

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, June 21st, 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, June 21st, 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, Robin Reynolds and David Woods, Library Executive Director Shawn Long and Assistant Director Lindsey Picou.

Approval of Agenda: A motion was made by Cindy Nugent to approve the agenda. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson, 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, 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. Cindy Nugent made a motion to approve the Financial Report. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson, 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:

New Business

New Databases

AtoZ Food and AtoZTravel have been purchased and added to the website. The foreign language database Lingo Lite was actually a free item and so we were only charged \$350 for a full year of these databases. We are working on getting word out about these exciting new additions to our databases through social media and other avenues.

Microfilm issues

Our Microfilm to computer to printer software is no longer being supported so we had to purchase Adobe Standard to be our printing software. After about 2 weeks of run around and discovering our software was EOL (End of Life) I made the call to go to adobe standard instead.

Microfilm Grant

Just in the nick of time! we have been approved for \$13,200 for a new Crowley U Scan Microfilm machine. Some benefits of this machine: Whisper quiet operation, has digitization capabilities, can do batch scanning. ½ the size of our current set up, and features a touchscreen computer. I have spoken with Microtek and we officially can't move forward until July 1st however they are working on their end getting things lined up. When the equipment comes in they will come down and set up and then teach the entire staff how to operate it.

This may require us to close the library for one day. I will do my best to get this date as far in advance as possible to ensure we give the public enough warning. I will also reach out to Bob Mueller from the Foundation for Restoration to see if he would like to participate in this training since he uses our Microfilm reader significantly more than most of the staff.

Carpet Cleaning

We are roughly 2 years from our new carpeting going down. Although it is still looking really good I want to ensure the carpet is being taken care of. Lindsey's family has an industrial carpet cleaner and has offered to bring it to the library. We have already purchased the proper rug cleaner so we just need to find a date that works for us to be closed. Depending on how long Microtek needs we may do both of these on the same day. I will utilize the full time staff to help Lindsey move furniture, vacuum and other things to give her ample time to run the carpet cleaner.

Content Marketing

I have written 2 "blog" type articles on the website, one is for "Top ten books to read this summer" And the other is "Ten books to up your July 4th festivities." Not to bore anyone with the details but I will be giving this task to Tessa at Bloomsdale and have her use these 2 as a roadmap for future marketing content. The hope is to utilize stuff like this as a way of increasing our brand awareness and showcasing books in our collection. So be on the lookout for more!

New Table needed in Kids area

Since resuming programs in May our Story Times have consistently seen between 15-25 attendees per Tuesday. This has been very exciting for us but has caused us to run out of room in our children's area tables. This last Tuesday was the most crowded yet and only showed the need for additional seating for our youngest patrons.

Sadly although we have an ample supply of Tables, they will not work for this area. (We need 20 inch tables as opposed to a standard adult table.) We will utilize either Programming funds or Office funds to purchase an additional table and chairs.

New State Program

Teaching Books/Book Connections is the first statewide program that the state will be rolling out using ARPA funds. For more information about this program you can check it out at the link attached.

[Missouri / TeachingBooks Access and Introduction - Google Docs](#)

Old Business

Jurassic Park in the Park

Jurassic Park in the Park had to be rescheduled from the 15th to the 29th due to inclement weather. The event was still very successful and by my estimation I anticipate we had around 100 attendees. However, by the time the movie ended we only had 6 remaining people. The evening was very cold and sadly our equipment was stalling causing unwanted lag. We also had some tech issues that will get rectified by our June movie as well.

We also had 6 new library card registrations! This number will be reflected in our June Library card #'s

Binder Project

I am proud to announce that our binder project has been completed! This was a team effort and we finalized the last remaining books the last week of May. Jamie also moved many of the non-genealogy records to a different area of the library so we could make more room for strictly Ste. Genevieve stuff.

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

I estimate we had roughly 100 attendees at our kickoff. Although it wasn't as well attended as I had hoped I thought it was still very successful. All staff were able to help and as things slowed down I sent them home. By the end of the day we only had 3-4 remaining staff outside of the usual 1 staff member for Saturday. Bruce was a huge hit and we promoted all library services including Hoopla, Libby, Creative Bug and other services.

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 Policy

Finalize and vote on our Fine Free policy.

Grant Updates

Senior Citizen Grant

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

2021 Microfilm Grant

Please see above

Library by the Numbers

The board the numbers for May Program Numbers, Library Card Registrations for 2020, Hoopla , Library Visitors (according to door counter), Courier Count, YA Book Boxes and Wi-Fi Zone Usage.

Old Business:

The board reviewed the Overdue Fine Policy and made one small clarification. Robin Reynolds made a motion to approve the policy with the clarification. Cindy Nugent seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

New Business:

Assistant Director Lindsey Picou shared two projects she is working on. The first is gathering previous patron information and designing a letter showing many of our new and popular items and programs to be sent to them. The second project is a welcome packet for new members to help orient them with our library. The board was impressed and thanked her for her initiative and effort.

Public Forum: Nobody was in attendance besides those on the roll call.

Meeting Adjournment: There being no further business before the board, a motion was made by Robin Reynolds to adjourn at 12:46 p.m. Cindy Nugent seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds and David Woods voted yea on a voice vote. Motion carried.

PRESIDENT – JEAN JOHNSON

SECRETARY - DAVID B. WOODS