

Ste. Genevieve County District Library Board

Minutes

August 13, 2018

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on August 13, 2018 at 1:00 p.m. Those attending were Cindy Nugent, Sheila Powell, Karen Stuppy, Robin Reynolds, and Mary Abts. Others attending were Elizabeth Rudloff, Library Director, and Brad Arnold, Community Center Director. Guest included Bob Nugent and Jerry Klein.

The meeting was called to order by President Cindy Nugent. President Nugent welcomed the library's new director, Elizabeth Rudloff, whose first day as director was August 6. Roll call was taken with all members present.

Minutes of the July 16, 2018 regular meeting and closed session meeting were presented. Motion to approve both the July 16, 2018 regular and closed session minutes was made by Sheila Powell with a second by Karen Stuppy. Motion was unanimously approved.

Financial Report:

Brad Arnold presented the July 2018 Revenue/Expense Report and vouchers. See attached copies. Karen noted that she sent thank you notes on behalf of the board to the memorial donors of Helen Louise Chatron-Fowler. Motion made by Karen Stuppy and seconded by Mary Abts to accept the July 2018 Revenue/Expense Report and vouchers. Motion was unanimously approved.

Director's Report:

- The August Director's Report was presented by Elizabeth. Some of the highlights were:
 - Elizabeth summarized her first week as the library's director, noting that the staff has been very helpful. She has been going through boxes and files and getting things organized by her methods.
 - Elizabeth participated in the Evergreen conference call on August 9.
 - The library staff is getting the cataloguing caught up.

Unfinished Business:

- The staff at the Bloomsdale location is noting some items that are needed at that location. The Bloomsdale phone number needs to be posted. Signage currently has the Ste. Genevieve location's phone number.

New Business:

Brad noted the following:

- Presiding Commissioner Garry Nelson wants Elizabeth to contact the Ste. Genevieve Herald and have a press relief regarding Elizabeth's position as the library director. Garry would also like for Elizabeth to attend a Thursday Commissioners meeting once a month.
- The ribbon cutting for the Bloomsdale location will be Wednesday, August 29, 2018 from 3:30 to 4 p.m.
- The library needs to have a policy for a list to be maintained and presented to the library board of any unwanted library items due to damage, obsolete, etc., for the board to approve of those items disposal.
- Elizabeth needs to keep a paper time sheet for auditing purposes.

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Elizabeth noted the following:

- The library's part time staff will also be given library e-mail addresses.
- She and the staff will note the Bloomsdale's usage and whether its operational hours need to be adjusted.
- There is a patron privacy issue regarding the use of computers. The Board was under the impression that this issued had been taken care of. Elizabeth will look for a solution.
- Elizabeth would like to have the library's name above the doors entering the library. She will also look into having a road sign with the national library symbol installed by MODOC.
- She completed the county assessed evaluation paperwork and the state aide paperwork this past week.
- The humidity level is too high in the library despite the library purchasing two dehumidifiers earlier this year. Elizabeth will look into getting an industrial size dehumidifier.
- The library's face book page needs to be updated.

Public forum:

- Jerry Klein discussed that the Friends of the Library had been discussing the need for signage above the library's entry doors.
- Jerry also noted that the library should publically support the upcoming opening of the Learning Center in down town Ste. Genevieve.
- There was a general discussion on how the library can publicized that the library will accept money donations.

Sheila Powell made a motion to go into a closed session at 1:58 p.m. with a second by Robin Reynolds. Roll call vote: Cindy Nugent-yes, Sheila Powell-yes, Karen Stuppy-yes, Robin Reynolds-yes, Mary Abts-yes. All in favor. Motion passed.

Submitted By:

Mary Abts, Secretary

Cynthia Nugent, President