

Minutes of the
Festus Public Library Board of Directors Meeting
August 3, 2023 @ 6:00 pm

Members Present: Mark Peckham, Jenny Brummer, Vicki Cummings, Ron Scaggs, Ellen Ravenscraft, Vicki Greminger, Steve Stoll, Chris Nelson, and Director, Elizabeth Steffen.

Members Absent: Eric Baldonado

Call to Order: The regular meeting of the Festus Public Library Board of Directors was called to order at 6:30 PM by the President of the Board, Mark Peckham. It was held in the meeting room of the Festus Public Library.

Consent Agenda: Steve Stoll moved to approve all of the items on the Consent Agenda which included the Minutes of the June 22, 2023 meeting, Approval of Bills, Financial Report, and Librarian's Statistical Report. Vicki Cummings seconded the motion and the motion carried.

Recognition of Visitors: There were no visitors to report.

Librarian's Report August 3, 2023

1. It's been a busy summer! Final numbers will be reflected in the program stats next month including all sign-ups, but we've had great attendance at all our programs and strong sign-up completion numbers as well. Staff have done a tremendous job keeping up with the extra work and mayhem.
2. The replacement of the HVAC system has been pushed back until late August. So far, our system is holding. Sheet Metal did have to come out and look at the Children's area. Turns out a breaker was flipped and just needed to be turned back on.
3. Sheet Metal was also out to do some preventative maintenance and found some damage to the roof. I'm waiting for someone to come out and look at it to decide the next steps.
4. I was awakened by a phone call from the alarm company at 12:30 AM on Saturday, July 15th. There was a notification from a stairwell. I had them send the police and met them at the library. The officers did a sweep of the building and found nothing amiss, but they had questions about getting a library card and

passports. It doesn't matter if it's 1 AM and you are in your pjs, information never sleeps.

5. The library didn't open until 3 PM on Monday, July 17th due to a power outage. Because the closure was out of our control, staff that were scheduled to work during that time were paid.
6. Budget discussions have begun. I'm asking to replace the guest chairs in the passport and director offices. They are looking worse for wear. At the suggestion of Greg, we will be installing a TV that will be hooked up to a CPU to allow for easier playing of videos, presentations, etc. Budget lines have remained close to what they were last fiscal year.
7. I am working with Midwest Pano to create a panoramic tour of the library for our website. It will give patrons a look inside the library so they might have a better idea of where to find things or introduce the library to people who have never been here before. Midwest has created tours for Ste. Genevieve Library and Joplin Public Library.
8. Chess Club has been a big draw. They had 21 at the first meeting and 11 at the second meeting. We have put out a chess set on one of the tables and it's not uncommon to see people enjoying a game.
9. We have had two bins dedicated to foster care donated to the library. The bins are intended for anyone who is already a foster parent, is interested in being a foster parent, or who has contact with children in foster care. The bins have books, DVDs, and games. They are a wonderful resource and I hope to get them out on the shelf soon.
10. Friday, August 11th is Nancy Withinton's last day with the library. Gail O'Shea will be moving into the shelver position starting Monday, August 14th. Greg gave me permission to reach out to Angela Farmer about the open 15-hour position. She was interviewed when we hired Michelle Shadowens. Angela has accepted the position. She had some scheduling things to figure out so I'm not sure of her start date just yet.
11. I will be on the radio again Wednesday, August 9th, at 10:30 AM to talk about all of the things happening in the library during the month of August

Friends of the Library Report: The Friends have been busy working to prepare the books for the upcoming book sale. Membership continues to increase.

Unfinished Business:

- **Strategic Plan** - This topic was tabled as the survey continues to be tweaked.
- **Educator library card** - This topic was tabled after discussion. Elizabeth will check with the city attorney regarding legalities of city limits and library cards.

New Business:

- **Meeting Room Requests** -
 1. Festus 4H Club. Jenny Brummer made a motion to approve the meeting room request. Vicki Cummings seconded the motion, and the motion carried.
- **September meeting date** - The board agreed to move the meeting date from September 7, 2023 to September 14, 2023.
- **Labor Day Saturday closing** - Jenny Brummer made a motion to close the library on Saturday, September 2, 2023 to allow staff a long holiday weekend. Vicki Cummings seconded the motion, and the motion carried.
- **Request to Destroy Records** - Vicki Greminger made a motion to destroy passport transmittals older than 2 years. Steve Stoll seconded the motion, and the motion carried.

Public Comments: There were no public comments.

Adjourn:

As there was no other business to discuss, Vicki Cummings made a motion to adjourn the Library Board meeting. Steve Stoll seconded the motion and the motion carried. President Mark Peckham declared the meeting adjourned.

Respectfully Submitted,

Jenny A. Brummer