

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

### **Minutes**

**March 18, 2025 @ 6:05 pm**

**Members Present:** Mark Peckham, Carleigh Williams, Vicki Cummings, Ellen Ravenscraft (phoned in), Stephen "Steve" Stoll, Erica Eisenhower and Director, Elizabeth Steffen, Eric Baldonado.

**Members Absent:** Vicki Greminger, Chris Nelson

**Call to Order:** The regular meeting of the Festus Public Library Board of Directors was called to order at 6:05 PM by President, Mark Peckham. It was held in the large conference room of the Festus Public Library.

**Consent Agenda:** Steve Stoll 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. Eric Baldonado seconded the motion. The motion carried.

**Recognition of Visitors:** No visitors were at the meeting.

**Public Comments:** None.

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

1. We took home the Souper Bowl trophy! Results were Festus with 2,411 items; Crystal City with 1,118 items; and De Soto with 737 items. \$685 in monetary donations was part of the 2,411 items. It is always a fun competition and everyone wins.
2. With the retirement of Carla Aubuchon, Grace Chaney has stepped up to become the passport manager. Even though she has only been doing passports for 3 three years, she has a good grasp on the intricacies. She is doing a fantastic job.
3. The grant application for the new microfilm machine has been submitted. It will be June or July before I know anything.
4. The Beanstack reading challenge software will be going away on April 4<sup>th</sup>. It is \$795 for the year, and we have had approximately 6 users register for each challenge. We were in a three-year contract and have chosen not to renew.
5. Because of the weather, the city was closed Wednesday, February 18<sup>th</sup>. Since it was the mayor's decision, all employees who were scheduled to work that day were paid.
6. The library will be partnering with Parents as Teachers for several events in March. First will be a Dr. Suess story time on March 6<sup>th</sup> to celebrate Dr. Suess' birthday. PAT will also be here on Saturday, March 22<sup>nd</sup> for Brainy Babies.
7. The Red Cross will be holding blood drives on Monday, March 3<sup>rd</sup> and Monday, March 31<sup>st</sup>.

8. On Wednesday, March 19<sup>th</sup>, the library will be hosting a presentation on AI. Patrick Momany plans to discuss what AI is, the pros, the cons, and more. It will go from 5:30-7.
9. The battery our AED machine died, and I reached out to Fire Chief Broombaugh about it. He was able to find a replacement battery. He said that most of the city's AED machines were reaching the end of life, and we would need to budget for them in the future.
10. I will be taking a half-day Monday, March 3<sup>rd</sup>.

**Friends of the Library Report:** Vicki Cummings reported that the Friends' held their annual in-door yard sale at the end of February. The Friends' made slightly over \$2000.00. Due to the weather in February, it was decided that next year the sale would be in March.

**Unfinished Business:**

- **Library Strategic Plan** – Eric Baldonado led a discussion of the responses made by individuals who responded to the Library Strategic Plan. Board members discussed citizen priorities for the library.
- **WOW Sessions 2025** – the organization made the decision to choose another location to meet. The request was withdrawn.

**New Business:**

- **Cybersecurity Policy:** The library director established, and the Board approved, the following policy for the Festus Public Library:  
The library takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local, and tribal laws regarding privacy and responsibility over confidentiality.

Eric Baldonado made the motion to approve the policy. A second was made by Vicki Cummings and the motion was approved unanimously.

- **Meeting Room Requests:**  
A request was made by the Girl Scouts of Eastern Missouri to meet for a recruitment event for pre-k girls in nearby communities. A motion was made to allow the meeting by Carleigh Williams with a second by Erica Eisenhauer and approved unanimously by the Board.

A request was made by First Student school bus company to meet to train adult drivers to perform CPR, first aid and BLS training. A motion was made

to approve by Steve Stoll with a second by Erica Eisenhauer and approved unanimously by the Board.

A request was made by Brookstone Estates subdivision to hold their annual Home Owners' Association meeting. A motion was made to approve by Carleigh Williams with a second by Vicki Cummings and was approved unanimously by the Board.

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

**Adjourn:** As there was no other business to discuss, Steve Stoll made a motion to adjourn the Library Board meeting. Erica Eisenhauer seconded his motion, and the motion carried. Mark Peckham declared the meeting adjourned at 7:05 pm.

Respectfully Submitted,

Stephen M. Stoll