

STE. GENEVIEVE COUNTY LIBRARY
Board Meeting
Monday, November 14th, 2022
Noon

Be it Remembered: A meeting of the Ste. Genevieve County Library Board was called to order by the Board President Jean Johnson on Monday, November 14th, 2022 beginning at 12:00 p.m. at the Ste. Genevieve County Library located at 21388 Highway 61, Ste. Genevieve, Missouri 63670.

Roll Call: Board Members answering the roll call were Board President Jean Johnson, Cindy Nugent, Melissa Otto, Robin Reynolds, Robert Bach, Library Executive Director Shawn Long, Assistant Director Lindsey Picou and Adult Services Librarian Kim Rapp.

Approval of Agenda: Robin Reynolds made a motion to approve the agenda. Melissa Otto seconded the motion. Jean Johnson, Cindy Nugent, Melissa Otto, Robin Reynolds and Robert Bach voted yea on a voice vote. Motion carried.

Public Comment: Cindy Nugent stated that a member of the public approached her and voiced their disappointment about the Bloomsdale Branch closure. She stated that she invited this person to speak to the board today but didn't know if they would come.

Melissa Otto also mentioned that the local middle school is dealing with an angry parent about a book in their library. She stated that the last time she checked the book wasn't returned by the parent of the child who checked it out. Melissa stated that nothing official has been added but she wanted to see what the issue was and let the board know about this potential concern.

Approval of Minutes: Cindy Nugent made a motion to approve the October meeting minutes. Melissa Otto seconded the motion. Jean Johnson, Cindy Nugent, Melissa Otto, Robin Reynolds and Robert Bach voted yea on a voice vote. Motion carried

Financial Report: Library Executive Director Shawn Long went over the Financial Report and line items. Cindy Nugent made a motion to approve the Financial Reports. Robert Bach seconded the motion. Jean Johnson, Cindy Nugent, Melissa Otto, Robin Reynolds and Robert Bach voted yea on a voice vote. Motion carried

Directors Report: Library Executive Director Shawn Long went over the following Directors Report:

Election of officers:

After deliberation the following officers were elected for the 2023 year:

President- Jean Johnson

Vice President- Melissa Otto

Treasurer- Robin Reynolds

Secretary-Robert Bach

Cindy Nugent made a motion to approve the slate of officers as stated, Robert Bach seconded the motion. Jean Johnson, Cindy Nugent, Melissa Otto and Robin Reynolds voted yea on a voice vote. Motion carried.

Executive Director Shawn Long also asked all board members in attendance to sign the included Conflict of Interest policy.

Directors Report

Resignation of Employees

After our last meeting Tessa Holland informed me that she was offered a Children's Librarian Job at Riverside Regional Library in Jackson Missouri. Her last day was October 26th and she will be greatly missed. I also received a letter of resignation from Kim Rapp informing me that her last day with the library will be December 20th.

Job Description

Although I am sad to see both of these ladies depart as they leave us I took a look at the needs of our library and figured out what our best course of action would be for these positions.

1. Kim's position-After discussing this with both Kim and Lindsey we have determined that our best bet is to remove the IT focus of this position and then remove it from an Adult only program position and instead change it to a general Program Librarian.
2. Tessa's position will obviously be rewritten but the question comes to what? Bloomsdale's closure means we have 21 hours that can be either removed or reallocated. I have discussed a part time position with our other part time staff and the part time staff and myself both agree that we don't really require an additional Aide for the front desk. Instead Tessa's Bloomsdale Library Aide position will now be a Program aide with an emphasis on both Book Processing, cataloging and program development.

Giving Tuesday Participation

We will be participating in giving Tuesday this year. Please help us spread the word! We have set up a Donate button on our website to help make giving easier!

January Closure/Winter Cleaning

January 15-16 the Library will be closed (Sunday and Monday) Sunday due to normal closure and Monday due to MLK day. However, we are using that Sunday to deep clean our carpet and try and clean our Windows as well. We were looking for a good time to do this because we needed at least 24 hours of drying before people could walk on it. As of the writing this we will more than likely utilize just our Full time staff for this (Myself, Lindsey and the new hire) We will be able to flex this time off further in the week to ensure no one goes over their 40 hours.

