

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, May 10th, 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, May 10th, 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, Robin Reynolds and David Woods, Library Executive Director Shawn Long and Assistant Director Lindsey Picou.

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

Approval of Minutes: Cindy Nugent made a motion to approve the minutes. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto, 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. Melissa Otto made a motion to approve the Financial Report. Cindy Nugent seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto, 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:

Old Business

BEAM Interactive Playground

Beam was installed April 13th it has been very popular since its arrival. As it stands now the location is perfect and it is still bright enough even with all the windows around it. We keep the volume low enough that it doesn't interrupt the patrons throughout the library but loud enough that participants using it can hear it. We currently have 25 games out of 100 playing and will swap them out sometime this summer for a new playlist.

Friends Yard Sale

The Friends Yard sale was very successful, they raised over \$110.00.

Grant Updates

Senior Citizen Grant

Books have been put aside for the LFL (Little Free Library) when they come in. I am going to coordinate the delivery with each nursing home individually before ordering.

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	22
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

Hoopla

Basic Reporting is below. We can also break this down by format, category etc.

Month	Cost	New Patrons
January	-	-
February	279.95	98
March	278.38	22
April	256.97	9
May	31.94	1
June		
July		
August		

Library Visitors (according to door counter)

Month	2020
January	1,050
February	1,020
March	1,051
April	1,234
May	-
June	-
July	-
August	-
September	-
October	-
November	-
December	-
Total	4,354

*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	549	123	672
May	-	-	-
June	-	-	-
July	-	-	-
August	-	-	-
September	-	-	-
October	-	-	-
November	-	-	-
December	-	-	-
Total	1,855	401	2,256

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

YA Book Boxes

Month	# of Participants
February	5
March	8
April	9

New Business:

Storage Unit

As we organize, the library the only constant is patrons donating books. Sadly, we have zero room for these books and we have discovered that the Progress sports complex is although great for “seasonal storage” it’s not ideal for heavy book boxes. After getting the go ahead from the board and the commissioners I secured bids from Summit, Lowes, Home Depot and JW buildings. JW Buildings is by far the cheapest with a 10x16 coming in at \$3,020.

This storage unit will allow us to store larger furniture and more importantly, BOOKS. The goal is to let the Friends know as we start running out of room and they have a big book sale two times a year. Any books not sold will be recycled. The biggest concern Garry had was books becoming mildewed because we would store them for years. Truthfully, we don’t have the space or ability to store these books for longer than 6-month increments. From the moment of purchase to delivery it should be roughly 2 weeks.

The commissioners have approved the purchase of this as well as 6-8 shelves for the inside. We are moving forward with this project.

Evergreen Update

Evergreen updated to version 3.6 on Wednesday April 28th. Aside from a few different interfaces staff has seen minimal interruption in usage.

Community Foundation of the Ozarks

I spoke with Judy from CFO in regards to what they provide and provide clarification in regards to what us being a Community Partner means. The long and short is we now have access to a 501c(3) number through their organization. This would allow us to apply for grants that are only available to proper non-profits. We can also set up funds for the library for fundraising purposes as well.

Binder Project

We are working on putting all “loose” genealogy books for Ste. Genevieve and the surrounding counties along with all family books into black binders that all match. As it stands now our genealogy section in regards to Ste. Gen history is very haphazard as well as difficult to navigate. After this is done all booklets will be in a binder that will be easy to read and identify and hopefully keep our genealogy section nice and organized. We anticipate this to be finished by next month.

Genealogy Department Clean up

I’ve spoken with Liz about our genealogy department, we have a large number of books from surrounding counties, including Perry, Iron, Butler and even Wayne. I was curious to find out what the proper standard is for a Genealogy section and she stated that many libraries especially small ones like us obviously keep anything related to the county we are in and usually keep anything related to the counties immediately around us. (So St. Francis, Jefferson, Perry and Randolph, IL) With the boards support I would like to go in this direction, any books or information outside of the 5 counties (including Ste. Gen) I will reach out to the Library’s in those counties and send them via courier for their genealogy dept. I feel that this information would be best served there rather than taking up space in our limited genealogy section.

David Woods made a motion to keep all genealogy records from adjoining counties but to find new appropriate homes for records beyond adjoining counties and duplicate records. Melissa Otto seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

Computer Replacement

One of our staff computers went out, more specifically the fan on it went out and was causing it to overheat. The computer has been replaced however, if you know of anyone who can work on an all in one please let me know. I would like to get it fixed as a spare. Robin Reynolds and Melissa Otto had suggestions of possible people who could fix the fan issue.

