

Sainte Genevieve County Library
Open Meeting
Board of Trustees
November 13, 2023

Be it Remembered: A meeting of the Sainte Genevieve County Library Board was called to order by Board President Jean Johnson on Monday, November 13, 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, Robin Reynolds, 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. Robin Reynolds 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: Cindy Nugent made a motion to approve the minutes for the open October meeting. Robert Bach seconded the motion. Board members Jean Johnson, Cindy Nugent and Robert Bach voted **aye** in a voice vote. Robin Reynolds abstained due to not attending the previous month. The motion carried.

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

Directors Report: Executive Director Shawn Long offered his Directors Report as follows:

New Office Space: Construction on the new office space is starting soon, hopefully! According to the Community Center, construction once begun will continue until completed with an estimated completion date of December first. Some budgetary discussion ensued as it relates to current year and the 2024 budget year and construction monies reported therein.

Robin Westphal Visit: Robin Westphal with the State Library will be visiting tomorrow at 10:30 am. She will meet with library staff, and members of the board, to discuss the future of the library. This shall be an excellent opportunity to talk with the state about the future including receiving state aid again in 2025.

2024 Budget: The 2024 Budget was distributed to board members for review. Specific discussion was brief but concise with emphasis on the few variations in certain categories when compared to prior years.

Phones - 2024: AT&T is being replaced. Current expenditures are in excess of \$200 a month for two phone lines and a fax. The new carrier is B&D Telecom. Director Long stated he is hoping

to get this service up by December first. When appropriate, Director Long will cancel the AT&T contract effective the last day of December. He has already spoken to AT&T and that is their recommended sequence of events.

Part Time worker leaving/Hiring staff member: Employee Margie Hogenmiller has submitted her resignation. Her departure remains undetermined but she and Director Long are working on the details. Another person, Elizabeth Brodersen, has submitted an employment application and is a potential replacement candidate. She has specific experience in a library setting. Director Long presented the board with several possible ideas of how the candidate might be of service.

2024 Closure: With the completion of the new office space, Director Long asked the board for permission to close for one week. Director Long recommended the week of January *eighth* to the *twelfth*, inclusive. This will be a closure of Monday-through-Thursday wherein time would be judiciously spent emptying every single cabinet, closet and random box throughout the library and organizing it. Work would include setting up offices and moving shelving and generally curtailing library services. That Friday would be used to conduct a Mental Health First Aid class, and the following Monday is the Martin Luther King holiday. The closure will include the weekend of the 13th/14th. The library would reopen on Tuesday, the 16th of January. Director Long's request for closure was granted after reasonable discussion.

Donor Idea: The donor who made the Charlie Cart, Large Format printer and the 3D printer a reality has expressed interest in continued support. The library is currently looking at other needs but one that presents itself over others is the Shushbooths first observed at ARSL. Having these will give the library additional meeting room space.

Mental Health First Aid: Director Long has booked January *twelfth*, 2024 for Mental Health First Aid Training. The library will be purchasing Breakfast for attendees and the organization that is doing the training will be providing Lunch and the training materials.

Strategic Planning Update: Director Long stated he had conversed at great lengths with another person this past Monday and agreed on a plan of attack to move forward. A library survey has received contextual review and will soon be sent out. Director Long asks that that employees , and the board, send the survey to as many people as possible to help the library get as many responses as possible. The goal is a minimum of one hundred responses.

Grants: Director Long stated he will be writing the Senior Citizen grant this year for twelve SilverSpot Tablets. These all-in-one tablets will be loaded with library services like Hoopla and Libby as well as any other community resources that would be appropriate for the libraries senior citizen community. The library checks these items out in one month increments.

Upcoming Programs: November 17th, 4-6 pm, Fine Motor Mingle. The library is partnering with "Parents as Teachers" to do a program focused on fine motor skills. On December 15th, An Enchanted Evening with Santa Claus. The Friends group has generously donated the cost of hosting 2 reindeer at our PJ Santa event and the Independence Center is graciously donating a snow machine!! December 16th, 9-10:45, Santa StoryTime for the Independence Center con-

sumers. This program is specifically designed for patrons with disabilities. The Independence Center is promoting the program among their channels, however, the library is not.

Outreach: This 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. Always a continuing effort.

Friends of the Library Update: FOTL had to cancel their Rock and Roll Bingo for October due to poor sign ups. Instead they have moved it to February 17th 2024.

Virtual Tour: Number of visits remain enthusiastic.

Courier Issues: The library has been dealing with the 3rd courier this year, and it is by far the worst. The courier has arrived as late as 6:45 pm. On Tuesday, November 7th the library was missed entirely! Director Long is working with MALA to get this fixed however this is not just our library. It looks like most of the libraries in the entire Southeast Missouri region are dealing with frustrating issues.

Meeting Adjournment: There being no further business before the board, Cindy Nugent made a motion to adjourn. Robert Bach voiced a second. All board members present voted **aye** in a voice vote and the Open Meeting adjourned at 1:07 p.m. Next meeting is Monday, December 11th, 2023 at noon.

Respectfully:

Jean Johnson
Board President
Sainte Genevieve County Library



Robert E. Bach
Secretary
Sainte Genevieve County Library