

Ste. Genevieve County Library Board

Minutes

August 12th, 2019

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on August 12th, 2019 at 12:00 p.m. Those attending the meeting were Cindy Nugent, Karen Stuppy, Robin Reynolds, Lindsey Picou and Shawn Long.

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

Minutes from the June 10th, 2019 regular meeting were presented. There was not a Library board meeting in the month of July due to no quorum. Motion to approve the minutes was made by Robin Reynolds and seconded by Karen Stuppy. Motion unanimously approved.

FINANCIAL REPORT:

Shawn Long presented the July Revenue/Expense report and vouchers. See attached copies. Motion was made by Robin Reynolds to accept the July Revenue/Expense report and vouchers and was seconded by Karen Stuppy. Motion was unanimously approved.

DIRECTORS REPORT:

- Humidity and hvac issues were discussed and it has been determined that a de humidifier needs to be installed on the roof and Shuh & Son's will install the dehumidifier and the library will close during the installation of the dehumidifier with that date to

be determined. It would be in the best interest of the patrons to close the library during the installation and the board agreed.

- There was an actual hole in the roof not the hvac system that caused some leaking issues two weeks ago. There was some damage to some tiles and carpet but some of the tiles were replaced and the carpet had some minor damage and we are keeping an eye on the carpet squares as far as moisture issues are concerned and will replace if need be.
- The library will be promoting the Wolfner Library which is a free service for Missourians who are unable to use standard print materials due to visual or physical disability. Shawn had samples sent to the library including two audio books and a player. Wolfner library requires an application that is approved by library staff to be qualified for services. The library will be promoting this service within the next few months including community events that these services would be very beneficial.
- September is National Library card sign up month. Shawn will be working with Ste. Genevieve Elementary School to sign kids up for library cards. Lanyards have been purchased for parents and students that sign up that day that say "I love to read".
- Staff training will be held on the day that the de humidifier is installed and also on October 14th, Columbus day, as well.
- Approval for the Patron Information brochure was made with one change in the brochure as far as DVD late fee from .20 to 1.00 per day concerning the late fee. Robin Reynolds made the motion to approve the Patron Information brochure with the change of the late fee for DVD rentals. Motion was seconded by Karen Stuppy to approve Patron Information brochure.

- Signage for two library signs will be provided on Highway 32 free of charge by Modot. Shawn is checking on two more signs with another company to be placed on Industrial Road the library would have to pay for these two extra signs.
- A couple of changes will have to be made before the board will be able to do final approval for the policy and procedures manual. Those changes would be to the alcohol consumption and the no meetings months due to vacations and holidays. Shawn will make those revisions and send to the board before final approval is made.
- Five board games have been secured from Iggy's Pop shop and two from the manufacturer. Ten chess sets donated by the St. Louis Chess Museum. The library's goal is to host chess club nights the 2nd Monday of the month from 4:00-6:00 p.m. Shawn is tracking events such as this to have an idea how events are being received as far as patron participation is going and what events are really popular to continue holding these events on a regular basis.
- The Missouri Department of Conservation donated 10 rod and reels and tackle boxes to the library to promote their rod and reel program. A promotion for this program will be on August 21, 2019 at 10:00 a.m. Patrons will be able to sign out these rod & reels through the library.
- Discussed having access to the Encode program so Lindsey can begin doing our accounts payable, payroll etc. Karen Stuppy spoke with Joel Long with Tyler Technologies to get this program set up on a computer for Lindsey so that the library can take these responsibilities away from Joann and do this on our own. We can

have three people that can have access to this program at no charge to the library. Currently Joann and Brad have access to this program and Lindsey would be the third person that could have access. Shawn is going to contact Joel with Tyler Technologies to get this process started. If Tyler technologies would need to assist with any technological services, concerning downloading the programs or other computer tech services there will be a \$150.00 charge per hour per Joel Long.

OLD BUSINESS:

- Per our attorney the library is legal to stay under the County's umbrella, the board discussed getting Lindsey set up with the software program and training before approaching the County Commission concerning the inter- governmental agreement and the Community Center board concerning the lease agreement. The library board would like to call a meeting with both parties to discuss these agreements.

NEW BUSINESS:

- None

Robin Reynolds made a motion to go to closed session at 12:55 p.m. due to personnel issues and Karen Stuppy seconded the motion. Roll call vote Cindy Nugent-yes, Karen Stuppy-yes, Robin Reynolds-yes. Motion passed.

Submitted by:

Karen Stuppy, Treasurer (Acting Secretary)

Cindy Nugent, President

NOTES FROM CLOSED SESSION MEETING 8/12/19

RE: PERSONNEL ISSUES

PARTIES PRESENT:

PRESIDENT- CINDY NUGENT

TREASURER- KAREN STUPPY

BOARD MEMBER – ROBIN REYNOLDS

LIBRARY DIRECTOR – SHAWN LONG

A motion was made by Robin Reynolds to go into closed session at 12:55 p.m. surrounding Section 1 610.22 personnel issues. Motion was seconded by Karen Stuppy. Cindy Nugent –yes, Karen Stuppy-yes, Robin Reynolds-yes. All in favor, yes, motion was passed.

There was discussion concerning current salaries and pay increases for current library employees. Shawn was going to check on current salaries and which employees have not received any pay increases recently. He was going to check to see when last increases were given. The board was under the impression that library followed the county as far as when pay raises were given and that is normally in January.

Shawn discussed the need to hire another part time employee to help fill the gap since Lindsey now has a full time position and basically her part time position has not been filled. He discussed the need to try and fill this position with an employee who has computer related skills and is tech savvy.

Shawn is having a hard time filling the gaps with the schedule and really feels like we need to hire another part time employee to fill these gaps because some of the staff is working on non-scheduled days and are working more hours than they were originally hired to do.

The board wants to make sure we stay in budget with our salaries and we do not go over as far as salary expenses are concerned for this year. Right now we are under budget in that category and the board wants to make sure we stay within budget the remainder of the year.

No action was taken, just discussion of the personnel shortage at this time at the library. Motion was made by Robin Reynolds to close the closed session meeting at 1:10 p.m. and was seconded by Karen Stuppy. All in favor were Cindy Nugent, Karen Stuppy and Robin Reynolds.

Motion was made by Robin Reynolds to close the regular scheduled meeting. Karen Stuppy-yes, Cindy Nugent- yes. All in favor. Motion was passed.

SUBMITTED BY:

Karen Stuppy, Treasurer (Acting Secretary)

Cynthia Nugent, President