Pinterest Board

We now have a Pinterest board that is being maintained by Tessa our Bloomsdale aid. It is very well put together and includes folders like Celebrity Spotlight, Book Things (Creations with books) Tips and Tricks for reading, and at the Top of our Reading List. The goal is to have it as another way of promoting library services and bring our brand awareness to the forefront of other key demographics in our community. If you have a Pinterest board be sure to give us a like @sglbry

Insurance

Our new 2021 Policy just came in please feel free to review it and let me know what you think. The board reviewed a bid from Missouri Rural Services Corporation through agent Lakenan Insurance. It bids \$3,973 for the following 12 months and includes; liability, property, inland marine and automotive.

Effective Library Boards Training

A four-part webinar series will provide library directors and trustees of all types, sizes and budgets

with information on library board basics, including roles and responsibilities, library policies, effective board meetings and the importance of storytelling your library's story, Registration will be sent via email for all board members interested. Each session will last one-hour and begin at 7:00 pm Topics and dates include:

July 13: Problem-Solving the Upstream Way.

September 14: Policies for results: An Overview

Nov 9: The Art of the Board Meeting

Jan 11, 2022: The Board's Role in Storytelling

Programing:

Calendar of Events

I will hand out a calendar of events to all board members for May-August. Please feel free to attend any of our events and see what we are offering our community!

Jurassic Park in the Park

Jurassic Park in the Park is this Saturday May 15th. This is a partnership between us and the Museum Learning Center. They will have a few activities to promote their collection and the library will have a Pop up library set up where we will encourage people to register for summer reading, library cards and pick up a free book. We will set up between 4-5 and the program is set to start at 5:00 pm.

Summer Reading Registration Goes Live Today



Summer reading numbers have fluctuated since my arrival, granted the first year I started a month and a half before it started and last year we had a Pandemic. So this year we are focusing on marketing and promotion as well as supplementing the reading aspect with activities as well. Our first big push is focused today. From now until May 31st anyone who registers for Summer reading will be entered for a chance to win a Summer Reading Prize Pack which includes age appropriate books, Water bottle, Book light, library card holder and a bag. This utilizes many of the items we already purchase for summer reading giveaways as well as donated books we utilize for our library pop ups.

Honey Festival

We will have a table up at the Honey Festival this year the last week of June. 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!



Summer Reading Kickoff/Anniversary Celebration

Save the date for June 12th for our Summer Reading Kickoff and Anniversary celebration. We have the Tiger Sanctuary coming, 4-H, Imagination Library and Bruce the Bear will make an appearance as well. Activities are from 11:00 a.m. to 3:00 p.m. and there are many giveaways.

Jour-De-Fete

We were approached by Carrie Noll in regards to being part of a new feature for Jour De Fete. She would like to unveil a Kids Corner near the trestles where the bouncy house and the ice cream person has been in the previous years. We are working on some different ideas in order to make this a great experience for kids and also one that doesn't cause undue harm on our staff. I will discuss this with the Friends of the Library as well to see if we can get volunteers to help us supplement with staff.

Fine Free

According to a 2016 Colorado State Library System Report, eliminating overdue fines remove barriers to access for children. While some people notice fines as an irritation, others feel the weight heavily enough to be driven away from the library. Contrary to popular belief it does not negatively impact material return rate.

Our current system only eliminates people from our services who cannot afford fines. The board reviewed all the systems of fines:

Library systems utilize fine forgiveness in different ways for overdue books. Some options include

- Do not fine any patrons
- Do not fine children or youth.
- Exempt active military or veterans.
- Forgive fines to a certain dollar amount.
- Forgive fines for a certain number of days (30 was recommended) after 30 days the book is considered lost and we could then charge for the cost of the book, which can be forgiven upon its return.

Benefits of going fine free:

- Removes friction and conflict at the checkout desks.

Libraries that have eliminated fines have leveraged it into increased municipal funding.

<https://www.theatlantic.com/notes/2020/12/why-some-libraries-are-ending-fines/617253/>

Current Libraries that are fine free in our area. Caruthersville Library, St. Louis County Library, St. Louis Public Library,

Ste. Genevieve Fine Policy Suggestion

Eliminate Fines entirely for books & DVD's continue maintaining fines for larger items including Hotspots, Fishing Poles and other "unique" items in our library. After 30 days patrons will be considered lost and then charge for the cost of the item until it is returned.

As people come in with existing fines, those will be eliminated unless it is associated with a lost item. At that point we will work with the Patron in either getting the item back or getting it replaced with patron assistance (Either they pay for the cost of the replacement or bring one to replace it)

Executive Director Shawn Long will write up a fine policy for our next meeting to be considered.

Cindy Nugent made a motion to approve the Directors Report. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

Public Forum: President Jean Johnson cannot make the June meeting date. David Woods made a motion to move the June Meeting to Monday, June 21st at noon. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

Meeting Adjournment: There being no further business before the board, a motion was made by Melissa Otto to adjourn at 12:48 p.m. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

PRESIDENT – JEAN JOHNSON

SECRETARY - DAVID B. WOODS