

## **Festus Public Library Board of Directors Meeting**

### **Minutes**

November 7, 2024 @ 6:00 pm

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

**Members Absent:** Vicki Cummings

**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:** Chris Nelson moved to approve all the items on the Consent Agenda which included: Minutes of the October 3, 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: November 7, 2024**

1. We are having issues with our HVAC again. Veregy and the electricians were able to clear the three alarm codes we have had on the alarm pad since the units were installed in August of 2023. Last Monday, the 21st, there was a metallic noise coming from the back of the library, near the Children's section. Jim Tindall came to look but it had stopped by the time he got to the library. Staff reported that it had happened two more times that night and the codes were back up on the alarm pad. Jim came on Tuesday, the 22nd, because he saw on the HVAC software that the thermostat that controls RTU-06, the big unit, was not getting power. After trying multiple things to get it going, Jim concluded that the compressor had gone out. He contacted Veregy and they have contracted with MC Service to evaluate. As far as I know, they have not been onsite yet. Luckily, it hasn't been too hot or too cold.
2. The roof of the library was replaced on Wednesday, October 30th. We were open while the work was being done so it made for a noisy day, but the new roof looks very nice. They were able to complete the work in one day on the entire complex.
3. The police were called to the library on the morning of October 30th. A patron wanted to use our phone to make a call and got argumentative when they were told it was not a public phone. After trying to reason with them and the situation escalating, the police were called

to escort the individual out. I had them trespassed so, if they come back and behave the same way, I can have them arrested.

4. I posted the Assistant Director opening on October 9th and before it closed on October 28th, I received almost 40 resumes and cover letters. Carla and I are close to narrowing down our choices and hope to have interviews on Friday, November 8th and Friday, November 15th.

5. For several months, patrons have not been receiving their text notifications. Evergreen has been working to fix that by contracting with a messaging service called Messagebee. It went live in early October but was still not sending out hold notifications. That was fixed on Friday, October 25th and everyone is happy with how it is working. The texts come from a 660-324-0279 number and text of the message is much clearer.

6. Circle of Life Animal hospital has reached out about using the parking lot for their mobile vet clinic. They have lost the lease on their building and have not secured a new building so they will be doing vet visits and vaccination clinics from a mobile vehicle. They will be using the parking lot several days in November.

7. I have purchased stickers for our new books that say "New" and the month. They are yellow and go at the top of the spine. It has made it much easier to spot the new books. We are putting them on adult and children's books going forward.

8. Crystal City Library had extra pedal exercisers in their storage room, so they donated two to us. I have replaced the one we had in the fireplace area because it was falling apart. The new ones are lighter and more compact, so they don't take up as much room.

9. Carla is doing another craft for adults in November. They will be making gnomes out of fuzzy socks. She had originally capped attendance at 25 but the adult crafts have been so popular, she opened it up to 30. It will be on November 20th at 5:30 PM.

10. The library will be hosting another blood drive on Wednesday, November 27th. There is blood drives scheduled through 2025.

11. The library will be closed on Monday, November 11th in honor of Veterans Day.

12. The library will close at 6 on Monday, December 2nd so staff can get home before the Christmas parade.

13. I will be taking vacation days on Monday, November 25th, Tuesday, November 26th, and Wednesday, November 27.

**Friends of the Library Report:** Chris Nelson reported that the Friend's met earlier this week. After the meeting members continued pricing items for the Christmas sale in the library. The library will be decorated prior to the Christmas Parade.

**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 and they would soon be added to the on-line total. The total would be 200+ surveys. Eric and the Board, began discussion of the responses to questions 1 and 2. Discussion will continue at the next Board meeting.
- **Educator Library Cards** - Elizabeth Steffen reported that in speaking to the City Administrator, he had no objections to the plan. 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. All schools within the City limits would be included as well as St. Pius X High School, which is located in the City of Crystal City, but has a Festus mailing address.
- **Meeting Room Application** – the application for the Adult Study Group had been postponed for clarification as to the nature of the group. It will be a bible study group. A motion to approve the application was made by Eric Baldonado with a second by Erica Eisenhauer and the motion carried.

**New Business:**

- **Meeting Room Requests:** Annual Meeting of the Brookside Meadows Subdivision – The motion was made by Chris Nelson to approve the use of the meeting room. A second was made by Carleigh Williams and the motion carried.
- **December Meeting of the Library Board – Date Changed:** The December meeting of the Board will be held on Tuesday, December 10, at 6:00 pm.
- **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.
- **Library Code of Conduct – Addition:** The addition of wording related to the use of the library telephone by the public was brought up by Elizabeth Steffan due to the

third item of the Librarian's Report. The clarification is felt to be necessary. The addition of language was discussed and will be voted on at the December meeting of the Library Board.

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

**Adjourn:** As there was no other business to discuss, Eric Baldonado made a motion to adjourn the Library Board meeting. Vicki Greminger seconded his motion, and the motion carried. Mark Peckham declared the meeting adjourned at 6:45 pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Stephen M. Stoll". The signature is written in a cursive style with a large initial 'S'.

Stephen M. Stoll