

Sainte Genevieve County Library
Open Meeting
Board of Trustees
May 13, 2024

Be it Remembered: A meeting of the Sainte Genevieve County Library Board was called to order by Board President Jean Johnson on Monday, May 13, 2024 beginning at 12:04 p.m. at the Sainte Genevieve County Library located at 21388 Highway 32, Sainte Genevieve, MO 63670.

Roll Call: A quorum was established as Board members President Jean Johnson, Vice-President Melissa Otto, Secretary Robert Bach, Treasurer Robin Reynolds and Member-at-Large Cindy Nugent answered **aye** to a roll call vote. Also attending were Library Executive Director Shawn Long, Assistant Library Director Lindsey Picou and Program Manager Missy McElligott.

Approval of Agenda: Melissa Otto made a motion to approve the agenda. Cindy Nugent voiced a second. All Board members present voted **aye** in a voice vote and the motion carried.

Approval of Minutes: Cindy Nugent made a motion to approve the minutes for the March meeting. Robin Reynolds seconded the motion. Melissa Otto, Cindy Nugent, Robin Reynolds and Robert Bach voted **aye** in a voice vote and the motion carried. Board President Jean Johnson was not present at the March meeting.

Cindy Nugent made a motion to approve the minutes for the April meeting. Robin Reynolds seconded the motion. Jean Johnson, Robin Reynolds and Cindy Nugent voted **aye** in a voice vote and the motion carried. Library Board members Melissa Otto and Robert Bach were not present at the April meeting.

Financial Report: Executive Director Shawn Long went over the Financial Reports and line items. Robert Bach made a motion to approve the Financial Report. Melissa Otto voiced a second. All Board members present voted **aye** in a voice vote and the motion carried.

Directors Report: Executive Library Director Shawn Long offered his Directors Report:

Survey: A communication from the State Library indicated the planned launch of the 2024 State Public Library survey at the beginning of August. Such data gathering is necessary if any library receives state aide or LSTA funding. The SGCLIB does not receive state aid, etc. However, this year the SGCLIB will be included in the survey. The early August release requires a response not later than November 30th. The data gathered is then compiled with statistical support anticipated before the April elections. This data will assist in marketing, and other such efforts, in the future.

Staffing: A current staff member has personal issues that will result in a necessary rethinking of the current staffing schedule. Augmenting this rethink was the **second** occurrence of an incident in which a group of ten (10) or so young adults entered the library, cluttered the children's area, then threw around various items and refused to remedy their mischief; they moved armfuls of books from one shelf to another and, in several small separate groups, continued their disrupt-

tion. A library patron was forced to remove both herself and her child from the library due to the group's irresponsible behavior. A library employee asked the young people to leave the library. One of the mischief makers was a young African-American who, when asked to leave, accused the library employee of racism. Executive Director Shawn Long met with staff and determined that additional part-time personnel will assist in stabilizing, perhaps reducing the occurrence and effect of, future incidents as described above. Focused discussion ensued with Board Secretary, Robert Bach, offering a motion to obtain the necessary personnel who shall work staggered shifts to insure that two (2) people are on duty to address potential safety issues. Cindy Nugent voiced a second. All Board members present voted **aye** in a voice vote and the motion carried.

Beam Out of Commission: The Beam is not operational and the effort to resurrect it required the presence of a maintenance contract. No contract was in place yet one was negotiated by Director Long at a reasonable cost below that which was originally quoted. But, such is for the current year. The budget for next will need to include a line item at full cost. The agreement will include physical repairs by a 3rd party.

Friends T-shirts & Fundraiser: The Friends of the Library (FOTL) have redesigned their logo and will be selling T-shirts to raise funds for various projects. The shirts are library-themed and Director Long made a request to purchase one shirt each for Library employees. After discussion Robert Bach offered a motion to allow the purchase of one (1) FOTL T-shirt for each employee. Cindy Nugent voiced a second. All Board members present voted **aye** in a voice vote and the motion carried.

Submitted Grants: The Library lost out on the Penguin Random House Grant. However, the Library received the Senior Citizen Grant and is waiting to get the check to purchase the items for which the grant was written. The Library was also one of 300 public libraries nationwide to receive Children's Financial Education kits, we should be receiving them in May/June.

NEW Grants: The Library submitted a \$4,000 Dollar General Grant about which something should be heard by the end of May. The Library was not selected for the CFO grant. Success would have allowed the Library to apply greater focus on fundraising.

End of Year Donation: The Shushbooth has been assembled and is currently being promoted. Director Long was interviewed by Sun Times News and J98 "the Boot" with regards to the Shushbooth.

Strategic Planning: The efforts to engage the public in helping the Library promote strategic planning lifts off June 10th & 11th. Director Long included a flyer that outlines the sequence of events for Board review. Outside of the survey, this is the next most important event that will guide the future of the Library. People are encouraged to attend. The flyer illustrating the event sequence of the 10th and 11th of June will be distributed at the Community Services Forum on the 15th of this month. A look back at the Library over many years is seen in a timeline that will be a part of a "pop-up" display, an integrated part of the education process targeting the public. The Strategic Plan will be that instrument that will assist in the effort to regain the Library's tax levy. Future growth depends wholly on the ability to regain a reasonable tax assessment.

Circulation desk: No changes required as yet.

Evergreen Conference: The conference was not a disappointment but was less detailed than previous years. But, new things were discovered to keep our catalog in proper working order.

Evergreen Improvements: Discovery Layer enhancements will be open to all Evergreen Libraries when it is ready. It appears outwardly that it will be a huge asset to Library patrons. The Discovery Layer lays over the catalog and connects all digital resources to the catalog. This would allow patrons to search Evergreen, Hoopla & Libby all with one simple search.

Library Mini Golf: After a lengthy wait, an insurance quote was received regarding the presence of alcohol at a specific Saturday evening program. The price came in at \$900. Another bid is being sought from Shelter Insurance, but if it comes in near that price, the Library will more than likely hold off on a Saturday evening Adults only program.

Annual Report: After much writing, review and proofreading the Library's Annual Report is complete! It will be posted online, and a press release has been written.

Tax Levy: The Library's funding level is grossly deficient when compared to where it should be. The strategic plan will help to identify how much it needs to seek if it were to go to the voters in 2025 or beyond.

Construction: The Library is not seeking a new location or new building. Numbers are available should such subjects be raised. Such construction data also assists in determining future tax levy discussion and decisions. Expansion is always an option and how to finance any expansion will require research and deliberation.

Fair Labor Standards Act (FLSA) Rule: A new compensation threshold for overtime eligibility has been set in a rule and has been put in place. Currently it will affect the Library Director only. Discussion, if any, will be undertaken in November when the budget appears on the horizon.

Library Visitors: Numbers remain steady and positive.

Meeting Adjournment: There being no further business before the board, Cindy Nugent made a motion to adjourn. Melissa Otto voiced a second. All board members present voted **aye** in a voice vote and the open meeting adjourned at 1:50 p.m. Next meeting is Monday, June 17th, 2024 at noon.

Respectfully:



Robert E. Bach
Board Secretary
Sainte Genevieve County Library

Jean Johnson
Board President
Sainte Genevieve County Library