

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, August 10th, 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, August 10th, 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 (arrived at 12:20 p.m.).

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 Jean Johnson to approve the minutes. David Woods 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 and financial statements. A motion was made by David Woods to approve the Financial Report and vouchers. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson and David Woods voted yea on a voice vote. Motion carried.

6. Approval of Tax Rate: The board reviewed the county assessed property valuations from the County Assessor's Office. David Woods made a motion to keep our tax rate the same (at 0.0473%) with no reductions. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson and David Woods voted yea on a voice vote. Motion carried.

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

8. UNFINISHED BUSINESS:

Employee Changes

Our Youth Services Librarian position is still vacant we have posted the available position on both Indeed and Facebook and we ran a newspaper ad last week and this week. We are hoping to have someone hired by the end of August. As of right now any holes in the schedule will be filled by Lindsey or myself.

Strategic Plan

I am currently compiling responses from our community and hope to have something to present to the board at the September meeting. The goal will be to identify areas that we can improve on and what kind of steps we can take to reach those goals in the coming year.

Highway 32 Signage

Signs have finally been ordered and we are awaiting installation on 32.

Grant Opportunity

The final cost of this grant was \$36,000 this will cover at present 6 permanent hotspots throughout the county and 8 mobile hotspots that we can check out here at the library. Included in this grant is

the cost for all 14 hotspots for 2 years, signage for the 6 hotspots and \$500 in marketing costs to promote these services on social media and other avenues. They anticipate confirmation if we did receive this grant sometime this week. (They anticipate by the middle of August)

We need to confirm our Mobile Hotspot policy to ensure when they come in and they have been cataloged we can hit the ground running with checking them out. By the way the grant will be written half of them can be checked out for anyone but the other half have to be utilized for either Secondary Education or Telehealth for the first year.

Notary Services

All notary paperwork has been submitted and I am awaiting the stamp to make our notary service available.

HVAC

Anticipated dates for installation will be August 20-21st. At that time, we will close for those two days due to lack of cooling in the building. The most that will happen is a staff member will come in and empty the drop box during those two days.

Programs

Summer Reading Update

Our enrollment for June:

Pre-K-40

5-12- 92

Teen-10

Adult 67

With a total of 43,812 minutes

August 8th #'s

Pre-K-40

5-12- 99

Teen-10

Adult-69

Minutes 72,627 Minutes or 1,210 hours!

New Board Member:

Michele Gatzemeyer has reached out to former Elementary Principle Geri Diesel as our potential 5th member. She is currently awaiting a response but she sounded positive.

Mystical Creature Program

After some discussions with Kendall he is trying to split his help with these monsters between us and Farmington. He is currently hoping to bring the Troll and Kappa to the Library potentially during our closure on the 20th and 21st. If Farmington doesn't get back to him soon, we may also get Big Foot. Once they are here, they will stick around till 2021 since it looks like our big December program may be cancelled.

Troll

Kappa



Library Card Registrations for 2020

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)	42	2	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	

9. NEW BUSINESS:

Different direction for audio books this month



Due to the pandemic there are very few must have new DVD's coming down the pike. Couple that with our Audio Book selections not getting checked out as much as we want we are going to utilize a portion of our budget this month to purchase Playaway audio players. These E Books are about the size of MP3 Players and have one book on them. Patrons can then hook this up to their car stereo, input on a Bluetooth speaker with an auxiliary jack at home or plug in ear plugs directly and listen on the go.

These will be more versatile than our current selection and I am interested to see the response from the community.

Board Books pulled

According to the Reopening Archives Libraries and Museums project (REALM) Board books still included trace amounts of the COVID 19 pathogen after 4 days. Although the test concluded at 4 days it is unknown for the time being if the disease is still traceable after 5,6 or 7 days. For the time being we have PULLED all board books in the children's area and they will remain stored for the foreseeable future.

Removal of equipment from the inventory

Per our policies any large items need to be voted on its removal from the library inventory. We need to remove the old tube television and the cart it is on. As it stands now it is just taking up space and we have no other uses for it at SGCLIB.

