

Minutes of the  
Festus Public Library Board of Directors Meeting  
December 5, 2023 @ 6:00 pm

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

**Members Absent:** All members were present.

**Call to Order:** The regular meeting of the Festus Public Library Board of Directors was called to order at 6:00 PM by President, 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 November 2, 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 December 5, 2023**

1. BS&A, the software we use for credit card payments, timesheets, and receipts, will be migrating to a cloud-based platform in December. As part of that migration, city offices will be closed on Monday, December 11<sup>th</sup>, and Tuesday, December 12<sup>th</sup>. Staff will report to work on those two days. We will use that time to catch up on projects, clean, etc.
2. As part of the migration process, we will be unable to take any kind of payments on Wednesday, December 6<sup>th</sup>. We will be doing things like checking books in and out, holds, etc. We won't be able to do any passports or take payment for non-resident cards, copies, faxes, or printing. We had the option to be closed but there were four groups scheduled to use the meeting rooms and this seemed like a better solution than canceling the rooms for four groups.
3. The plumber from Mahn's Plumbing came on Thursday, November 16<sup>th</sup> to replace the safety gasket that had been dripping since August. He shut the water off, but then felt uncomfortable unscrewing the bolts because of how

corroded they were and thought he turned the water back on, but it wasn't all the way back on. A city employee got the water back on and we had water for the rest of the evening. On Friday the 17<sup>th</sup>, water was spraying from the gasket. They came back that afternoon and fixed the gasket, but now there is another leak at the end of the pipe.

4. On Tuesday, November 14<sup>th</sup> we had a courier delivery of 271 items. It took Karen and Laurie Tuesday evening and into Wednesday afternoon to check everything in and get it ready for the hold shelf. We felt like we were drowning in books for a while.

5. Winterfest will be held on Saturday, December 2<sup>nd</sup>. We have 400 take-home crafts ready to hand out. We will also be hosting the cookie decorating contest again. We will be open until five to check out books and sign-up new card holders.

6. The library is again participating in the Jefferson County Reads event created by the Jefferson County Library. We will be reading "The Maid" by Nita Prose and the county library will be giving us some copies. The date and time of our discussion group hasn't been set yet.

7. I received the check from Ameren for our grant. It has been deposited with the Foundation. We are still thinking of ways to spend it.

8. I will be at the Missouri Public Library Director's conference in Columbia on Thursday, December 7<sup>th</sup> and Friday, December 8<sup>th</sup>.

9. I will be on the radio on Wednesday, December 13<sup>th</sup> at 10:30 AM. 10. And the best news is that Carla will be back on Monday, December 4<sup>th</sup>! We are very excited to have her back!

**Friends of the Library Report:** The Friends' Christmas table sale is going well. They will continue to put new items out until the sale ends.

#### **Unfinished Business:**

- **Strategic Plan** - The survey will launch after the first of the year. Electronic surveys will be sent on social media. A QR code will also be included in the Festus Focus so that people can access the online survey. Paper copies of the survey will be available in house.

#### **New Business:**

- **Meeting Room Requests -**

1. Sewing Group - Ellen Ravenscraft made a motion to approve the use of the meeting space. Chris Nelson seconded and the motion carried.

- **Request to Destroy Records -** Eric Baldonado made a motion to destroy passport transmittals older than 2 years. Jenn Brummer seconded the motion, and the motion carried.

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

**Adourn:**

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

Respectfully Submitted,

Jenny A. Brummer