

Sainte Genevieve County Library
Open Meeting
Board of Trustees
October 9, 2023

Be it Remembered: A meeting of the Sainte Genevieve County Library Board was called to order by Board President Jean Johnson on Monday, October 9, 2023 beginning at 12:00 p.m. at the Sainte Genevieve County Library located at 21388 Highway 32, Sainte Genevieve, MO 63670.

Roll Call: A quorum was established as Board members President Jean Johnson, VP Melissa Otto, Secretary Robert Bach and Cindy Nugent answered **aye** to a roll call vote. Library Executive Director Shawn Long and Assistant Director Lindsey Picou were in attendance.

Approval of Agenda: Cindy Nugent made a motion to approve the agenda. Melissa Otto voiced a second. All Board members present voted **aye** in a voice vote and the motion carried.

Public Comment: No public representation.

Approval of Minutes: Melissa Otto made a motion to approve the minutes for the open August meeting. Cindy Nugent seconded the motion. All Board members present voted **aye** in a voice vote and the motion carried.

Financial Report: Executive Director Shawn Long went over the Financial Report and line items. Cindy Nugent made a motion to approve the Financial Report. Robert Bach voiced a second. All Board members present voted **aye** in a voice vote and the motion carried.

Directors Report: Library Director Shawn Long offered the following Directors Report:

Potential Office Space: Office space has been limited, and crowded, to say the least! Covid paid a visit to the library at the end of August which was the catalyst for Director Long to look for options to expand office space. The current office places five people within delicate margins. Director Long proposed a back library corner as a prime location. This location has seating for eight patrons but the problem is once a person has seated themselves in that corner, no one else wishes to share! A large space that sees little use. Proposed; place two offices and one storage space in that back area. After discussing the proposal with engaged people, a price of \$4,200 has been identified as a potential cost. Further discussion with community center people projected a possible start date of early November, if the library wish to move forward. Director Long has also spoken with the County Commission and they are also on board with this project. Outside of the \$4,200, there may be an additional \$1,000 per room to purchase necessities to include smaller desks, window treatments and blinds.

After walls go up, Director Long and Asst. Director Lindsey Picou would move into these offices, thus freeing up closet in the current office. Director Long indicated he would like to start this project as soon as possible.

Shelving in the patron area would need restructure. All wheeled shelves would go into the new closet. Old Bloomsdale shelves would move into closet space in our current office (thereby making more room in the shed). The two library shelves currently in our storage space would move back out to our J section. The new offices would mean moving three shelves about three feet to ensure ADA compliance. An entire shelf would be removed from the fourth row.

The conclusion of the new office discussion saw Cindy Nugent make a motion to approve the new office project and associated requirements. Melissa Otto voiced a second. All Board members present voted **aye** in a voice vote and the motion carried.

Library Weeding: The library has finally reached the point of a complete lack of space. So, the library is utilizing part time staff to focus on the various stacks every Friday. Hopefully, additional space on the shelves can be found that may, in a small way, sooth the problem.

Library Page for 2024: 2023 has been super busy throughout. Since the removal of the full time position up front, staff do not have the time to get out into the stacks and read shelves, weed and tidy up. Director Long indicated he will be adding a part time Library Page to the 2024 budget. This 25-hour part time position will be focused on the items that the circulation staff have been unable to do. A copy of the job description is included in the board report but their general focus will be ensuring the stacks are properly read, weeded and taken care of as well as pulling holds, shelving books and other items that circulation staff don't get time to do. Director Long indicated he had scheduled Asa & Abby on Fridays to focus just on this. He is hopeful that this will help uncover more room on the shelves for the remainder of the year. This activity may approach an expenditure of \$16,224. A necessary action in the light of future planned activities.

Director Long also shared a thought to hire potentially two seasonal staff that would help alleviate the scheduling issues experienced this past summer. These staff would start at the end of May and finish by September 1st. Estimated monies for the two positions sit at \$7,500.

ARSL Conference: Director Long and Asst Director Picou attended an ARSL conference. That attendance produced good ideas due to their attending a number of break-out classes. The next scheduled ARSL Conference is in Massachusetts and attendance may prove costly. A way of reducing a large financial outlay is to offer to be presenters at one or more of the break-out classes. He is willing to do that if given the opportunity.

A potential idea observed while at ARSL ... There are things called Shushbooths; they are very similar to a concept observed a few years ago. Shushbooths are movable private spaces constructed with a steel frame for durability and tempered glass on the front and back for comfort. Power outlets, lighting, and ventilation fans are standard. They come with a hefty price tag; from \$5k to \$10k, the latter can accommodate up to four people.

Director Long intimated that he was working on identifying funding sources through grants on a potential Mental Health outreach component. The idea came from a library in Oklahoma that had a trailer filled with books about healthy living, dietary, mental health, physical health, etc. It went throughout the community weekly to hand these free books out. This could be modified and partnered with the Hospital, Community Counseling and/or Health Dept.

Strategic Planning: A check initiating the Strategic Plan has been sent. Board members should fill out the google form to help move things forward!

Outreach Tracking: Outreach consists of events that the library was invited to or went to in order to showcase or promote library services throughout Ste. Genevieve County. Examples would be Festivals, Community Events, Library Pop-ups, Story Times outside of the library etc. Such activity remains healthy and well received.

Friends of the Library Update: Our Friends of the Library are hosting their 3rd Rock and Roll Bingo on Saturday October 21st at 6:00 pm. Bingo starts at 7:00. They would love board support if possible!

The FOTL has also rented two reindeer for an upcoming Story Time with Santa program on December 15th! This will complement the program fantastically.

Travel Expense Policy: Final Approval needed; discussion at November meeting.

The Virtual Tour remains vibrant!

Election of Officers: Discussion was brief but identified October/November as the time in which officers for the upcoming year were nominated/elected. Robert Bach indicated he would look at state statutes (RSMo 182) with regards to library officer elections and communicate any findings to the board.

Meeting Adjournment: There being no further business before the board, President Jean Johnson made a motion to adjourn. Cindy Nugent voiced a second. All board members present voted **aye** in a voice vote and the Open Meeting adjourned at 12:43 p.m. Next meeting is Monday, November 13th, 2023 at noon.

Board Training: After the October meeting adjournment; to be continued in November.

Respectfully:

Jean Johnson
Board President
Sainte Genevieve County Library



Robert E. Bach
Secretary
Sainte Genevieve County Library