David Woods made a motion to approve the AV cart and TV to be removed from inventory and a new home found for them. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson and David Woods voted yea on a voice vote. Motion carried

New programing – 6 Programs:

At the present time we are working on 5 programs that we can do safely during this uncertain time and working on one long term project. The breakdown is as follows:

1-Pop-up Library- By far the most exciting programming opportunity for SGCLIB. Myself, Lindsey and any Friends volunteers we can recruit will be setting up at strategic locations throughout the community to give away books and promote Library programs and services. We will focus on Library card signups and bringing awareness to different library services. All patrons who register or have library cards will get a free book Books used are a combination of donated high-quality books and some of our fiction books we have weeded. We would like to do this 2-3 before the weather gets bad.

2. Seed Library- We are partnering with the MU Extension office to start growing a Seed Library here at SGCLIB. MU Extension not only is providing informational resources but they also donated a significant number of seeds for this program. We also received donations from True Leaf Market and Baker Creek Heirloom Seed Company out of Mansfield Mo. Our goal is to have this program “live” by the end of August we are working on checkout procedures and policies in regards to this program. (Policies attached for review and approval)

3. Homebound Delivery- At the beginning of 2020 I mentioned we received a grant to teach technology classes to senior citizens in our community. Sadly, this pandemic has pretty much stalled our ability to move forward with this much needed program. I spoke to Judy Schilly in regards to this predicament and she stated that we can utilize this same \$1,110.00 for a comparable program that serves the 60+ community. I have also spoken with our Insurance company and they stated that in order for us to be covered with something like this we would have to adjust our policy and they do not expect it to increase by that much. The grant funding award will be utilized to cover the increase in insurance, car magnets for the staff member who delivers the books, bags and luggage tags enough for 24 patrons. For a more thorough explanation of this program please see the Policy addendum to the report.

Supply Cost Zippered Canvas Bag (48)s-\$556.52

Luggage ID Tags (50) \$23.99

Magnetic Signs for delivery vehicles (2) \$50.00

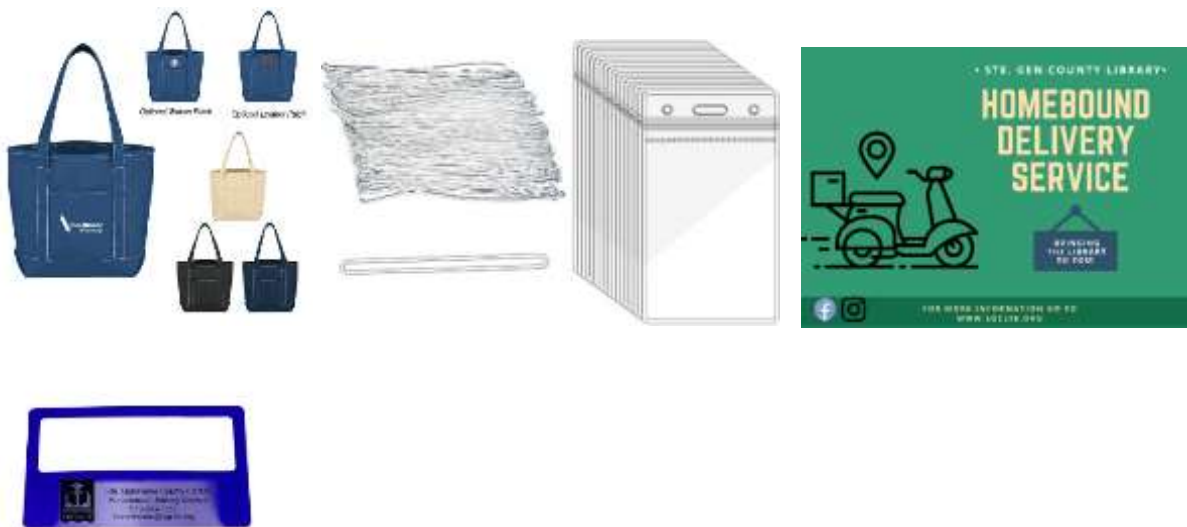
Insurance increase- \$56.00

Magnifiers (250) \$285.00

Total \$971.51

128.49 Remaining

This will tentatively happen on the 1st Thursday of the month. David Woods made a motion to approve Homebound Delivery. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson and David Woods voted yea on a voice vote. Motion carried



