

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, December 13th, 2021

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, December 13th, 2021 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 (arrived 12:04 p.m.), David Woods, Library Executive Director Shawn Long, Assistant Director Lindsey Picou, Community Center Executive Director Brad Arnold and Community Center Board Member Bob Nugent.

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

Approval of Minutes: Held over until a quorum of those present at the meeting were present.

Financial Report: Library Executive Director Shawn Long went over the Financial Report and line items. David Woods made a motion to approve the Financial Report. Cindy Nugent seconded the motion. Jean Johnson, Cindy Nugent and David Woods voted yea on a voice vote. Motion carried

Approval of Minutes: Melissa Otto made a motion to approve the December regular meeting minutes and December 6th closed meeting minutes. David Woods seconded the motion. Jean Johnson, Cindy Nugent, Melissa Otto and David Woods voted yea on a voice vote. Motion carried

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

New Business

Front Porch access



I mentioned to Garry that we would still love access to the front porch area and he stated that he had an issue with the costs of the project. I have since reached out to L.I.F.E. Inc about them building a ramp to access the front porch area from the western side of the library. Pauline stated that they would love to help us out and will be comping supplies and manpower and we would just be required to pay for the materials, which at the present time is \$994.44.

I brought this up to Garry and he stated he would really like a way to access it inside the library itself. The only way we could do that is to add stairs somewhere inside the building and then adding some sort of platform lift.

Using Garry's method, we would not only loose square footage but also eat into valuable real estate inside the library itself. Whereas if we just add a ramp we could just change the door out while not touching the inside.

L.I.F.E. Inc Box

While I was speaking with Pauline she stated that they are looking for a home for an outside box I told Pauline that not only would our board need to approve it but so would the community center's board. This would be used specifically for their staff to drop in Time sheet fixes etc. and would be emptied once a week or so.

Partnership with St. Vincent De Paul/MU Extension

Steve Bleckler approached Estrella and I about meeting up in January to discuss the needs that he has seen in the community. He stated that his biggest request has been the need for a tutor or dedicated help to fill out forms online. This also expands to a bigger need with IT help in general. Sadly, it is very difficult for us at this time to dedicate one particular staff member in the evening to do this since we only have one staff member a night. However, my 2022 budget recommendations have what I feel is a beneficial option for both the library and a current staff member.

Hoopla Bonus Borrows

Since we still had a relatively healthy budget left for hoopla, we increased our checkouts from Hoopla from 5 to 7 for the whole month of December.

New Employee

We recently hired Brittany McColl as our new Library Aide. The board was impressed that she has a degree in Early Childhood Development and will be a great asset to our team.

January Closure/Staff Training

We will be closed January 17th next year for Martin Luther King Day. As in years past we will be utilizing this day for employee training. Unlike in years past we will not need to reschedule next month's board meeting. Our goal at this staff meeting will be

Hotspots-

Effective the end of this month all current AT&T hotspots will be getting shut down. Sadly, there was no additional Grant to help us keep this program going. Each hotspot costs \$58.00 a month for services and was a significant cost to continue with AT&T.

I am currently working on a new proposition to get new hotspots from T-Mobile for nearly ½ the current cost (\$29.00). I am hopeful that we can get hotspots back by February or March of 2022 if all goes well.

Training

On December 7th I sat in on a Amigos Training on Purchasing Books and Materials for Libraries, I got a few ideas on how to streamline ordering as well as a few new vendors I could check out

December 8th, I sat in on a training on how to utilize Instagram in a library. Both Lindsey and Tessa will sit in on this training also.

Bloomsdale Library

I have reduced the cost of Bloomsdale's internet and effective this month our new cost will go from \$115 to \$85. After looking at usage I feel that this brings us more in line with what we need.

I also had to send Jamie to Bloomsdale the beginning of December to fix our staff computer. Tessa has complained about it restarting and running incredibly slow. Jamie spent an entire afternoon working on fixing this issue on our work computer. She has rectified most of the issues it had but we will more than likely need to replace it next year.

Replacement Staff Computers

Earlier this year I purchased a new nook and monitor for one of the front staff computers. Staff felt that a touchscreen was not needed. However, were they wrong! It wasn't until it was gone that they realized how important it was!

All of the staff computers (2 in front and the Bloomsdale staff computer) are nearing 5 years of service and are nearing the end of their lifespan. I have taken a portion of our remaining budget and purchased 2 new computers for the front and will more than likely replace Bloomsdale next year. We will also move the new computer that is currently at the front to Bloomsdale to replace one of their older machines.

Nancy Munoz retiring

I am in discussion with Steve Saur to take on our cleaning responsibilities. More information will be presented at the board meeting.

Summer Reading Theme

Our previous Summer Reading company that we have utilized the last three years came out with their 2022 theme which is "Oceans of Possibilities" however, we are aware of another company that runs a similar program and they have the same sorts of resources. Their theme this year is "Read beyond the beaten path" This theme offers way more opportunities for our community especially in the form of partnerships both with programs and support.

Old Business

Printer

We are still awaiting our new Sharp printer; I have been informed that it should be delivered today December 13th.

December Closures

Currently the only days that will be different is December 23 we will close at 5:00 pm instead of 7. Christmas Eve and Day we are closed and then we will be Closed December 31-January 3.

Opportunity



The donor is excited to support our large format printer program and they hope to cut the check sometime within the week for our project. The Ricoh MP CW2201SP is going to be our newest addition to the library services.

Programming

Join us December 18th from 10-1 for our Story Time with Santa! I encourage all board members to come by and say hi! If you would like to volunteer or anything just let me know!

December-Christmas Program- December 18 10-1. This year we are running the entire program throughout the 10-1 hours, and we will close the program at 1:00 with a Storytime hosted with Santa & Mrs. Claus. We hope that this will alleviate the

congestion of the program and help cut down on the amount of people in the library at any one time.

Grants

-All grant paperwork has been submitted for the 2021 year.

New Senior Citizen Grant

This year's Senior Citizen grant, we are looking at a few different options.

-3 Grandpads-These are simplified versions of an iPad that allows seniors to call, text etc., with limited issues

-Computers for Seniors classes, (revisiting our initial 2020 grant idea. This would definitely help fill a need.

-Adult focused Launchpads, these would include crosswords, and other brain game focused activities. By far the best option IMO.

Dollar General Summer Reading Grant

Looking at using the grant this year. Not sure for what yet but the grant process will open in January.

The board then reviewed attendance numbers for both library locations and provided programs.

Budget: David Woods made a motion to approve the budget for 2022 with payroll amendments of paying Library Assistant Director Lindsey Picou \$17.25 per hour, giving Library Executive Director Shawn Long a 5% pay increase and paying all other part-time staff \$12.00 per hour. Cindy Nugent seconded the motion. Jean Johnson, Cindy Nugent, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Unfinished Business: Nothing to report.

New Business: Library Executive Director Shawn Long announced that February 8th, 2022 is Take Your Child to the Library Day. The library will make this an event.

Public Forum: Nobody was in attendance besides those on the roll call.

Meeting Adjournment: There being no further business before the board, a motion was made by David Woods to adjourn at 1:26 p.m. Cindy Nugent seconded the motion. Jean Johnson, Cindy Nugent, Melissa Otto and David Woods voted yea on a voice vote. Motion carried

PRESIDENT – JEAN JOHNSON

SECRETARY - DAVID B. WOODS