

Minutes of the
Festus Public Library Board of Directors Meeting
June 22, 2023 @ 6:00 pm

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

Members Absent: Vicki Greminger

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 May 4, 2023 meeting, Approval of Bills, Financial Report, and Librarian's Statistical Report. Ellen Ravenscraft seconded the motion and the motion carried.

Recognition of Visitors: Chris Nelson came to observe.

Librarian's Report June 22, 2023

1. Summer Reading has been a big success so far. We had 409 people in the door on May 30th when signups began. 65 people enjoyed Celia's Sing-Along Dance Party at Crites Park for our kickoff event on June 1st. So far, we have had programs with crochet, Missouri Kids Unplugged, and Family Gardening. Coming up we have a Bad Art night, the Jefferson County Sheriff's office presenting on senior safety online, rock painting, and more.
2. On Tuesday, May 2nd, the system used to accept credit cards went down due to an upgrade. The company, Point & Pay, was able to get everything up and running again the next day.
3. We had author Amanda Hoenes and her dog Hank at the library to speak about her adventure canoeing from the mouth of the Missouri River and continuing down the Mississippi River to the Gulf of Mexico. We had 27 people come and they all enjoyed hearing her story. Amanda graciously signed and donated a copy of her book to the library.
4. On Monday, May 15th, the Kiwanis Club invited me to speak at their meeting about Summer Reading and all that the library has to offer.

5. Congressman Jason Smith's office used the large meeting room to meet with constituents. They were here for an hour and had one constituent meet with them.
6. We will be starting a chess club in July. The leader of the DeSoto Library's club stopped by and asked if that is something I would be interested in starting here. The first meeting will be Saturday, July 8th and meet the second and fourth Saturdays from 9:30 AM-11:30 AM. It will be open to ages 6-adult.
7. KJFF reached out to see if I would like to come once a month to give updates on what is happening at the library. My first visit will be Wednesday, July 12th.
8. The library will be closed to the public Monday, July 10th and Tuesday, July 11th so that the new HVAC system can be lifted onto the roof. They will be taking up most of the parking lot and want to minimize any possible danger. We will do staff training on those days.
9. The library received a postcard from a librarian in Kenmore, Washington offering their support and encouragement from afar. It meant a lot to receive it.
10. The library will be closed Monday, June 19th for Juneteenth and Tuesday, July 4th for Independence Day.
11. I will be taking vacation days on Monday, July 3rd and Wednesday, July 5th.

Friends of the Library Report: Ellen Ravenscraft reported that the Friends are planning on having their book sale during Twin City Days. This sale will take up both meeting rooms of the Library. They are looking for book donations. The Friends are also speaking with local artists regarding the painting of the outer wall in front of the Library. The Friends are discussing and looking for ideas.

Unfinished Business:

- **Strategic Plan** - Eric Baldonado brought the printed form of the Strategic Planning Questionnaire to review. He will edit and have the final draft, QR code, and web link for the digital form at the next meeting.

New Business:

- **Review Policies and Reconsideration Form**
 1. **Display of Library Materials** - The Display of Library Materials policy is in effect for all displays at the Library. The Board reviewed the policy and Jenny Brummer made a motion to accept the Display of Library Materials Purpose and Policy. Vicki Cummings seconded the motion and the motion carried.

2. **Library Card Eligibility Requirements** - The card requirements have changed due to new statutes. The Board reviewed these changes and Eric Baldonado made a motion to accept the Library Card Eligibility Requirements as stated within the General Library Information. Jenny Brummer seconded the motion, and the motion carried.
 3. **Materials Selection** - The Board reviewed the changes to the VIII. Children and Young Adult Sections, and the IX. Request for Reconsideration within the Materials Selection policy. After reviewing, Eric Baldonado made a motion to accept the Children and Young Adult Sections and the Request for Reconsideration as stated in the Materials Selection policy. Ellen Ravenscraft seconded the motion, and the motion carried.
 4. **Request for Reconsideration Form** - The Board reviewed the updated form and Ron Skaggs made a motion to approve the updated Request for Reconsideration Form. Vicki Cummings seconded the motion and the motion carried.
 5. **Meeting Room Policy** - The Board reviewed the updated Meeting Room Policy. The intended audience age group was discussed as an item to add to the application. Eric Baldonado made a motion to accept the Meeting Room Policy with an amendment to add the Intended Age Group of the Audience on the application form. Vicki Cummings seconded the motion, and the motion carried.
- **Educator Library Card** - Offering free library cards to educators who work within Festus city limits was discussed. The discussion was tabled for the next meeting.
 - **Election of Officers/Continuation of Terms** - Three Board members' 3 year terms were completed. Vicki Cummings and Mark Peckham agreed to continue serving on the Board. Beth Adam decided to step down. Steve Stoll and Chris Nelson's names will be sent to be approved by the City Council so that they can become members of the Board. The Board selected new officers for the next year as follows:
 1. Secretary - Jenny Brummer was nominated by Mark Peckham who made a motion to approve Jenny Brummer as Secretary. Eric Baldonado seconded the motion, and the motion carried.
 2. Treasurer - Eric Baldonado was nominated by Jenny Brummer who made a motion to approve Eric Baldonado as Treasurer. Ellen Ravenscraft seconded the motion, and the motion carried.
 3. Vice President - Vicki Cummings was nominated by Jenny Brummer who made a motion to approve Vicki Cummings as Vice President. Ellen Ravenscraft seconded the motion, and the motion carried.

4. President - Mark Peckham was nominated by Ellen Ravenscraft who made a motion to approve Mark Peckham as President. Vicki Cummings seconded the motion, and the motion carried.
- **Meeting Room Requests -**
 1. Canaday Agency - Senior Solutions requests to use the Library meeting room for information on Medicare plans. Vicki Cummings made a motion to approve the application. Jenny Brummer seconded the motion, and the motion carried.
 2. Edward Jones' Staci Templeton requested to use the Library meeting room to hold an educational event: Senior Scammer Prevention. Ron Skaggs made a motion to approve the application. Eric Baldonado seconded the motion, and the motion carried.
 3. Scenic View Estates Subdivision requests to hold their subdivision meeting in the Library meeting room. Jenny Brummer made a motion to approve the application. Vicki Cummings seconded the motion, and the motion carried.
 4. Jefferson Franklin Community Action Corporation requested to use the Library meeting room for a WIC Community Baby Shower to Celebrate World Breastfeeding week. Eric Baldonado made a motion to approve the application. Vicki Cummings seconded the motion, and the motion carried.
 - **Request to Destroy Records -** Bethe Adam made a motion to destroy passport transmittals older than 2 years. Ellen Ravenscraft seconded the motion and the motion carried.

Public Comments: There were no public comments.

Adourn:

As there was no other business to discuss, Eric Baldonado made a motion to adjourn the Library Board meeting. Bethe Adam seconded the motion and the motion carried. President Mark Peckham declared the meeting adjourned.

Respectfully Submitted,

Bethe Adam