

Minutes of the
Festus Public Library Board of Directors Meeting
August 11th, 2022 @ 6:00 pm

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

Members Absent: Courtney Wisely

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, Mark Peckham. It was held in the meeting room of the Festus Public Library.

Consent Agenda: Eric Baldonado moved to approve all of the items on the Consent Agenda which included the Minutes of the June 9, 2022 meeting, Approval of Bills, Financial Report, and the Librarians Statistical Report. Jenny Brummer seconded the motion and the motion carried.

Recognition of Visitors: There were no visitors.

Public Comments: There were no public comments.

Librarian's Report August 11, 2022

1. We had a very successful Summer Reading this year. Our last event was the Community Touch a Truck and Kona Ice. Many thanks to the Friends of the Library for sponsoring Kona Ice. The Health Department was also here to give out free bicycle helmets and information about lead poisoning. We had about 200 people attend, and we heard from several attendees about how much fun they had.
2. We have our Tiny Art show displayed in the big display case. The 3x5 inch canvases were painted by artists in 2nd-12th grade. Please take a look and vote for your favorite. The two highest vote getters in each category will take home a prize.
3. The HVAC system continues to be an issue. Sheet Metal Contractors has been out several times about the units for the local history room/children's area and the small meeting room and it needs a fan motor. The fan and capacitor had to be replaced in RTU 5. It's been an expensive summer for the HVAC system.
4. On July 18th, I had my budget meeting with Stephanie Cunningham and Greg Camp. I went big and asked for all six HVAC units to be replaced. If all of them

couldn't be replaced, I asked for units 2 and 4 to be replaced because they are the worst of the six. Luckily, Greg knows how much of an issue the system is and supports finding a way to replace them.

5. The city is working with the company Veregy to find ways to save money on energy costs. The possibility of putting solar powered electric vehicle chargers in the library parking lot has been proposed. It is still in the idea phase, but it could be a good fit.
6. I had to ban a patron in July. They had written on the concrete behind the book drop and were caught on camera. They were warned against doing anything like it again. Carla found more writing by the door near 406. The next morning, there was trash strewn all over ground in front of the entrance. They were again caught on camera, so they are banned for six months. We have not seen them since.
7. The city surprised all employees with a stipend in July. Full-time employees received \$3000 and part-time employees received \$1500. It was a very much appreciated surprise.
8. The city continued to show their appreciation for their employees and treated everyone to snow cones from Kona Ice on July 28th. They will also be providing lunch from Picture Perfect Paninis on Thursday, August 25th.
9. We will begin to process passports on Saturdays again starting August 20th. We will be doing them by appointment, 9:30-12:30 so we can make sure to get them to the post office before it closes at 2.
10. Barb Lowry invited me to present about the library at the Senior Expo in June. The room worked against the presenters. It was crowded and hot so there were industrial fans everywhere to cool thing off. They were very loud, so it made it hard to hear. It was worth trying, though.
11. On Friday, August 12, Joe Kohlburn will be here to do staff training on intellectual freedom and ways to handle someone wanting to challenge a book. Joe is the Emerging Technologies Librarian at Jefferson College and the chair of the Intellectual Freedom Committee through the Missouri Library Association. All trustees are invited to attend. The training will be held from 9 AM-noon and the library will be closed while the training is going on.
12. Nancy has started a stretching class for other staff members on Monday, Wednesday, and Friday. They meet at 8:15, do the stretching workout from some DVDs Nancy purchased, and then get to work. Whoever wants to come comes and they seem to have a good time doing it.
13. One of our patrons has started a gardening class. It is being offered Tuesday evenings at 5:30 and Thursday afternoons at 2:30. It started off strong but has struggled for attendees recently.
14. Councilwoman Staci Templeton will be offering presentations on Social Security and Medicare in August, September, and October.

15. I'm working with Mark Glenshaw to find a date to bring his presentation about owls in Forest Park back to the library.

Friends of the Library Report: Vicki Cummings reported that the Friends met to discuss Twin City Days book sale. It will be held indoors this year with extra staff, multiple collection sites, and room to decrease crowding of people. They will begin soon to prepare for the sale and place signs around town.

Unfinished Business:

- **Strategic Plan** - The board worked to finalize the statement for the Programs portion of the plan. Eric Baldonado will develop a survey to distribute to the public and patrons to gain information to help build the goals for the strategic plan. The questionnaire will be discussed at the next meeting. Ways to distribute the questionnaire were also discussed and the ideas were to use a QR code in the Festus Focus, Library newsletter, social media, and various other areas to link to the survey. Paper copies will also be kept at the Library for any wishing to fill the survey out by hand. The Board hopes to use Survey Monkey as the online program for the survey. The survey will be available to submit from September until the end of December of this year.

New Business:

- **Credit/Debit Cards** - The Library is looking into accepting credit cards and debit cards for payments. The process of distribution of funds collected will be looking into. The fee for using the cards will be added to the patrons' payment.
- **Saturday Labor Day Closing** - The Library will close Saturday, September 3, 2022 for the Labor Day weekend. Vicki Cummings made a motion to approve the closing of the Library on September 3, 2022. Vicki Greminger seconded the motion and the motion carried.

Other:

- Ron Scaggs shared new ideas for the Library:
 1. The first was to close off a section of the Library for a quiet room where patrons could read. Elizabeth will try to get a quote from the city to see how much that would cost.
 2. The second idea was to have a health area in the Library where a blood pressure machine and hospital grade scale would be set up for patrons to use.
 3. His third idea was to have an adult literacy program offered by the Library.
- Vicki Greminger shared that the lighting needs upgrading within the Library. There was discussion on changing the lighting to LED.

- Eric Baldonado discussed the possibility of placing a Redbox on the Library property to earn extra funds.

Adourn:

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

Respectfully Submitted,

Bethe Adam