4. Movie under the Stars- Our first Movie under the Stars program will be this Friday with the Wizard of OZ starting at 8 pm. With a movie starting between 8:30-8:45. We are working on 2 more movies, the LEGO movie in September and Hocus Pocus in October. September will be in Pere Marquette park and we will figure out the best location out of the 2 for October. We have already had Steve Plati Insurance voice interest in being the sponsor for one of these movies. We will follow up in regards to that after we gauge the success of the August event.

5. Pig the Pug Story Time-We will make an attempt to bring back our Saturday story time Saturday September 12 at Pere Marquette park. Executive Director Shawn Long has procured a pug puppy that will be at the event.

6. Book Bike- By far the most expensive endeavor for SGCLIB. I am approaching a few businesses to be sponsors for this new program the goal would be to get the entire cost of the bike covered through a partnership with a local business. The total cost is roughly \$4,000 that would include the bike, the shipping and the wrap around the box. We would be able to utilize this as an outreach tool like we would a book mobile however we could actually bring it into schools, community events, community center events and any other locations throughout the community.



Princh- (Mobile printing)

We received an invitation for a webinar about a mobile printing app called Princh. This would allow patrons to download the Princh app which would be connected to our printer. They can then print and pay for items all from the convenience of their own phone. Because we are a MALA member, they are offering use of this service for free during the duration of this pandemic however the cost is under \$500 depending on what community size we would fit under. This will not only allow patrons a speedy in and out process for those who wish to just print from their phone.

Taking Credit Cards

I spoke to Sara Hoog last week to discuss the possibility of us being able to accept micro transactions via debit & credit in response to possibly getting Princh. We also wanted the ability to accept Debit and Credit in cases where patrons wish to pay for their fines or fees over \$10.00 via card as well. We were at a standstill with our Square reader because we did not have the proper equipment but now that we have a I-pad we can use it. She reached out to a trusted State Auditor to discuss our options in regards to this and per his recommendation he suggested we get our own Checking account which will receive these small amounts and then we will cut a check to the county from that library account. He stated that in order to be compliant the Library Board and commissioner board needed to give their approval before moving forward.

David Woods made a motion to approve the Library to get a checking account for the purpose of receiving credit card payments of over \$10.00. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson and David Woods voted yea on a voice vote. Motion carried

Outdoor Signage

I had Garrett Bahr of Bahr Signs come by and discuss options of giving the library an actual presence outside of the community center with a sign. After discussing our options, we determined the best location would be on the corner of the building in between the posts. This would allow all visitors would then be able to see the sign when they pull into the main entrance for the community center.

As of right now we don't really have the money in the budget for the sign and it still needs to get approval from the community center board. However, if the board likes this area and sign, I can start working on the approval process and then include it into the 2021 budget.

Cost per sign is estimated at \$550.00 each and includes installation. The board came to a unanimous consensus to move forward on this project.



Policy Approvals

The board reviewed the Homebound Policy and Hotspot Lending Policy:

Homebound Policy

Ste. Genevieve County Library offers materials delivery service to patrons who are valid SGCLIB cardholders and are unable to come to the Library due to a temporary or permanent disabling condition.

Eligible patrons may complete a Homebound Delivery Service Application form ([LINK](#)) and submit it to Library Staff. If an eligible resident of Ste. Genevieve County does not have a valid SGCLIB card, an application for a card can be completed during the first home visit.

Delivery will be scheduled the second Thursday of the month. Deliveries may be made by Library staff or Library volunteers as available. Delivery will be available for all residents that meet eligibility requirements and that are within 15 miles of our main library branch.

All Library materials are available for home delivery with the exception of

- Interlibrary Loan Service
- Placing Holds
- Renewals
- New items and library items designated as new releases and popular titles.

All Library policies will apply to those receiving homebound services with the following exceptions.

