

Minutes of the
Festus Public Library Board of Directors Meeting
March 7, 2024 @ 6:00 pm

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

Members Absent: All 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 large meeting room of the Festus Public Library.

Consent Agenda: Vicki Greminger moved to approve all of the items on the Consent Agenda which included the Minutes of the February 1, 2024 meeting, Approval of Bills, Financial Report, and Librarian's Statistical Report. Chris Nelson seconded the motion and the motion carried.

Recognition of Visitors: There were no visitors to report.

Librarian's Report March 7, 2024

1. The new carpet has been installed. Staff from Richardet Flooring were at the library Monday, February 26 and Tuesday, February 27. We were closed to the public those two days. Carla Aubuchon and I were here on Monday, while the staff was off. Those scheduled to work on Tuesday came in. We were able to get everything back in place in the main area of the library on Tuesday afternoon. Two staff from Public Works came over Thursday morning to reinstall the cabinets in the large meeting room. We are so close to being back to normal!
2. I had to call Abiding Locksmith to come and look at the front door Friday, February 23rd. As Grace Chaney and Laurie Livingstone were trying to lock the door for the night, the latch would not pop out of the door. We tried everything to get the latch to pop out. The locksmith arrived and it worked just fine for him. We haven't had an issue since.
3. On Thursday, February 15th, the library's internet went down around 2:30 PM and didn't come back up for the rest of the time that we were open. When I called Morenet, they said that AT&T was having an outage. We kept track of checkouts with an Excel spreadsheet and left items to be checked in in the cart.

4. Missouri Evergreen has created an annual process to purge patron accounts. The criteria for purging were that the account had to be expired for at least three years, not barred, and were not the group lead. This is being done to protect patron info and report more accurate data to the State Library. This first round of purging saw 6,000 accounts purged from our database. Staff are in the process of pulling all those patron cards from the drawers and shredding them. The number of patrons purged next year should be significantly smaller.

5. The chairs for the director's office and the passport office have been ordered. I went with Modern Business Interiors to purchase them. David Bozdeck, the sales representative, came down to see the space and get an idea of what we need. What he offered fits the style of the library well and I can't wait until we get them.

6. The TV and CPU have been installed in the large meeting room. Forward Slash installed a HDMI port in the wall so users can plug their laptop in and have it shared to the TV. There is a wireless keyboard and mouse that will be available to room users as well. We are all very excited to not have to lug in the projector and laptop anymore.

7. Parents as Teachers serving Festus, Crystal City, Dunklin, and Jefferson R-7 is holding a fundraiser with raffle baskets and asked if a free, year membership could be donated by the library. I said yes and created a gift card for them.

8. We have eclipse glasses for the eclipse that is happening on Monday, April 8th. We are selling them for \$1 each. I ordered 50 and we have already sold a few.

9. The month of February is "Love Your Library" month and to celebrate, we had a display that let patrons list the reasons they love the library on paper hearts. We then put the hearts on a large bulletin board so everyone could read them. Carla Aubuchon will use some of the responses as advertising for Summer Reading. It has been nice to read all the lovely comments and it makes us feel like we are doing something right.

10. The library hosted our book discussion of the JeffCo Reads program on Monday, February 6th. There were five participants, including myself, discussing "The Maid" by Nita Prose. Everyone enjoyed the book, and it was a nice discussion.

11. A patron reached out about starting a daytime book club and I readily accepted. There have been several requests for one, but it has been hard to find someone to lead it. It will begin in April and be called the "Brown Bag Book Club". They will meet on the third Tuesday of the month from noon to 1:30. It is still in the early planning stages, so I hope to have more information soon.

12. The city closed all city buildings at 2:30 on Friday, February 16th due to the weather. Because it was the city that closed us, all staff were paid if they worked that day.

Friends of the Library Report: The Friends agreed to pay for some of the library's summer reading program needs such as the Kona Ice Truck and a magician. The Friends are also working on getting word out about the new yard sale date (April). The previous yard sale date was canceled due to the library flood.

Unfinished Business:

- **Strategic Plan** - The director will follow up with City Administrator Greg Camp as we are waiting for a response to the previous sent email.

New Business:

- **Public Comments Policy** - The board read through the updated Public Comments Policy. The director will make some edits to the document. We will review the updated document at the April board meeting.
- **Meeting Room Requests** -
 1. First Steps of Missouri - Ellen Ravenscraft made a motion to approve the use of the meeting space. Vicki Greminger seconded and the motion carried.
 2. Ridgeview Lot Owners Association - Jenny Brummer made a motion to approve the use of the meeting space. Vicki Cummings seconded and the motion carried.
- **Display Case Applications** -
 1. Vintage Sock Monkey Display (March), Vintage Halloween Display (October), Vintage Christmas Display (December) - Steve Stoll made a motion to accept the displays. Chris Nelson seconded, and the motion carried.
- **Request to Destroy Records** - Eric Baldonado made a motion to destroy passport transmittals older than 2 years. Jenny Brummer seconded the motion, and the motion carried.

Public Comments: There were no public comments.

Adourn:

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

Respectfully Submitted,

Jenny A. Brummer