

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, October 5th, 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, October 5th, 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, Robin Reynolds, Melissa Otto and David Woods. Library Executive Director Shawn Long, and Library Employee Lindsey Picout.

3. Approval of Agenda: A motion was made by David Woods to approve the agenda. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds, Melissa Otto 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. Melissa Otto seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds, Melissa Otto 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. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds, Melissa Otto 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:

Tutor.com

Purchased the program and have been working with the company getting the library card program working with our cards. Once we get the program live and can start promoting it we will send out library card information to all of the surrounding schools in conjunction with Library Card sign up month.

The program went live on September 30th.

Candid.com

I spoke with the Company that we will be doing our Grant Programing through and found out the libraries that have this program around us. The closest library is 47 miles away with Kirkwood Public Library and Saint Louis Public Library. Followed by 49 miles with Carbondale and then 64 miles with St. Charles County. This shows that adding this service not only will benefit OUR community but will draw potential patrons from around the region to Ste. Genevieve County Library.

This program helps entities find grants for funding opportunities.

WI-FI Hotspots

Hotspots came in on 9/29 and they were cataloged and processed and we started checking these out on the 30th. It was my goal to have a training for the entire staff to go over how they get used and checked out however, they are not only very simple to use but it is also simple to check the items in

and out. So I have opted to train the staff as they arrive for their shifts on the proper way to check these items out.

We have sent 3 Hotspots to Bloomsdale and have 9 hotspots here at the main branch.

All the Wi-Fi Hotspots have been checked out. Executive Director Shawn Long has the capability to remote them and add parental controls or disable them if need be.

Department of Economic Development Grant

The Department of Economic Development Grant is now In a waiting pattern and we don't know when we will hear if we got it or not. I spoke with Garry and he has decided to move forward with both avenues of what our Grant was going to pay for. (The permanent locations throughout the county and the checkout hotspots) I ran into a few issues with the permanent hotspots with the bulk of my first locations turning us down. That is why I went with the AT&T hotspots.

However, Garry is very adamant with the permanent locations and so we are working on securing different locations with county property. (Fire Department sheds etc. rather than churches)

October 1st, we received \$23,000 from this grant.

Hoopla discussion:

If you have not been able to check out this service, please let me know and I will resend you the login information. I have had a few patrons approach our staff and ask specifically about this service so it may be worth adding for the 2021 year.

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)	27	3	30	-21
September	166 (163/3)	20	18	2	
October	36 (32/4)				
November	29 (25/4)				
December	29 (25/4)				
Total	583 (553/30)	209	15	155	

8. NEW BUSINESS:

Pop-Up

We held our first Pop up library at the Centre for French Colonial Life on Saturday October 3rd.

They worked 9:00 a.m. to 3:00 p.m. and enrolled eight library cards, promoted services and had book give a way.

MALA Training:

Shawn attended the MALA training this year remotely. A lot of information was sent out in how to utilize online tools for library services. We are looking at how we can implement what was learned to improve services here.

Budget:

I am in the process of starting the 2021 budget planning process. It's hard to know how much to plan on simply because I have not heard if Holcim is coming on to the roles for sure in 2021. According to Garry it sounds like they are and if that's the case we should have our budget back to where we were before the tax reduction in 2017. (At least I think that is what it should be)

Aside from signage on the outside of the building (\$1,300) and increasing services including Tutor.com, Candid, Creativebug and potentially Hoopla. The only other big thing I am looking at is replacing the old table chairs with something more modern. We also have to include the remaining payoff from MORENET from a few years ago but that will eliminate that burden for the 2022 year.

Per last year's discussion we will be increasing rates of pay to align with a cost of living increase and a performance bonus for select employees if earned. This will keep us ahead of the minimum wage increases that are required.

Lindsey's Job Title

After over a year of Lindsey being in her current role it has been without a job title. I want to ensure that she not only stays around but also knows where she sits in the organization. She is an invaluable part of the team and not only process our payroll, accounts payable which has allowed us to fully break away from the community center. It is because of this I want to make it official and give her the titles such as Assistant Director, Associate Director or Library Manager.

Board President Cynthia Nugent asked about the by-law requirement that administrators have a Bachelors Degree and Lindsey Picout has two Associates Degrees. Board Member David Woods discussed that having a title of Director or Manager would make her go from Non-Exempt to Exempt and not allow her to have overtime pay or comp time and expose her to long hours on a salary and not an hourly wage.

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

Board President Cynthia Nugent discussed the closure of Monday October 12th. Director Shawn Long explained that it will be used as an all staff training day.

David Woods advised that Election of Officers should be added to next month's meeting agenda.

10. Meeting Adjournment: There being no further business before the board, a motion was made by Jean Johnson to adjourn at 12:41 p.m. Robin Reynolds seconded the motion. Cindy Nugent, Jean Johnson, Robin Reynolds, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

PRESIDENT – CINDY NUGENT

SECRETARY - DAVID B. WOODS