

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

### **Minutes**

**February 6, 2025 @ 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 conference 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 December 10, 2024, meeting; Approval of Bills; Financial Report; and Librarian’s Statistical Report. Carleigh Williams seconded the motion. The motion carried.

**Recognition of Visitors:** There was a visitor, Melissa Lamb, the new Assistant Director/Youth Services Director. She was welcomed by the Board of Directors.

**Public Comments:** There was no request for a comment.

#### **Librarian’s Report, February 6, 2025:**

1. Melissa Lamb has begun her tenure as Assistant Director/Youth Services Director. Her first day was Monday, December 23rd. She got about three weeks with Carla and had her first story time on January 23rd. She is fitting in very well and learning fast. We are very happy to have her.
2. With the start of the new year, the library began offering 3-week checkouts on most materials. Not included in the 3-weeks are kits, games, telescopes, binoculars, or fishing poles. Patrons have been excited about it. I have also changed how long new books stay “new”. We were keeping their status as “new” for 6 months, but I’ve brought it down to 3 months. It will help with crowding on the new bookshelf and with holds in Evergreen.
3. The mayor allowed city buildings to close two hours early on Monday, December 23rd and Monday, January 30th so staff could get a head start on the holidays. The city closed all buildings on Monday, January 6th due to the icy conditions. I closed the library on Tuesday, January 7th and Friday, January 10th due to the weather conditions. Because I closed the library those two days, staff did not get paid.
4. The Souper Bowl is happening again this year. We are competing against Crystal City and DeSoto to see who can bring in the most food and personal hygiene items. As of today, we are in the lead! The competition runs until Saturday, February 8<sup>th</sup>.

5. Veregy was here in January to switch out the EV charger. The company of the first one they installed went out of business, so they had to replace it. I believe it has been turned on and can be used.
6. We had a leak in the ceiling of the Young Adult section on Thursday, January 16th. Jim Tindall came to look and determined it was due to the melting snow and ice on the roof. The water in the drain was frozen so Jim chipped it out and we haven't had an issue since.
7. I made a trip to Ste. Genevieve library on Thursday, January 9th to see their Shush Booth. This is an individual study room that has wheels and could be moved if needed. It comes with lights, plugs, and a ventilation system. It was a neat concept and something to think about in the future due to the demand for private study spaces.
8. In looking for vendors to replace the microfilm machine in the local history room, I learned about a local records grant that will cover the cost of the machine and software. I will be working on the application to get it turned in as soon as possible.
9. I was invited to attend a new member lunch of the Optimist Club on Thursday, February 3rd. The meeting will be held at Taytro's and I'm excited to learn more.
10. We are holding a puzzle sale through February or until we are sold out. On the first day of the sale, we made over \$200. It is always a popular sale. The library will be closed Monday, February 17<sup>th</sup> for Presidents' Day.

**Friends of the Library Report:** Chris Nelson reported that the Friends' voted to pay the expenses for the Summer Reading Program. She also presented the ad for brand-new Community Guide and Membership Directory that will be distributed in March 2025. The Friends' will pay the cost (approximately \$900) for ad that will run in the publication. Also, the Friends' pricing items for the in-door yard sale at the end of February.

**Unfinished Business:**

- **Library Strategic Plan** – Eric Baldonado prepared to discuss the plan with the Board. He will make a copy of the results of the survey and give one to each member of the Board and the next meeting and a discussion will be held at that time.
- **Library Code of Conduct** - The document was unanimously amended by the Library Board to include the following addition: *8. The library does not have a public telephone and will not allow public use for incoming or outgoing calls on library telephones except in the case of an emergency.*

The motion to approve the additional language was made by Eric Baldonado with a second by Chris Nelson and approved unanimously by the Board.

## **New Business:**

- **Meeting Room Requests:**

A request was made by Canaday Agency – Senior Solutions to meet several dates to discuss Medicare basics with interested individuals. A motion was made to allow the meeting by Steve Stoll with a second by Ellen Ravenscraft and approved unanimously by the Board.

A request was made by HRM Services to meet with interested individuals to discuss low-income housing. A motion was made to approve by Carleigh Williams with a second by Erica Eisenhower and approved unanimously by the Board.

A request was made by First Steps of Missouri to meet with providers to discuss the need for early intervention of children. A motion was made to approve by Vicki Greminger with a second by Carleigh Williams and was approved unanimously by the Board.

A request was made by UP Properties/Fazoli's to hold a monthly managers meeting for all Fazoli's restaurants. A motion to approve was made by Chris Nelson with a second by Vicki Greminger and unanimously approved by the Board.

A request was made by Price Health Insurance LLC to meet with individuals regarding Medicare services. A motion was made to approve by Erica Eisenhower with a second by Chris Nelson and passed unanimously by the Board.

Elizabeth will investigate the request by WOW Sessions 2025 to hold monthly meetings at the library. The group would discuss mental health support for women and may involve sales which is against policy.

- **Request to Destroy Passport Records:** Eric Baldonado made a motion to destroy passport transmittals older than 2 years. Carleigh Williams seconded his motion, and the motion carried.

**Adjourn:** As there was no other business to discuss, Chris Nelson made a motion to adjourn the Library Board meeting. Eric Baldonado seconded his motion, and the motion carried. Mark Peckham declared the meeting adjourned at 6:57 pm.

Respectfully Submitted,

Stephen M. Stoll