

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, June 8th, 2020

Noon

1. Be it Remembered: A meeting of the Ste. Genevieve County Library Board was called to order by the Board President Cynthia Nugent on Monday, June 8th, 2020 beginning at Noon at the Ste. Genevieve County Library located at 21388 Highway 61, Ste. Genevieve, Missouri 63670.

2. Roll Call: Board Members answering the roll call were Board President Cindy Nugent, Jean Johnson, Robin Reynolds and David Woods. Library Executive Director Shawn Long, Library Employee Lindsey Picout and Jamie Harter, Bob Nugent was also present.

3. Approval of Minutes: A motion was made by Jean Johnson to approve the minutes. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson and Robin Reynolds voted yea on a voice vote. David Woods abstained because he was not present at that meeting. Motion carried.

4. Financial Report: Library Executive Director Shawn Long went over the vouchers for the last three months. A motion was made by Robin Reynolds to approve the Financial Report. David Woods seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

5. Directors Report: Ste. Genevieve County Library Executive Director Shawn Long went over the following Director's Report with the board:

7. Unfinished Business:

Lactation Room

All needed items have been purchased for the lactation room including the door, drywall, chair, end table etc. We have been waiting for maintenance to put the door up for the last month. However, the last few weeks they have been focused on opening up the water park. The Grant needs to be turned in so we can get reimbursed by August 1st. This will need to include pictures of our new area. We are still waiting for maintenance to install the lock for the door.

3D Coming to Ste. Genevieve!

Sadly, due to the Pandemic our March 3D meeting was cancelled. We are currently awaiting a reschedule date.

Art Guild

Our Art Walls were put up during the closure of the Library. Before you leave today please check it out!

Furniture update

Cabinetry in the board room was completed during our closure. That concludes all the projects we started during the 2020 year.

Open House

Will be rescheduled later in the year.

Highway 32 Signage

After reaching out to Michele Gatzemeyer, she spoke to Jordan Dalavirus with MODOT. Apparently, the ROW documentation that needed to be signed fell through the cracks. (Hence why when I spoke to him, he said it should be up shortly and Michele said the same thing. We are awaiting the installation of this hopefully soon.

Mystical Creature Program

With the hit of the Corona virus the program has been put on hold for the time being.

Library Card Registrations

The board reviewed the Library Card Registrations for Ste Genevieve and Bloomsdale.

7. New Business:

Closure

The library was closed from March 17-June 1st closed due to the pandemic. During this time no April or May board meeting was held. I was able to keep the Full-time staff busy throughout the entire two months catching up on some much-needed projects around the library. We were also able to do some deep cleaning and much needed maintenance on some of our property. For instances we had our Book drop skinned to add new life to it.

Other changes include.

1. 5 endcap displays
2. Signage along the soffit area to identify areas of the library.
3. Art Guild Displays
4. We prepped and finished our Story Time in a bag program (this will be unveiled when our programs resume)
5. All children's area toys were sanitized, including LEGO's
6. All Y books, DVD's and Audio Books have been converted over to J
7. The entire collection was weeded (with exception of PB FIC, DVD and YA)
8. Our Cabinets in the meeting room were installed.
9. Our Website was completely redesigned. Jamie Harter brought up the website on the whiteboard and navigated to show the board all the new additions and features. The board was very impressed with her work.
10. We moved an employee computer over to increase work flow.
11. Finished Microfilm boxes & Microfilm Cabinet received a counter top.
12. Identified holes in our collection and has helped us purchase new or replace books.

Weeded Books

All of our weeded books currently reside in our meeting room. Unfortunately, we are at a cross road when it comes to this because we need to clear the meeting room out to have it available later on this month but many libraries are eliminating their book sales due to the virus. We have bagged up a few of our books and made grab bags with the understanding that those would be a little safer than people going through the books individually. With the board's approval I would like to institute the following parameters for our book sale area.

1. Limit of 2 people at any one time (patrons must maintain 6 feet of space at all times)
2. Sanitizer will be left in the area and patrons will be encouraged to use it before and after browsing.
3. Masks will be strongly encouraged.

Our other option is to just eliminate the sale completely and find an outside organization that will take them. Sadly, we do not have the space, time or manpower to do anything else with these books outside of disposing them. However, I spoke with Allina Korn from the Labore Exchange she said that at the end of our sale she will take all of the novels we will have left. This will help us cut down on the number of books going to the recycling center.

Allina did say that they are not doing anything different for their book area. However, they have made a lot of non-book related changes. She stated that the information she has seen was that contact amongst items is low risk compared to people being close proximity to each other.

David Woods made a motion to approve the Weeded Books sale and disposal. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

Grant Funding

We received \$2000.00 from the Dollar General Grant for our Summer Reading Program. We will be utilizing this to purchase some Apple iPads which will work in conjunction with STEM activities for our YA and Children's Area.

We also received a \$500 Walmart Grant to purchase some items for our YA area.

Notary Services

Preparation has begun to provide Notary Services but because of the closure we didn't want to pay insurance for services we could not provide. Because of the COVID19 and CAERS funding we may be able to get reimbursed for the cost of additional notaries that will need for absentee ballot notary requirements.

HVAC

Two weeks ago, we came back from our Memorial Day holiday to the sight of 8 tiles missing and losing two more due to water damage brought on by our condensation drain getting clogged. This was by far the worst flooding we experienced to the building and its contents. Luckily for us our books were spared any long-term water damage.

However, our shelving and carpeting were not so lucky. We lost an endcap due to the water damage (it was soggy and when we dried it the fabric was no longer tight onto the board) I called in ServePro and they brought 3 fans and a large-scale de-humidifier. After running it Wednesday-Friday, we were able to dry out the library significantly and finally got the building under our 50 percent humidity benchmark.

During this fiasco, Brad let me know that we will be getting a new HVAC unit installed towards the end of July. He stated that this will more than likely require 2 days and we will need to be closed during this time. Although we will be closed, we will remain open through Curbside pickup and an additional day at Bloomsdale during that week.

CARES Funds

In order to assure our patrons and staff are safe during this uncertain time. I received the approval to purchase a Self-Checkout station that we will set up near the front of the Library. We found a company that utilizes basic equipment that we purchased through Amazon (Touchscreen All in one,

Printer and scanner) and a software program that we purchased through the company. In total we spent about \$1,200 purchasing our own equipment as opposed to \$2500 purchasing it through the company. Equipment arrived last week and Equinox is working on bringing it into our Evergreen system.

Programs

At this time all in library programming has been cancelled for the foreseeable future. We are currently doing an online story time at the same time we normally would do our physical story times. Currently

Summer Reading Update

We are slowly getting coupons and giveaway items from local businesses that have agreed to support Summer Reading this year. We would also like to waive up to \$3.00 in fines for any participant who achieves our reading level. The board came to a consensus to approve this program. The board then discussed a Harry Potter themed activity for July and the issues with social distancing. They then discussed utilizing conference rooms and outdoor patio space.

8. Public Forum:

David Woods discussed changes he would like to see on the agenda. Adding the approval of the agenda to the agenda and deleting references to closed sessions. The board came to a consensus to make the changes.

9. Meeting Adjournment: There being no further business before the board, a motion was made by David Woods to adjourn at 12:57 PM. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

PRESIDENT – CINDY NUGENT

SECRETARY - DAVID B. WOODS