

Minutes of the
Festus Public Library Board of Directors Meeting
February 1, 2024 @ 6:00 pm

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

Members Absent: Ron Scaggs

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 Archival Room of the Festus Public Library.

Consent Agenda: Vicki Cummings moved to approve all of the items on the Consent Agenda which included the Minutes of the December 5, 2023 meeting, Approval of Bills, Financial Report, and Librarian's Statistical Report. Eric Baldonado seconded the motion and the motion carried.

Recognition of Visitors: There were no visitors to report.

Librarian's Report February 1, 2024

1. We have been closed to the public since Wednesday, January 17th due to a burst pipe in the large meeting room. It caused major damage to the carpet, drywall, and insulation needing to be removed. The pipe that caused the leak has been repaired and we are waiting for the carpet and drywall to be started. We are offering curbside so patrons can still get their materials. We hope to reopen sooner rather than later.
2. On December 18th, Pioneer Electric and Veregy were here to swap two of the HVAC units. When they were installed in August, the 3 ton and 4 ton were installed in the wrong location and had to be swapped. Everything went smoothly and there was no disruption to the library.
3. The inside automatic door broke on Friday, December 29th. A patron went out the door and it slammed behind him. Abiding Lock came on Tuesday, January 2nd to look at it and determined that the mechanism had reached the end of its life. Abiding Lock fixed the door on Thursday, January 25.
4. We had to call an ambulance on Friday, December 15th. An elderly

- patron was feeling faint, and an ambulance was called as a precaution.
5. The library received a \$200 donation to cover the fines of patrons who exceeded the \$10 limit. A report was run, and a letter was sent to patrons to let them know they were selected and just needed to bring the letter with them to have their fines forgiven. Nine patrons were sent letters right before Christmas and we had three patrons come in with their letter.
 6. The city has been successfully transitioned to the BS&A Cloud. We are now using that for receipts, timesheets, and more. We no longer have to remote into the system, and it is a lot easier.
 7. DeSoto Public Library offers free hygiene bags for unhoused women and their director, Karen Graham, shared some with me. We have a flyer hanging in the women's room with pull-tabs. The person just brings a tab to the desk, and we hand them a bag. Each bag has shampoo, soap, toothpaste, and mouthwash. We have had a couple of people take advantage of the bags.
 8. Emma Knickman, a graduate student in Mizzou's library science program, asked to interview me for one of her classes. She and I will get together on Friday, January 26th, to talk.
 9. Missouri Evergreen requires each library to have an advanced cataloger on staff. For us, that's me. I passed my certification two years ago and now must recertify. I have until May to pass my certification so I will begin working on that soon.
 10. The city closed us at 3 PM on Friday, January 12th and closed us for the day on Monday, January 22nd, all due to weather. Because it was the city who made the call, all staff were paid if they were scheduled to work that day.

Friends of the Library Report: The Friends' Christmas table raised over \$2,200.

Unfinished Business:

- **Strategic Plan** - The director emailed the survey to City Administrator Greg Camp. We are waiting for a response to the sent email.

New Business:

- **Meeting Room Requests -**

1. Trailnet and MODOT - Chris Nelson made a motion to approve the use of the meeting space. Vicki Greminger seconded and the motion carried.

- **Display Case Applications -**

1. Indian Artifact Display - Vicki Cummings made a motion to accept the Indian Artifact Display. Steve Stoll seconded, and the motion carried.
2. Birds and BirdHouses Display - Steve Stoll made a motion to accept the Birds and Birdhouses display. 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, Jenny Brummer 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