

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, July 13th, 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, July 13th, 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 and David Woods. Library Executive Director Shawn Long, Library Employee Lindsey Picout and Bob Nugent was also present.

3. Approval of Agenda: A motion was made by David Woods to approve the agenda. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson and David Woods voted yea on a voice vote. Motion carried.

4. Approval of Minutes: A motion was made by David Woods to approve the minutes. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson and David Woods voted yea on a voice vote. Motion carried

5. Financial Report: Library Executive Director Shawn Long went over the vouchers. Long explained that the insurance was paid by the credit card due to the county courthouse computer hack. They bought some books and are close to finishing the lactation room. A motion was made by Jean Johnson to approve the Financial Report. David Woods seconded the motion. Cindy Nugent, Jean Johnson and David Woods voted yea on a voice vote. Motion carried.

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

7. UNFINISHED BUSINESS:

Weeded Books

After it was all said and done, we raised over \$200 dollars from our weeded books collection. Towards the end we focused on Bag of books for \$1.00 and BOGO the last 3 days of the sale. All Fiction Books are going to the Laboure Exchange and we are recycling all Non-Fiction books.

CARES Funds

Per last board meeting we purchased 3 soap dispensers and placed them throughout the Library as well as more masks and gloves.

Lactation Room

The Door & drywall was put up June 25th/26th. As of this update we are still waiting for the completion of the Drywall project including tapping, mudding, sanding and painting.

Highway 32 Signage

I spoke with Michele again and according to her she is going through the correspondence with Jordan to figure out where this project fell apart. She is still very hopeful about getting the signs up she just does not have a possible date that will happen. I am staying on top of this and will let you know when it finally happens

Summer Reading Update

Our enrollment is as follows:

Pre-K 40

5-12 92

Teen 10

Adult 67

With a total of 43,812 minutes

Mystical Creature Program

I am working with Kendell in trying to get at least the Troll in our library for our Harry Potter night.

Troll



UPDATE: This program has been pushed to 2021 due to the cancelation of the Harry Potter event and the COVID19.

Library Card Registrations for 2020

We ended the year with 583 new library cards among 2 locations.

Month	2019 Total (MB/B)	2020	2020 Bloomsdale	Monthly Total	+/- Compare to 2019
January	41 (38/3)	34	4	38	-3
February	32 (29/3)	47	10	57	+25
March	20 (18/2)	26	0	26	+6
April (Ecard)	34 (34/0)	7	CLOSED	7	-27
May	43 (43/0)	CLOSED	CLOSED	CLOSED	CLOSED
June	55 (53/2)	26	1	27	-28
July	47 (44/3)				
August	51 (49/2)				
September	166 (163/3)				
October	36 (32/4)				
November	29 (25/4)				
December	29 (25/4)				
Total	583 (553/30)	140	15	155	-27

8. NEW BUSINESS:

Employee Changes

Norma Lemons and Nama Chibitty have been offered Full Time Library Aid positions at Ste. Genevieve R-2 Norma is still interested in working 1-2 nights during the week and one Saturday a month and Nama will stay on and work every Tuesday evening 4-7. However, we will be losing both of them for their day shifts.

With the loss of these two employees and the still vacant Children's Librarian Position Lindsey and I

have discussed what we require of this position. Our conclusion is that it needed to be geared towards a Youth Services Librarian position. This will require days, evening shifts and program development. With the 2 staff members still staying on for evening hours this allows us to focus this position on Community engagement and youth program development as well as someone to assist during the day.

The only changes that will really happen to program is that we will be moving Story time to Thursdays instead of Tuesdays to accommodate the new person's schedule.

Training

Lindsey and myself attended a Training entitled "Programing for the Millennial Generation". We were hoping to get a lot of great ideas to implement into our current infrastructure and we were sadly mistaken. Although the program was informative it was geared more towards what to do if your "building a library to help focus on this generation" and not so much the programing focus we were hoping for. One thing that was a positive was that many of the suggestions they made have ALREADY been implemented.

