

Festus Public Library Board of Directors Meeting

Minutes

October 3, 2024 @ 6:00 pm

Members Present: Mark Peckham, Carleigh Williams, Vicki Greminger, Ellen Ravenscraft, Stephen "Steve" Stoll, Chris Nelson, Erica Eisenhower and Director, Elizabeth Steffen, Eric Baldonado, Vicki Cummings.

Members Absent: None

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: Ellen Ravenscraft 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. Chris Nelson seconded the motion. The motion carried.

Recognition of Visitors: There were no visitors to report.

Librarian's Report: October 3, 2024

1. At the September 24th city council meeting, the FY25 budget was passed. Included in that budget was funding for the Capital Project request of a new microfilm machine and a 13% raise for the staff and me. The new fiscal year begins on Tuesday, October 1st.
2. For the next month or so, I will be working on the annual survey for the State Library. It's a labor-intensive survey with a lot of statistics needed. The answers to the survey go towards determining our state aid funding. Answers from the survey are also sent to the Institute of Museum and Library Services. It covers the previous fiscal year and is due on November 30th.
3. I have a meeting with Greg Camp on Tuesday, October 1st to discuss the new full-time position. I plan to discuss what the role will look like and when I should begin the hiring process.
4. On Wednesday, September 25th, the city treated all its employees to lunch at Texas Roadhouse. All city buildings were closed from 11-1 so the employees could enjoy lunch. We were allowed to order whatever we wanted off the menu and enjoy a break. It was very much appreciated by everyone.

5. With the new fiscal year, I am contemplating becoming a notary. The UPS Store no longer notarizes and we have seen an uptick in notary requests. City Hall has notaries, but they close at 4:30. We could be another option.

6. On Wednesday, September 11th, Compass Health brought some clients to the library for a tour. I showed them around the library, talked about how to get a card, and the services we offer.

7. I've been helping the new Crystal City Library director, Amy Shirley, get her feet under her in her new role. I'm going to meet with her at Crystal Library on Thursday, September 26th, to answer any questions and explain the SOS rules for libraries.

8. Dawn Meinhardt, from Our Lady School, is generously donating a large collection of book ends to the library. They are taking up space in her office and thought we could use them. Whatever we don't need, we will see if Crystal City Library could use them or Riverbend Books.

9. The library will be hosting a pumpkin decorating contest again this October. Participants can drop off their book character themed pumpkins October 1st through the 5th. Voting begins October 7th, and the winners will be announced on Halloween. The prizes will be "Boo Baskets", and we plan to fill them with books, blankets, candy, and more!

10. On Wednesday, October 23rd, Carla will be hosting a leaf bowl craft. Attendees will be making a bowl out of fabric leaves and modge podge. The fun begins at 5:30 pm and goes until 7 pm.

11. I will be taking vacation days on Thursday, October 3rd and Monday, October 7th. The library will be closed for Indigenous People's Day/Columbus Day on Monday, October 14.

Friends of the Library Report: Chris Nelson reported that the Friend's met earlier this week. After the meeting members began pricing items for the Christmas sale in the library.

Unfinished Business:

- **Strategic Plan** – Eric Baldonado reported that there were 173 surveys submitted by library patrons. Elizabeth Steffan gave Eric the paper copies that had been collected in the library. The total would be 200+ surveys. Eric said he will tabulate the answers for the next meeting of the Library Board.
- **Educator Library Cards** - Elizabeth Steffen reported that in speaking to other libraries she was told that few teachers took advantage of the free library cards. The teachers in every school (public and private) would be eligible for a free card,

but teachers who lived inside the City of Festus could already receive a free card. Only teachers who lived outside the City limits would, therefore, be eligible. Elizabeth would talk to the city administrator about the plan.

New Business:

- **Meeting Room Requests:**

1. American Christian Fiction Writers – The motion was made by Chris Nelson to approve the use of the meeting room. A second was made by Eric Baldonado and the motion carried.
2. The Girl Scouts of Eastern Missouri – The motion was made by Ellen Ravenscraft to approve the use of the meeting room. A second was made by Vicki Cummings and the motion carried.
3. The Office of Chief Disciplinary Counsel – The motion as made by Carleigh Williams to approve the use of the meeting room. A second was made by Ellen Ravenscraft and the motion carried.
4. The Study Group – Chris Nelson inquired as to what the group “studied.” Elezabeth Steffen said she would inquire. Permission to use the meeting room was delayed until the next Library Board meeting.

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

- **Assistant Library Director** – There is a job opening for a new Library Assistant Director. The City of Festus supplied a job description. Those who would interview the candidates would be chosen soon.

Public Comments: There were no public comments.

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

Respectfully Submitted,



Stephen M. Stoll