1. Materials will be checked out for 45 days rather than the traditional 2 weeks.
2. No overdue fines will be accumulated with the exception of lost or damaged items which will be classified as such after non return or damage is confirmed.
3. Staff will maintain a list of books sent to participants to ensure duplicate titles are not sent during participation.
4. Materials will be checked out on the card of the person receiving the service.

Homebound delivery service will/may be terminated for the following reasons:

- At the request of the patron, patron's parent or legal guardian, or an individual with power of attorney to act on behalf of the patron.
- Homebound delivery service eligibility requirements are no longer met.
- When the patron exceeds their 10 items out and they have not been returned.
- Failure of the homebound patron to abide by any and all policies of the Ste. Genevieve County Library.

Approved by the Ste. Genevieve County Library Board on _____.

David Woods made a motion to approve the Homebound (delivery) Policy. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson and David Woods voted yea on a voice vote. Motion carried

Ste. Genevieve County Library Wi-Fi Hotspot Lending Policy

The Ste. Genevieve County Library (SGCLIB) has established a Wi-Fi hotspot lending program to provide patrons in our community with high-speed internet access. With this program, students can use the internet for help with homework and projects, employees can travel with reliable access to meetings and presentations, and patrons can have home access to the library's digital resources such as our databases and Ebooks. Patrons will be able to take advantage of our Wi-Fi hotspot lending program with a SGCLIB Library Card.

New card holders must establish a borrowing for 3 consecutive months with at least 3 checkouts. If a patron has had a library card from another Missouri Library the former Library will be contacted to see if the patron is in good standing and has an established borrowing record. If a patron does not have the required lending history, they will be charged a \$25.00 deposit for every check out until the proper borrowing history can be established. Upon return of the hotspot the deposit will be refunded in full barring any lost or damaged items.

The Library is not responsible for any liability, damages or expenses resulting from use or misuse of the device, connection of the device to other electronic devices, or data loss resulting from use of device. Any use of the device for illegal purposes, unauthorized copying of copyright-protected material in any format, or transmission of threatening, harassing, defamatory or obscene materials is STRICTLY PROHIBITED.

Wi-Fi hotspots may be borrowed by SGCLIB card holders ages 18 and above with library cards in good standing (i.e. library card is not blocked due to unpaid fines or lost material)

Checkout is limited to one per household at any given time and the library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning electronic devices.

Wi-Fi hotspots are available at the Circulation Desk on a first-come, first served basis from the time the library opens until 1 hour before the library closes. They may not be reserved. In order to borrow a hotspot, the patron's library card and government-issued photo ID must be presented to the Circulation Desk.

At the time of check-out, a patron must complete a Hotspot Electronic Device Agreement.

Once a hotspot is checked out to a patron, it becomes the responsibility of that patron per the Hotspot Electronic Device Agreement. Any changes in condition or content while in their care will be the patrons responsibility. Patron is responsible for damage, loss, or theft and should have a basic working knowledge of the device on checkout. If any technical problems are encountered. Patrons should return the device immediately to SGCLIB.

Hotspots may be borrowed for two weeks. They must be returned IN PERSON to the Circulation Desk and never to another library or in the book drop.

Devices returned in the book drop will result in a \$10.00 fine. If damage to the device is discovered by Library staff, these costs will be added to the patron's account.

The overdue cost for the item is \$5.00 per day up to the cost of the replacement of the item \$100.00 (as of July 2020)

All components of the Hotspot must be present upon return for the library to consider the item checked in. Returned hotspots will not be immediately available due to the need for maintenance.

The following fines and fees apply

Description	Fine/Fee
Lost, Damaged, stolen hotspot. If stolen, borrower must submit a police report to the library	\$100 replacement cost
Lost or damaged power cord	\$15.00 replacement cost
Battery missing or damaged	\$20.00 replacement cost
Storage Bag	\$10.00 replacement cost
If hotspot is not returned on time, service to the hotspot is suspended.	

Any returned device must remain in the library for 24 hours before a patron, or another patron living in the same household, may check it out again. If a hotspot is not returned, the borrower will be charged a \$100 replacement cost. If devices are not returned in a timely manner, civil and criminal action will be taken. If the borrower fails to pay the replacement cost for a lost device, they will be banned from utilizing library services.

