

Ste. Genevieve County Library Board

Minutes

October 14th, 2019

Ste. Genevieve County Library Board met at the Ste. Genevieve County Library on October 14th, 2019 at 12:00 p.m. Those attending the meeting were Cindy Nugent, Karen Stuppy, Robin Reynolds, Shawn Long.

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

Minutes from the September 9th, 2019 regular meeting were presented. Motion to approve the minutes was made by Robin Reynolds and seconded by Karen Stuppy. Motion unanimously approved. Closed session minutes were also unanimously approved.

FINANCIAL REPORT:

- The Library board suspended approving the September Revenue/Expense report and vouchers due to not having the September vouchers on hand to approve. The board will wait until our October meeting to approve the financial report and vouchers for the month of September.

DIRECTORS REPORT:

- Shawn displayed the nice bags that library items are being put in when patrons check out library items. Great way to advertise without being too costly for the library.

- Property/liability insurance and contents coverage was increased due to the Bloomsdale location not being included in our current policy. Bloomsdale location is now properly insured.
- The board approved for Shawn to attend the MPLD December training in Columbia. The training is 75.00 plus an 89.00 charge for the hotel room but this does not include mileage and food. The board also approved for Shawn to recycle the coin copier.
- Shawn also discussed the lost items that the library has. The total number of lost items is 72 with a value of \$2,170.00. He has sent out letters to patrons reminding them to return these items that they are still in possession of. Any patrons who return these lost items will have all associated fines forgiven. The problem of theft of library property was discussed by Shawn there were DVDs that have been stolen and some books. Shawn would like to check into getting quotes for library camera security system. He is estimating the cost would be between \$25,000-45,000 dollars. All books, DVDs, etc would be tagged; this would probably be the most effective way to keep a handle on stolen property but would be pretty costly at this time. Board suggested maybe putting more signs in the Library stating security cameras in use.
- September was National Library Card sign up month. 166 new library cards were dispensed that month. The board was very excited to hear that.

- Motion was made by Robin Reynolds and seconded by Karen Stuppy to approve the Policy and Procedure Manual for the library.
- There was a disruptive patron at the library that caused fear and stress to the library staff. Shawn wanted to point out the library policy on disruptive patrons and would like to make the board aware how this situation will be handled in the future. Most likely the patron will be barred from entering the premises.
- Bloomsdale location hours will permanently be 10-5 on Monday, Wednesday and Thursday.
- Shawn is working on the Ste. Genevieve Community Grant to do a renovation to the board meeting room. Which will include foldable tables and stackable chairs, projector, screen and installation of speakers; this will allow the meeting room to be much more versatile for the library and other programs as well.
- Shawn also presented a tentative Budget for 2020 fiscal year for the board to review. Full cost of the more net agreement was included in the 2020 tentative budget. 116 participants joined the library for numerous programs throughout the month of September. Upcoming events include Halloween Spooktacular, International Games week and Food for Fines. December 6th is story time with Mr. & Mrs. Claus. Also, November 9th Medicare open enrollment will be held at the library. A new staff member

was hired her name is Suzanna Harlow she will cover the Bloomsdale location two days a week and will be working some evenings and Saturdays at the main branch.

OLD BUSINESS:

- Follow up with Modot on signage for library on Highway 32 and Progress Parkway.

NEW BUSINESS:

- Board discussed the Limited Use Agreement with the Community Center as far as some revisions and removal of some items within the agreement. Shawn will rewrite the agreement and will be planning to go over this agreement with the Community Center Board and Director at their next meeting on November 21st. The board approved to change the November meeting date to November 18th, due to not being able to have a quorum and with the normal meeting being scheduled on Veterans Day.

PUBLIC FORUM:

There was no public forum

Robin Reynolds made a motion to adjourn the regular scheduled meeting at 1:25 p.m. and Karen Stuppy seconded the motion.

Motion was unanimously approved.

Submitted by:

Karen Stuppy, Treasurer (Acting Secretary)

Cindy Nugent, President