

Minutes of the  
Festus Public Library Board of Directors Meeting  
April 7th, 2022 @ 6:00 pm

**Members Present:** Mary Evans, Ellen Ravenscraft, Mark Peckham, Eric Baldonado, Vicki Cummings, Vicki Greminger, Ron Scaggs, Bethe Adam, and Director, Elizabeth Steffen.

**Members Absent:** Jenny Brummer

**Call to Order:** The regular meeting of the Festus Public Library Board of Directors was called to order at 6:00 PM by the President of the Board, Mary Evans. It was held in the meeting room of the Festus Public Library.

**Consent Agenda:** Ellen Ravenscraft moved to approve all of the items on the Consent Agenda which included the Minutes of the March 3rd meeting, Approval of Bills, Financial Report, and the Librarians Statistical Report. Vicki Cummings seconded the motion and the motion carried.

**Recognition of Visitors:** There were no visitors.

**Public Comments:** There were no public comments.

**Librarian's Report Report April 7, 2022:**

1. Starting in March and going through April 21st, the library will host a survey and map for Trailnet. They are working with Mercy Health and the Jefferson County Growth Association to see how walkable/bikeable the area is. Patrons can fill out a survey and place a red sticker on areas they think are dangerous to walk/bike and a green sticker where they already walk/bike.
2. The MIRMA inspector visited the city this month and stopped by the library. He wants staff to do monthly safety meetings and have staff sign off after the meetings. They can be actual meetings or watching a safety video.
3. The library was asked if we would be willing to donate adult and children's books to Mary's House of Hope. Carla was able to find lots of books for them to take.
4. Greg and the city council have asked all department heads to create a capital plan. They want 10-12 items with a 1-3-year look. I have begun looking into ideas and will meet with Stephanie to discuss the projects later in April.
5. With the use tax on the ballot April 5th, the city will give all city employees a paid hour to vote. It didn't matter if they have the day off or not. They can still put that hour on their timesheet.

6. We had one person apply for the custodian position. I had Building Stars cold call me to give a quote on cleaning services, so I had them come in. I reached out to Kim Winters to also give a quote on cleaning. She is responsible for cleaning Public Works. In the meantime, staff is taking care of trash and replacing things like toilet paper and paper towels in the bathrooms.
7. The city is giving employees Juneteenth as a paid holiday. Going forward, we will be closed that day. It is celebrated on June 19th and because that falls on a Sunday this year, it will be observed Monday, June 20th
8. There will be a shred event on the library's parking lot Saturday, April 16 th from 9 AM-11 AM. Marcos will have a shred truck and residents will be allowed to bring paper items to have shredded.
9. I had to ask a patron to leave the library because they brought in a baby rabbit. When asked if it was a service animal, they replied, "I hope it will be". They left without incident.
10. I have completed the Basic Certification for cataloging. I will begin the Advanced Certification soon.
11. Joe Kohlburn, the emerging technologies librarian at Jefferson College, reached out and asked if I would like to participate in a survey of public librarians on intellectual freedom. He asked some good questions, and it was a thoughtful discussion.
12. I attended a webinar on book challenges and intellectual freedom. It was very helpful, and I learned a lot. I feel better prepared should we get a book challenge.
13. The Leader came and did an article on the hat display in our big display case. He was able to talk to the person who owned the hats and got a lot of information from her. A large group of her family came in one day to see them, and they were very excited. If you haven't had a chance to see it, you should take a look. The reporter tried to talk to the owner of the Elvis collection, but she declined to be interviewed.
14. Food truck Mondays will be back starting Monday, May 2 nd. Who will be serving is still being decided.

**Friends of the Library Report:** Vicki Cummings reported that the meeting hour of the Friends has changed from 10:00 AM to 1:00 PM. The Friends are working on T-Shirts with logos. They are planning for the Twin City days book sale and have decided to spread out indoors and outdoors to decrease crowding. The indoor yard sale was a success and earned \$1366.75. The Friends have donated about \$965 for the Summer Reading Program that the Library is planning for this year. The Friends are also discussing the possibility of a mosaic decoration outside the entrance of the Library. They also discussed the possibility of displaying local artwork on the indoor walls of the Library.

**Unfinished Business:**

- Meeting Rooms - Meeting rooms are officially opened by the City of Festus
- Public Comment Form - Vicki Greminger made a motion to approve the Updated Request to Speak form. Eric Baldonado seconded the motion and the motion carried.

**New Business:**

- Request for Reconsideration Form - According to policy, Elizabeth Steffen created a Request for Reconsideration of Library Materials form. Only Festus Library cardholders can complete the form. The Festus City attorney will be contacted to review the form before accepting.

**Other:**

- Short Takes for Trustees - The Board watched the Short Takes entitled "Board Self-Evaluation".

**Adourn:**

Eric Baldonado made a motion to adjourn the Library Board meeting. Mark Peckham seconded the motion and the motion carried. President Mary Evans declared the meeting adjourned.

Respectfully Submitted,

Bethe Adam