Budget

Our 2023 budget is currently in process. I have included a tentative budget for your consideration to this report. Some things of note:

In order to remain competitive our full time positions are going to have to increase substantially. This includes increasing Lindsey's salary to what I suggest is \$20.00 an hour and making Kim's replacement start between \$17-\$18.00 an hour. Both of these positions have been doing A LOT to get the library to the current state we are in. Lindsey herself wears many hats and I have found that some lifeguards are making more than her now and she is keeping our library going. Kim also showed the benefit of a strong person in the other full time role. If I wish to attract someone of similar caliber to take what she started and build on it, I need to increase that rate accordingly. To accommodate this, I am actually only taking a Cost of Living raise for myself. Which will be the county minimum percentage. I would also like to increase part time to \$13.00. This is a direct result in staying competitive with surrounding businesses, our bulletin board currently has a part time position for the Felix Valle house at \$15.00 an hour and even McDonalds starts employees out at \$13.00.

3D Printer Policy

The 3D printer has been running like a top! I have printed off a few different items to figure out how it works. I have included the policy and what the cost would be to print something on this. Once the

policy is approved we will start promoting the service!

Cindy Nugent made a motion to approve the 3D Printer Policy as written and Robin Reynolds seconded. Melissa Otto, Robert Bach, Jean Johnson, Cindy Nugent and Robin Reynolds voted yea. Motion carried.

Bloomsdale

Per last meetings directive I went and spoke to the commissioners at the next point in the process. They expressed their support for our Locker idea and told me to look into it further in regards to payment/billing so we can do everything we can to not have a large lag in service between when we close Bloomsdale and the locker becomes available. After confirming it with the company we are moving forward by utilizing a signed quote to have it installed at the beginning of 2023.

After discussing this with the commissioners I then spoke with Brad Arnold at the Community Center and let him know about our new direction. He is currently discussing a possible location there with Mid-America Rehab he came by on Monday the 7th and informed me that putting it outside the current building will not be a good location. I will be working with Mary's Market in setting that up being the location moving forward.

In the meantime, all current books being checked out are being informed of the new direction for Bloomsdale and we have dropped down to 1 day a week to help relieve the burden on staffing. The Bloomsdale location will be officially closed on its last day which will be December 14th 2022.

15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors submitted by the MO Secretary of State.

The Secretary of State has submitted a rule that takes the responsibilities of what children read from their parents and places it on the Library System. I am including some information about this including what it originally says.

After much discussion from the board. Robert Bach made a motion to make the Resolution Opposing 15-CSR 30-200.015 provided by MPLD be our official position. Cindy Nugent seconded. Cindy Nugent, Robert Bach, Melissa Otto, Robin Reynolds and Jean Johnson voted yea, motion carried.

End of year donor

The donor who came to us last year and gave us the \$20,000 will be coming to the library again this Thursday to meet with me and see what we have done with the donation. She also indicated that she is willing to donate more again this year for other potential projects. Some potential ideas include:

Charlie Cart: Cost: \$15,000 +S/H I have spoken to Janet Braun at the MU Extension/4H about working together to utilize this piece of equipment and she stated that a

partnership with this opens up a lot of possibilities and she could do a lot of programs with it. Charlie Carts include a convection oven & induction cooktop. Stainless steel sink w/ spray nozzle pump and grey water recovery. Storage cupboards with all utensils, pots, pans & dishes, Power & Electrical system. 170+ pieces of cooking equipment, 54 lesson plans including, seasonal recipe lesson plans, cross-disciplinary connections between food, health and environment.

Programming

December 8th- StoryTime w/Santa

Old Business

Grants



Senior Citizen Grant

This grant is finished we are just finishing up on the remaining classes.

Community Foundation Grant

The artist had some family health issues and is running behind. Rather than deal with a hurried job I have asked that he try to get it done by the end of the year. He is hopeful that it will be finished by mid-November.

NEW! ATT Grant- Due to Kim's resignation. I do not feel comfortable trying to fulfill this grant while also trying to train

someone. I had to respectfully decline it.

Penguin Random House Grant- This grant is for \$1,000 dollars and there will be 25 available. Lindsey will be writing it for activity bags that patrons can check out.

New Business: Executive Director Shawn Long discussed fundraising and how the American Legion is having a Rock and Roll Bingo. Robin Reynolds discussed how a Quarter Auction works that she recently participated in.

Next Meeting: The next board meeting will be Monday December 12th. At noon.

Meeting Adjournment: There being no further business before the board, a motion was made by Melissa Otto to adjourn at 1:28 p.m. Cindy Nugent seconded the motion. Jean Johnson, Cindy Nugent, Melissa Otto, Robin Reynolds and Robert Bach voted yea on a voice vote. Motion carried

PRESIDENT – JEAN JOHNSON

Library Director-Shawn Long