

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

Members Present: Mark Peckham, Eric Baldonado, Carleigh Williams, Vicki Greminger, Stephen “Steve” Stoll, Vicki Cummings and Director, Elizabeth Steffen. Ellen Ravenscraft participated by phone.

Members Absent: Chris Nelson, Erica Eisenhauer

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 the items on the Consent Agenda which included: Minutes of the June 13, 2024, meeting; Approval of Bills; Financial Report; and Librarian’s Statistical Report. Eric Baldonado seconded the motion. The motion carried.

Recognition of Visitors: There were no visitors to report.

Librarian’s Report: August 1, 2024

1. Budget time has arrived. I met with Greg Camp and Finance Director, Michelle Vaughn, on July 22nd to discuss the budget for FY25. No big changes are in the works when it comes to the budget. I did ask for \$9,000 to replace our microfilm machine in the Local History room as a capital project. I also asked for the Assistant Library Director position to be made full-time and it looks like that’s going to be granted!
2. Summer Reading 2024 is in the books. Final numbers aren’t in yet, but Carla feels like participation numbers might be down from last year. Grand prize winners have been pulled and called so we are waiting for those to be picked up.
3. On Thursday, July 25th, we will be hosting a passport training session for all staff and will have several passport agents from Mississippi County, Missouri joining us. An adjudicator and trainer from the New Orleans passport center will be here to do the training. There will be an exam at the end of the training and if we pass, we don’t have to do the recertification training at the end of the year. We are excited to host everyone!
4. The police have been here several times. On July 20th, a patron had their tires slashed in a domestic dispute in our parking lot. The patron did not want to call the police, but we did inform the police of what happened after the patron left. On July 17th, the police came to my office to ask permission to trespass an unhoused person they had previous dealings with who was on our parking lot. I trusted their judgement and agreed to the trespassing.

5. West Main St. was paved on Wednesday, July 10th and it made it very tricky to get to the library. All roads were blocked off, so staff and patrons had to find other places to park and walk in that morning. Luckily, the road opened enough that we were able to host our scheduled Summer Reading program with the Missouri Conservation Dept that afternoon.
6. Due to damage from the May 8th hailstorm, the library will be receiving a new roof that will be covered by insurance. This is good news since we have had a leak in two different spots with the heavy rain we've had recently. There has been no word on when the work will happen. Insurance is still figuring everything out.
7. The EV charging station was repaired last week. Pioneer was working on it when I arrived one morning last week. As far as I know, it has not been turned on yet.
8. The internet was down for several hours on July 16th. The heavy rain caused the electricity to flash several times which knocked out the internet. After working with MOREnet and Forward Slash, I was able to get it back on.
9. The Red Cross has asked us to hold an emergency blood drive on Monday, July 29th. They had a sponsor cancel and they needed a place to hold the blood drive so they could supply what had been promised. I readily agreed because it is always good working with them.
10. Members of First Christian Church reached out to us about donating bottled water and sports drinks to be available to anyone who would need them during the excessive heat. They supplied a cooler as well. We've continued to make the drinks available even when it has not been excessively hot.
11. The switch to control the front fans had to be replaced in June. They spun as fast as they could no matter if they were turned to high or low. Jim Tindall replaced the old switch with one that you turn off and on with a button while still being able to control the speed.
12. With the city being closed on July 4th and 5th for the Fourth of July, I asked Greg for permission to close the library on Saturday, July 6th so that staff could enjoy the long weekend. He approved and the staff were very thankful.
13. Carla Aubuchon's last day with the library will be Friday, January 10th.

Friends of the Library Report: There was no new business to report. The Friends are preparing for the book sale to be held in the large meeting room on September 5, 6, 7, during Twin City Days.

Unfinished Business:

- **Strategic Plan** – The surveys, both electronic and paper copies, have been collected by Librarian and Eric Baldonado. Collection will continue until announced date.

New Business:

- **New Library Board Members** – Erica Eisenhauer and Carleigh Williams were approved by the Festus City Council to replace two members whose terms have ended.
- **Public Comment at Library Board Meetings** – Elizabeth Steffen introduced a new policy regarding public comments at Library Board meetings. The policy will be adopted at a future Board meeting.
- **Library Closure on Saturday, August 31** – The motion as made by Vicki Greminger with a second by Vicki Cummings to close the library on Saturday, August 31, for the Labor Day holiday. The motion carried.
- **September Library Board Meeting Change** – The September meeting of the Library Board will be held on September 12, instead of September 5. The motion was made by Eric Baldonado with a second by Vicki Greminger to change the date of the meeting. The motion carried.

Meeting Room Requests:

1. Little Black Book: Women in Business- Eric Baldonado made a motion to approve the use of the meeting space. Vicki Cummings seconded his motion, and the motion carried.
2. Girl Scout Daisy Troop 1473 – Vicki Cummings made a motion to approve the use of the meeting space. Vicki Greminger seconded her motion, and the motion carried.

Request to Destroy Records: Eric Baldonado made a motion to destroy passport transmittals older than 2 years. Vicki Greminger seconded his motion, and the motion carried.

Public Comments: There were no public comments.

Adjourn: As there was no other business to discuss, Steve Stoll made a motion to adjourn the Library Board meeting. Carleigh Williams seconded his motion, and the motion carried. Mark Peckham declared the meeting adjourned.

Respectfully Submitted,

Stephen M. Stoll