

Minutes of the  
Festus Public Library Board of Directors Meeting  
September 14, 2023 @ 6:00 pm

**Members Present:** Mark Peckham, Eric Baldonado, Jenny Brummer, Vicki Cummings, Ellen Ravenscraft, Steve Stoll, and Director, Elizabeth Steffen.

**Members Absent:** Ron Scaggs, Vicki Greminger, Chris Nelson

**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 August 3, 2023 meeting, Approval of Bills, Financial Report, and Librarian's Statistical Report. Steve Stoll seconded the motion and the motion carried.

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

**Librarian's Report September 14, 2023**

1. The day after the pipe burst, Jim Tindall came to look at it, then had Chuck Boyer, the water foreman, come look to decide if it was something that could be repaired in house. Chuck said we would need a plumber. Chuck called Mahn's Plumbing in DeSoto and they arrived later that morning. It was a gasket that broke and caused the leak. The plumbers were able to repair the pipe quickly and we were able to open at noon that day. There is another gasket below the pipe that is leaking. The plumbers were going to have to order the part to replace it. They are still waiting for the part.
2. The new HVAC was installed on August 14<sup>th</sup> and 15<sup>th</sup>. It had its first test the week of the 21<sup>st</sup> when temperatures were over 100 and did very well. There are now six thermostats around the library for each zone. The temperature can only be raised or lowered three degrees from the 69 degrees it is set to. If it is anymore than that, I must reach out and ask. So far, that hasn't been necessary.
3. The parking lot was re-stripped on Friday, August 25<sup>th</sup>. It looks so much better and fresher.
4. The installation of the EV chargers began the week of September 4<sup>th</sup>.

5. I had a surprising email from Greg Camp letting me know that our current patron computers will be upgraded. The current computers have i3 processors and the new computers have i5 processors. The new computers have all been recently retired but are still in good condition.
6. All city employees' email addresses will be changing in the next couple of weeks. The city is moving from a .org to a .gov. All emails will end in @festusmo.gov. Eventually, the website address will change, too.
7. During Covid, I flipped the switch to ignore when patron accounts expired in Libby and forgot to turn it back on. I turned it back on last week and in the process, it caused patrons not to be able to log into Libby. Overdrive was able to solve the problem and patrons were able to get back in. We should see an increase in non-resident cards purchased because of this. Some patrons have expired since 2021 in the system.
8. The Parents as Teachers organization of DeSoto, Grandview, Hillsboro, and Sunrise received another donation to fund the purchase of non-resident cards for their families. The \$450 donation will go to helping 15 families have access to the library.
9. On Friday, September 1<sup>st</sup>, I received a package in the mail that contained a wallet. The sender had found the wallet at a truck stop in Bloomsdale and mailed it to the library because the owner's library card was in the ID slot. The sender wrote a very sweet note and included a picture of themselves with their grandchild. The wallet has been retrieved.
10. Angie Farmer had her first day on Friday, August 25<sup>th</sup>. She is settling in and doing well. We will hold off on starting passport training until she feels more comfortable.

**Friends of the Library Report:** The Friends had a very successful book sale as part of Twin City Days. They were able to raise over \$3,000. The sale opened a day early (Thursday) than in previous years.

#### **Unfinished Business:**

- **Strategic Plan** - This topic was tabled as the survey continues to be tweaked.

**New Business:**

● **Meeting Room Requests -**

1. Jain Insurance Agency LLC - Vicki Cummings made a motion to approve the use of the meeting room. Steve Stoll seconded, and the motion carried.
2. Southeast Missouri State University - Ellen Ravenscraft made a motion to approve the use of the meeting room. Jenny Brummer seconded the motion, and it carried.
3. Girl Scout Troop #1473 (Daisy's) - Jenny Brummer made a motion to approve the use of the meeting room. Vicki Cummings seconded the motion, and the motion carried.
4. Festus Girl Scout Troop #916 - Ellen Ravenscraft made a motion to approve the use of the meeting room. Steve Stoll seconded, and the motion carried.
5. Girl Scout Troop #350 - Ellen Ravenscraft made a motion to approve the use of the meeting room. Jenny Brummer seconded, and the motion carried.
6. Conflict Mediation and Reconciliation - Ellen Ravenscraft made a motion to approve the use of the meeting room. Steve Stoll seconded, and the motion carried.

- **Request to Destroy Records** - Jenny Brummer made a motion to destroy passport transmittals older than 2 years. Vicki Cummings 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. Eric Baldonado seconded the motion and the motion carried. President Mark Peckham declared the meeting adjourned.

Respectfully Submitted,

Jenny A. Brummer