

Ste. Genevieve County District Library Board

Minutes

June 10, 2019

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on June 10, 2019 at 1:00 p.m. Those attending were Cindy Nugent, Sheila Powell, Karen Stuppy, Robin Reynolds, and Mary Abts. Others attending were Shawn Long, Library Director, Lindsey Picou, Administrative Accounts Manager, and Brad Arnold, Community Center Director. Guest included Jerry Klein and Bob Nugent.

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

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

Financial Report:

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

Director's Report:

- The June Director's Report was presented by Shawn. Some of the highlights were:
 - Shawn introduced the new full time employee, Lindsey Picou.
 - Shawn will be discontinuing the courier service to the Bloomsdale branch due to the expense and mistakes made by other libraries coding deliveries to Bloomsdale instead of Ste. Genevieve. Library staff will do the couriating between the two branches.
 - Elizabeth Rudloff is training both Shawn and Nama on cataloguing.
 - Shawn showed the Board the five month stats (January through May) of the Bloomsdale branch patrons usage by hour. Based on these stats, Shawn would like to change the Bloomsdale branch's hours from 9 a.m. to 4 p.m. to 10 a.m. to 7 p.m., with the noon hour closed for lunch. He will start the new hours on July 1.
 - Two more computers are not working. Shawn is looking into replacing them with lap tops.
 - There was some confusion last month on Project Pioneer researchers getting free use of the Library's copier. Shawn has since found out that in the past Project Pioneer researchers were not charged for copies, but in January Project Pioneer reimbursed the Library for copies made during the past year. The Library will continue with this procedure.
 - Shawn is working with both MODOT and the County on road signage directing people to the Library. He is looking into options for signage on the building.
 - Shawn is working with Elizabeth on the Policy & Procedure Manual. Shawn is also working on a mission statement.
 - The Library is still having high humidity and leakage issues. The Community Center, Shawn, and the HVAC Company are working on finding the source of the problems and solutions.
 - The space exhibit on June 1 went well with 120 people attending. Fifteen people signed up for library cards during the exhibit.

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Old Business:

- Old business was discussed in the Director's report.

New Business:

- There was no new business.

Public forum:

- Jerry Klein commented that the Friends of the Library's space program at Hawn State Park went well.
- Jerry also stated that he does not want to see the Bloomsdale branch close for an hour lunch.

I, Mary Abts, announced my resignation from the Library Board effective June 11, 2019.

Karen Stuppy made a motion to go into a close session meeting at 1:48 p.m. with a second by Sheila Powell. Roll call vote: Cindy Nugent – yes; Sheila Powell – yes; Karen Stuppy – yes; Robin Reynolds – yes; Mary Abts – yes. All in favor. Motion passed.

Submitted By:

Mary Abts, Secretary

Cynthia Nugent, President