EDGE Assessment

The Board urges the public to go to www.sgclib.org/survey and take the survey so we can determine the needs of our community.

The State Library paid for EVERY library in Missouri to participate in an EDGE assessment. According to them this was very expensive and more than likely will not be purchased again for a few more years. We took the opportunity to fill it out and see exactly what our weaknesses and strengths are as a Library.

We have a lot of room to grow, according to them our score is 517 and compared to libraries of comparative size we are a little over the peer group average of 511/1000

What does this mean?

Many of these things can be improved upon easily. However, the correct questions need to be asked first. That is why it is imperative we start undertaking the first steps of a Strategic Plan. Some libraries actually contract out this service to help develop the correct questions to ask to help identify the weaknesses they need to address. Some we identified on our own (Fixing the YA area, adding Laptops, adding computer classes)

We have included a copy of both the Edge Assessment and the questionnaire we would like to send out to our community. This will help us improve upon our services and ensure that the changes we make are things that the community needs and wants.

Future Closure (Just in case)

Many libraries across the state have had to shut down services after opening due to either a significant increase in Covid cases or in many cases a staff member either getting tested or diagnosed with Covid. With your approval I would like to set up parameters in which we close to the public if that is the case. It would look like the following:

In case of significant increase in cases in Ste. Genevieve County (to be determined by board)

Library closes to the public however we go to Curbside only

If a staff member is tested for Covid-19

Due to the small nature of our staff. It is my recommendation that we close for two weeks to ensure no other staff members were exposed. If the staff members test comes back negative, we can reopen

earlier than 2 weeks. If the test is positive, we remain closed for two weeks and all employees need to be tested before we reopen.

Grant Opportunity

The State Library has released a Broadband Funding for Distance Learning and Telehealth in Libraries Grant. With it we can secure up to \$30,000 dollars to upgrade our technology and broadband equipment in house, purchase new routers or servers, expanding bandwidth, purchasing Hotspots or other Wi-Fi capable devices. I am currently working with Missy Sutton from SGCMH to help bring in the Telehealth component and working with Lee Scherer and Big River Internet in helping bring Hotspots to Ste. Genevieve.

The goal with this grant will be to set up 10-15 Remote Hot spot locations where children can upload homework, download coursework and people can remote in for their telehealth appointments. The goal is to get numerous locations throughout the county where people can access high speed internet quickly and efficiently. The due date for this Grant is July 31st with the reward happening sometime in late August. If you have locations that you would recommend, please let me know and I can add them to our current list.

Dehumidifier

The dehumidifier ran into issues Monday July 6th it did get fixed however, we don't know what caused it to not work. Chris just reset it.

Notary Services

I am in the process of becoming a Notary because at the time of setting it up our first choice did not meet the qualifications to become a Notary. I approached Suzanna about being a Notary for the Bloomsdale Branch and she stated that she is in the process of looking for a full-time job and cannot confirm if she will still be here through November. At the present time I am the only one who will be a Notary.

HVAC

Currently do not have a date during replacement. However, when that happens, we will go to Curbside for the days we need to be closed.

Programs

Our game plan is to have a Harry Potter program on July 31st we will gauge interest and participation with this program and lay the ground work for an August Saturday story time, with the ultimate goal to resume normal program operations effective September 1st.

This is all dependent on the status of the community as it relates to the current situation and can change at any moment.

UPDATE: Harry Potter has been canceled due to the COVID19. The Library is planning on doing a Drive-In with Movies. They have procured an inflatable large screen and projector. They are working on procuring the rights to movies to be shown and have a plan for social distancing

9. Public Forum: Board President Cindy Nugent asked if anyone would like to speak. Nobody raised their hand to speak.

10. Meeting Adjournment: There being no further business before the board, a motion was made by David Woods to adjourn at 12:40 PM. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson and David Woods voted yea on a voice vote. Motion carried.

PRESIDENT – CINDY NUGENT

SECRETARY - DAVID B. WOODS