

Ste. Genevieve County District Library Board

Minutes

September 10, 2018

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on September 10, 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.

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

Minutes of the August 13, 2018 regular meeting and closed session meeting were presented. Motion to approve both the August 13, 2018 regular and closed session minutes was made by Sheila Powell with a second by Robin Reynolds. Motion was unanimously approved.

Financial Report:

Elizabeth Rudloff presented the August 2018 Revenue/Expense Report and vouchers. See attached copies. Motion made by Mary Abts and seconded by Karen Stuppy to accept the August 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:
 - There was a good turnout for the Bloomsdale ribbon cutting. Patrons are starting to use the Bloomsdale location to receive and return books. The library staff is planning on being open for one evening. Nama Chibitty will start working at the Bloomsdale location. The need to have a panic alarm installed was discussed.
 - Elizabeth completed the Evergreen MOBIUS training. She is now certified to catalog on the Evergreen system. She is using Baker & Taylor, and not Amazon, for purchasing books.
 - The library is receiving a lot of book donations.

Presiding Commissioner Garry Nelson arrived at the meeting at 1:15 p.m.

- Garry would like for Liz to contact Steve Campbell of Mo Evergreen and introduce herself to him to help establish a good relationship between the Library and Mo Evergreen.

Garry left the meeting at 1:23 p.m.

- The library is having a humidity issue. The humidity level in the library is always between 65 – 80 %. It should be between 50 – 55 %. Some of the books do have some mold on them. Most of the books with mold can be cleaned with alcohol. Since the high humidity level is a facility issue, Liz was told to let the county commissioners know. Applying for a Holcim grant to purchase a commercial dehumidifier was suggested as a possibility.

Unfinished Business:

- Brad is working on having phone calls at the Bloomsdale location forwarded to the Ste. Genevieve location when the Bloomsdale location is closed.
- All library staff now has a library e-mail address.
- The library signage has been installed above the Ste. Genevieve's entry door.

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- MODOT can install a library sign along Hwy 32 after a form is completed, but it will not be MODOT's responsibility to fix the sign should it be damaged or need any repairs.
- Holcim is having an E-cycle day on October 20. The library will discard its obsolete/broken computers at this event.
- The library needs to have in its policies that any person in the library deemed to be disruptive will be asked to leave with the possibility of being permanently banned. If an individual is to be banned, such a person would then receive a certified return receipt letter stating that they are banned from the library premises.

New Business:

- There was no new business.

Public forum:

- There was no public forum.

Sheila Powell made a motion to go into a closed session at 1:40 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