service” “I love the DVD’s and the Books” “It has bean bag chairs and the best books and helpers!” “Social Distancing at computers” “I love that there is local art and they provide wonderful things for children to do!” “There is always another adventure waiting” “Children are welcome!” “The Staff is awesome!” “The Variety of good books and helpful staff”

Also as a follow up I was curious to find out exactly how much we make in fines and as such we ran a report. I think you will find it both interesting and worthy of a discussion to see if it is worth talking about eliminating fines all together for certain items.



Programing:

Honey Festival

We will have a table up at the Honey Festival this year the last week of June 26th & 27th. This pop up library will have books available and any resident who signs up for a card will get to choose a free book. We will also have giveaways and information about what the library provides. As well as our first ever Story Walk. If anyone would like to volunteer their time during this event, please let me know we would love to have you help!

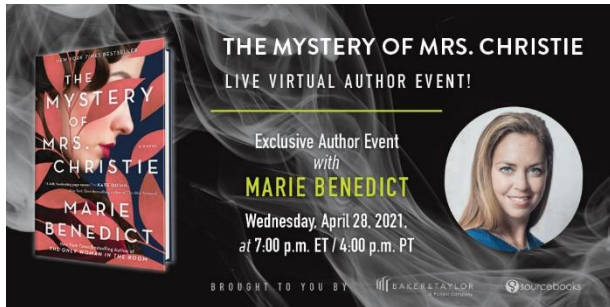
Story Walk:



This is more of just a heads up than anything. Because the parks department is working on redoing the entire walking trail, we can’t put in anything permanent at this time. However, during our programming prep work we identified a future program I would love to partner with the Parks department with. It is called a Story Walk and it is a great way that we can partner together with another entity. I spoke with a few representatives from the Parks Department and they love the idea and even suggested putting it up at the other park behind Rhodes for the time being.

In the meantime, I have found a “premade” story that Bahr signs will be printing on the corrugated signage stuff and we will put them up during our movie nights to get kids excited about the program and spread awareness about our library and service.

Book Club resumes!



Book Club is returning only via online rather than in person. We are utilizing a service through Baker & Taylor which requires us to purchase 5 physical copies of each book title book. The best part of this program is that the marketing materials are provided by B&T, as well as discussion prompts. All titles culminate with a meet the author event at the end of every month. We are intending to keep two copies for the library and having a drawing for the other 3. We have started a

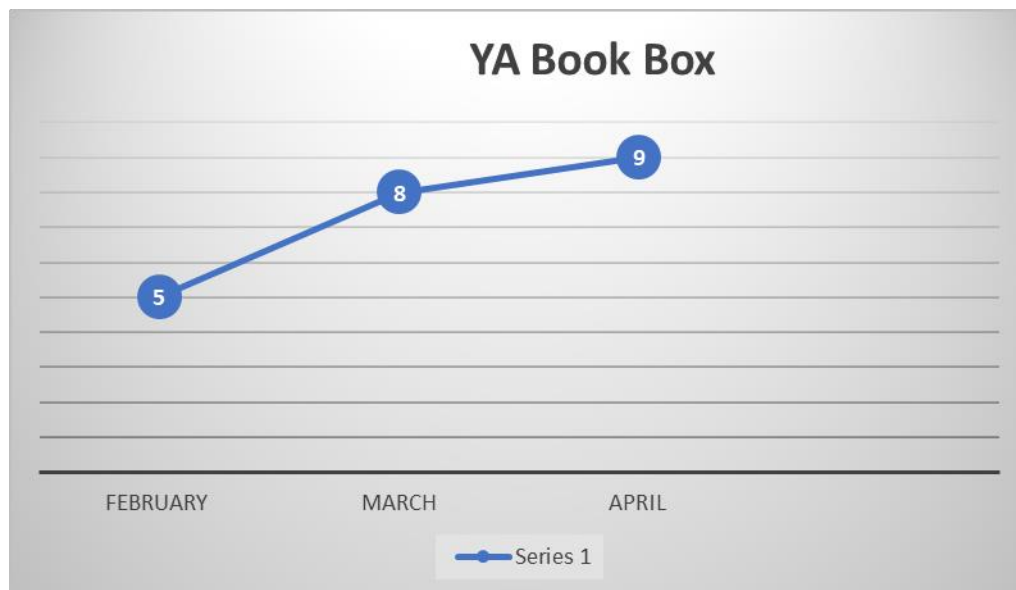
special Book Club Group on our Facebook page, we ask that patrons sign up online to let us know if they are participating as well has the ability to register for the virtual event.

Seed Library Success!

33 patrons utilized our seed library this growing season! We are currently working on restocking it for next year so if you know of anyone who is an avid gardener and would like to share their seeds send them our way!

YA Book Boxes:

We started with 5 participants in February, followed by 8 in March. We currently have 9 registered for April with a cut off goal of 25 per month.



1,000 Books Before Kindergarten

We unveiled this program Monday the 5th of April as of right now we have 8 registered youth. This program is specifically designed for children 0-5 to get them to 1,000 books before Kindergarten. We have already discussed this program with a preschool in the area and anticipate them getting on board by the end of the month.

Resuming Programming

We will resume traditional programming starting May 1st. As discussed, before we will have sign ups online for each program so we ensure we have enough room to do social distancing procedures.

LEGO® Club, Story Time, Family Board Game Night (in cooperation with Iggy's Pop Shop) and STEM night are all in progress.

Summer Reading Kickoff/Anniversary Celebration

Save the date for June 12th for our Summer Reading Kickoff and Anniversary celebration. We are currently working with the World Bird Sanctuary and Tiger Sanctuary on the Theme of Tales and Tails.

Friends Yard Sale

We are currently covered with thousands of books needing new homes, between the books we saved from our weeding and donations coming in, we need to make room. I am suggesting to the Friends Group tonight that we set up on Saturday May 1st at the Community Center Yard Sale to try and sell/offload these books. The goal will be to try and find a new home for all of these and whatever is left will get recycled.

Public Forum: President Jean Johnson cannot make the June meeting date and asked to be put on the May agenda to best reschedule our meeting.

Meeting Adjournment: There being no further business before the board, a motion was made by Cindy Nugent to adjourn at 1:02 p.m. David Woods seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

PRESIDENT – JEAN JOHNSON

SECRETARY - DAVID B. WOODS