Three (3) late returns for any device checkout will result in being permanently banned from borrowing all devices.

Approved by the Ste. Genevieve County Library Board on _____.

David Woods made a motion to approve the Homebound (delivery) Policy. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson and David Woods voted yea on a voice vote. Motion carried

Hotspot Electronic Device Agreement

The Ste. Genevieve County Library (the Library) has established a Wi-Fi hotspot lending program to help bridge the digital gap in our community between those who have high-speed internet access and those who do not. In order to borrow a Wi-Fi hotspot device ("Hotspot") from the library, a patron must be a Library cardholder in good standing, present a valid government issued ID, a resident from Ste. Genevieve County and sign this Hotspot Electronic Device Agreement.

Hotspots may be borrowed for a total of 14 days with no grace period and no renewals. Hotspots not returned by the due date will have service deactivated. Borrowers are limited one (1) Hotspot per household at any given time.

I the undersigned, understand and acknowledge that Hotspots are unsecured, wireless networks and that any information being sent or received over the network could potentially be intercepted by another wireless user. Hotspot borrowers are cautioned against transmitting their credit card information, passwords and any other sensitive, personal information while using the wireless network. Due to this inherent insecurity. I agree that I use the Hotspot at my own risk and agree to release and hold harmless the Library and its board members, officers, employees, agents and representatives from any liability, damages, or expenses resulting from the use or misuse of the Hotspot, connection of the Hotspot to other electronic devices or data loss resulting from the use of the hotspot.

Any use of the Hotspot for illegal purposes, unauthorized copying of copyright-protected material in any format or transmission of threatening harassing, defamatory or obscene materials is strictly prohibited. I agree to comply with all applicable federal, state, and local laws, including those regarding obscenity, pornography and the delivery of any such material to minors, and Library policies.

I understand and acknowledge that the internet contains images and content that may be offensive or harmful to me or to others. I agree to release and hold harmless the Library, and its board members, officers, employees, agents and representatives from all liabilities associated with the viewing of, use of or exposure to any information, picture, graphical representation or illustration I may encounter while using the Hotspot, regardless of whether the information appears on or is delivered through the device I operate or any other wireless user operates.

I acknowledge and agree that if I lose or damage the Hotspot, the replacement cost will be \$100.00. The daily late fee will begin to accrue at a rate of \$5.00 on the first day the Hotspot is past due. At 45 days overdue, a replacement cost of \$100.00 will be charged to my Library account and civil and criminal penalties may be taken against me.

The Library reserves the right to refuse service to patrons who abuse equipment or who are repeatedly late in returning Library materials. I acknowledge and agree that my failure to comply with this Hotspot Electronic

Device Agreement may result in suspension of my Hotspot borrowing privileges and/or internet privileges at all Library locations or other appropriate legal action

Acknowledgement of Wi-Fi Hotspot Policy & Replacement Cost

I _____ (print full name) understand and agree to these rules of use. By signing this agreement, I accept the above loan policy am stating that I am responsible to return this equipment to Ste. Genevieve County Library in good working condition and free from damage. I understand that if the hotspot is not returned its wireless service will be discontinued. The hotspot will be unusable. Hotspots are checked-out for a period of 14 days. Overdue charges are \$5.00 per day. I acknowledge that a Wi-Fi hotspot is NOT to be returned in the outside book drop, but must be returned to the Circulation Desk at least one hour before the library closes. Devices returned in the book drop will result in a \$10.00 fine.

Please fill out the following fields:

Library Card Number: _____

First Name: _____

Last Name: _____

Email Address: _____

Phone: _____

Signature: _____

Date: _____

Library Staff Only

___ Checked Library card AND Photo ID

___ Reviewed policy due date and fines assessed

___ Checked that device included hotspot, cord, instructions and case

___ Patron has a circulation history of at least three months.

___ Patron has included a \$25.00 fee in lieu of their circulation history.

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

11. Meeting Adjournment: There being no further business before the board, a motion was made by David Woods to adjourn at 12:56 p.m. 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

