

STE. GENEVIEVE COUNTY LIBRARY

Board Meeting

Monday, December 14th, 2020

Noon

Be it Remembered: A meeting of the Ste. Genevieve County Library Board was called to order by the Board President Cynthia Nugent on Monday, December 14th, 2020 beginning at Noon 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 Cindy Nugent, Jean Johnson, Melissa Otto and David Woods. Library Executive Director Shawn Long, and Library Employee Lindsey Picout.

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

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

Financial Report: Library Executive Director Shawn Long went over the vouchers and financial statements. A motion was made by David Woods to approve the Financial Report and vouchers. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Candy Cane Cruise: The board was impressed that 150 kids participated in the activity and wore masks and received gift bags from Santa that included activity books, a cookie cutter, apron and recipe for Christmas cookies and other items.

Technology Line Item: The board discussed the issue of MORENET. This internet service had a contract signed by the previous administrator who resigned immediately afterwards and did not disclose this contract to the incoming administrator. This liability has been fulfilled with the 2020 budget and was thus removed from the 2021 budget.

2021 Budget: The board reviewed the proposed budget for 2021. Services will be increasing with the addition of Tutor.com, Candid, Creativebug and potentially Hoopla. Signage will be \$1,300. David Woods made a motion to accept the proposed 2021 Budget with the MORENET amendment. Melissa Otto seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Computer Replacement: The board discussed replacing computers. David Woods made a motion to remove three computers from inventory and donate them to the Museum. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Senior Citizens Grant: The board discussed placing “Little Free Libraries” at the three county nursing homes (River View, Care Center and Marian Cliff). This will assist residents with reading materials.

Website Calendar: The board discussed having a website calendar to showcase our activities. It was agreed that we should partner with the University of Missouri Extension Office to include other county activities and have control as a content administrator.

Microfilm Grant: The Missouri Secretary of State has a grant with a maximum \$15,000 award. The deadline is March 31st, 2021 and we will apply for it with a \$3,500 local match. If successful we will have 400 rolls of microfilm digitized with a search function.

Lost Item Letter: The board discussed moving forward with correspondence to patrons who have not returned library property.

Legal Proceedings: The board reviewed legal action options for those who have not responded to correspondence for items not returned. The fines will be kept on their account and they will be prevented from utilizing library services until their account is in order. Legal precedent from the MLPD's lawyer was discussed on this issue.

Lindsey's Job Title: The board discussed what a great job Lindsey Picout is doing and she should be formalized in the chain of command. David Woods made a motion to make her job title **Assistant Director**. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Department of Economic Development Grant: Executive Director Shawn Long explained the Wi-Fi Hotspots are being installed and the grant will be satisfied soon.

2021 Rate of Pay: The board reviewed the budget and the fact that previous raises did not materialize but were budgeted for. David Woods made a motion to approve Cost of Living allowance increases and performance raises. Melissa Otto seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Election of Officers: The board came to a consensus to appoint the following board members to the following positions:

Board President	Jean Johnson
Vice President	Melissa Otto
Treasurer	Robin Reynolds
Secretary	David Woods
Member at Large	Cynthia Nugent

Melissa Otto made a motion to accept the slate as presented. Cynthia Nugent seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

Public Forum: Board President Cindy Nugent asked if anyone would like to speak. Nobody raised their hand to speak.

Meeting Adjournment: There being no further business before the board, a motion was made by David Woods to adjourn at 1:14 p.m. Jean Johnson seconded the motion. Cindy Nugent, Jean Johnson, Melissa Otto and David Woods voted yea on a voice vote. Motion carried.

PRESIDENT – CINDY NUGENT

SECRETARY - DAVID B. WOODS