

Sainte Genevieve County Library
Open Meeting
Board of Trustees
June 12, 2023

Be it Remembered: A meeting of the Sainte Genevieve County Library Board was called to order by Board Vice President Melissa Otto on Monday, June 12, 2023 beginning at 12:00 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 Vice President Melissa Otto, Cindy Nugent, Robin Reynolds and Robert Bach answered *aye* to a roll call vote. Library Executive Director Shawn Long and Assistant Director Lindsey Picou were in attendance as was Missy McElligott, library program manager. President Jean Johnson arrived at 12:21 p.m.

Approval of Agenda: Robert Bach 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.

Public Comment: Vice President Melissa Otto conveyed her experience of hearing excellent comments from members of the community with regards to the various programs offered by the library. A clear testament to the efforts of the library staff.

Approval of Minutes: Cindy Nugent made a motion to approve the minutes for the open May meeting. Melissa Otto seconded the motion. All Board members present voted *aye* in a voice vote and the motion carried.

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

Directors Report: Library Director Shawn Long offered the following Directors Report:

New Library Card Registration Form: In order to comply with Missouri's Secretary of State Rule, *15 CSR 30-200.015*, the Library Card Registration form had a redesign (*A copy of the form was provided to Board trustees*). The form became effective on 5/31, this allows use of the form in our Summer Reading Kickoff program. After our policies receive a vote and our staff is trained on the 16th of this month, Equinox will expire all cardholders who are ages 5-17. Parents will be required to come in and sign off using the new form and understand the explicit implications as shall apply to parental responsibility before their card can be renewed.

Library Stats: Our library is not named on the regional Library Comparison spreadsheet due to our inability to qualify for state aid; thus, we are not required to submit such information. Director Long is working on tracking more of these items and will submit specific data next year to help us in our 24-month plan. The comparison is against similar sized libraries.

Summer Reading Kickoff: Summer Reading Kickoff occurred June 3rd with roughly one-hundred attendees.

HUD Outreach Program: The library has been given a reasonable donation to work closely with Ashley at the Department of Housing and Urban Development to do youth outreach. All supplies will be covered with this gift and the library has June and July's programs lined out.

Story Time: Due to overwhelming popularity, a second Story Time event has been added which began on June 8th and shall run through the summer. Story Times will be every Thursday at 10:00 am and, hopefully, it alleviates some of the congestion that has plagued the Tuesday event.

Program Tracking: Programs consists of both one-time and weekly/monthly or quarterly programs held on the library grounds where the library is either a host or co-host of a specific program, minus Story Times.

Outreach: Outreach consists of events that the library was invited to, or went to, in order to showcase or promote library services throughout Ste. Genevieve County. Examples would be Festivals, Community Events, Library Pop-ups etc.

Strategic Planning Cost Review:

- a) Library Strategies Consulting Group - \$22.5k (+ travel exp. + \$1.3k for a Case for support)
- b) The Ivy Group - \$23.6k (+ \$4.6k for a Case for support, excludes travel expense)
- c) Aaron Cohen Associates - \$20k (includes our suggested inclusion of a Case for support)

The average cost for this service is between 20-25K. The general consensus is this project will take the successful candidate between five and seven months to complete the task. Deliverables include a strategic plan rendered by an in-house graphics team, support documents summarizing takeaways from each community engagement activity, and a one-page dashboard that will allow the library to track progress on overarching goals over the lifespan of the plan. There are expected similarities across all who have submitted proposals.

None of these companies in question assist in ballot initiatives. But between community assessments and benchmark studies this will help us illustrate how underfunded our library is compared to other libraries in the area.

Director Long spoke with several of these companies about funding issues as well as how this is not included in the budget. But the companies interviewed were keen to start toward the latter part of 2023 and finish early in 2024. Next for SGCLIB is a narrowing of selection criteria and creation of a favored short list or favored vendor. Such then can be brought before the Board at the July meeting.

Bloomsdale Locker & Ribbon Cutting: Two designs were received for our Locker system. Director Long would like Board review and discussion such that work can advance to the next step.

Currently, a VPN is under construction to enhance communication to the main library.

Virtual Tour: Virtual Tour has been very, very successful!

Foundation: The SGCLIB currently has a Community Foundation of the Ozarks (CFO) account which contains a small amount of cash. Such is utilized for charitable gifts to the library. Many library systems have both a Friends Group and a Library Foundation to help ensure economic stability in times of uncertainty and assist in fundraising for Capital Campaigns and other needs. Due to current SGCLIB needs, discussion focused on such that may apply to an active library foundation board. A foundation board would oversee the CFO account and be responsible for raising funds for library improvements. Such would be a benefit to the library. It would require five ‘volunteers’ who would sit on said board; and that a SGCLIB Board member would be a non-voting member to address current library concerns before the foundation board. A lengthy discussion unfolded on the merits of a foundation and the consensus was that it is certainly worth pursuing.

24-Month Plan: In order for the SGCLIB to start looking ahead at future library needs and address a changing, and challenging, political and financial climate it is critical to have a plan in place for SGCLIB to use for guidance. Director Long suggests a committee to help move this forward and discuss these needs so they can be brought before the full library Board. An initial task would see this committee focus on interviewing Aaron Cohen Associates, as well as The Ivy Group, to determine the best company to employ as the library moves forward with its Strategic Plan.

Policies Regarding New Rule Compliance: Missouri’s Secretary of State promulgated a new rule; 15 CSR 30-200.015, entitled The Library Certification Requirement for the Protection of Minors. This rule became effective in late May of this year. The library was pressed to comply with the new rule as were other libraries around the state and, as a result, moderate library Board discussion focused on the adoption of said policies, and changes to certain document(s) as well as the need for public understanding and recognition of parent responsibility, particularly as to how and when the new rule is exercised. The augmenting text necessary for the SGCLIB’s compliance was discussed at length. The library shall strive to exercise the intent and spirit of the rule but it requires, in no uncertain terms, parental or guardian understanding and participation if the rule is to achieve its purpose. Discussion ended with Robert Bach offering a motion to adopt the policy text and the augmented form(s) as proposed. Cindy Nugent voiced a second. All Board members present voted **aye** in a voice vote and the motion carried.

Next Meeting: The next Board meeting is Monday, **July 10th, 2023** at noon.

Meeting Adjournment: There being no further business before the Board, Cindy Nugent made a motion to adjourn. Robin Reynolds voiced a second. All Board members present voted **aye** in a voice vote and the Open Meeting adjourned at 1:37 PM.

Board Training: Several members of the Board opted to remain after the adjournment of the open meeting to partake of the first segment of a training series specifically targeting library board members. The training DVDs, produced by the Wyoming State Library System, has two narrators and several actors that role play while illustrating the manner in which board members might conduct themselves. This first segment was about eighteen minutes in length. Other video in the series will be viewed at subsequent meetings. These can viewed as needed in any sequence.

Respectfully:



Robert E. Bach
Secretary
Sainte Genevieve County Library

Jean Johnson
Board President
Sainte Genevieve County Library