

Festus Public Library Board of Directors Meeting

Minutes

August 12, 2025 @ 6:00 pm

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

Members Absent: Vicki Cummings, Kate Tedford.

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 small 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 June 10, 2025, meeting: Approval of Bills; Financial Report; and Librarian's Statistical Report. Chris Nelson seconded the motion. The motion carried unanimously.

Recognition of Visitors: There were no visitors.

Librarian's Report, August 12, 2025:

1. Summer Reading 2025 is in the books! We don't have the finalized numbers yet, but it felt like it was successful. Programs were very popular. So popular that we had to add sessions to several events. Melissa Lamb did a fantastic job with her first year and approached everything with a positive attitude and a big smile. She is already coming up with ideas for next year.
2. We have received five blood pressure monitor kits from the American Heart Association, and they are ready for checkout. Each kit comes with a monitor, a log to record the readings, and a list of area resources.
3. Missouri Evergreen has begun offering an OPAC specifically designed for kids called the KPAC. We have it available on our computer in the kid's area, and it only pulls books and materials designated for kids. It has categories for things like graphic novels, so it makes things much easier for them to find.
4. The new microfilm machine for the Local History room has been ordered. I'm waiting on Forward Slash to get me a quote for a new computer to fit the specifications of the machine. \$9,000 was budgeted and I went with Missouri Document Solutions with a price of \$7,903. We will be trading in the current microfilm machine, which is what knocked the price so low.
5. The library received a donation of 7 used LG tablets. I'm still deciding on how we are going to use them, but it was too good of a deal to pass up.
6. We continue to have issues with the HVAC system. With the recent hot weather, the unit that cools the children's area would drop out, which would cause the main unit to also

drop out. Temperatures would rise to 75-77 degrees. The company Pipe and Duct was here several days and could not isolate the problem. Trane was here all day another day and seem to have a better idea of what could be the problem. I have not seen the invoice from Trane yet, but I am anticipating it to be costly.

7. I had to close the library 45 minutes early on Tuesday, July 8th. The lights were flashing on and off and making a buzzing sound. It happened after I left for the day, but I came back and called Jim Tindall. He recommended turning off the breakers to minimize any damage that might occur. I called Greg Camp and he agreed about closing. While talking to Jim, he got an alert from Ameren about a power outage near us. By the next morning, everything was working properly again.
8. The electrical problems on July 8th ended up shorting out most of the ceiling lights in the front of the large meeting room. Jim and Paul Filkins came and took measurements and were able to find replacements for the lights. We have had no issues since.
9. We had a student use the proctoring service the library offers several times this summer. They followed all the rules, and we had no issues. These were the first proctoring sessions in a long time.
10. We assisted the Jefferson County Sheriff's Office with a case in June. They needed to see our video surveillance to look for several suspects from an incident from the night before. We were able to locate what they needed and with help from Ed Bechler, of B & H Alarm, we were able to save the video to a DVD for the officers to take with them.
11. The police were called several times over the summer. There was a tent set up behind the library on Tuesday, July 15th and, luckily, there were two officers in the parking lot. They went to check and found it empty. They were also called in July for a woman lying on one of the benches, crying out in pain. When they arrived, she claimed she had never yelled. She was moved along and hasn't been seen since. On Friday August 1st, they were called because there was a man who had been in the bathroom a long time, talking to himself, and making people feel uncomfortable. The police moved him along.
12. The library will be closed Monday, September 1st for Labor Day.
13. I will be taking a vacation day Friday, August 15th.

Friends of the Library Report: Chris Nelson reported that the Friends' had several new members. The Friends' are preparing for the book sale to be held on September 4, 5, and 6. Steve Stoll reported that he and his wife, Kathy, removed the dead spruce trees and weeded the flower bed in front of the library.

New Business:

The Director of the Library, Elizabeth Steffen, presented the library's FY2026 budget information. Library funding is set by the City Council and Mayor. Elizabeth Steffen presented equipment leases and the purchases of new items.

Meeting Room Requests:

- Morningstar Behavioral Associates requested using the conference room for an informational meeting about the therapy services offered. The motion to approve the request was made by Steve Stoll and a second was made by Vicki Greminger. The motion passed unanimously.
- The MGT Club, Magic the Gathering Club, requested holding a flexible meeting of like-minded youth who want to play this game. The motion was made by Carleigh Williams with a second by Chris Nelson. The motion passed unanimously.

Request to Destroy Passport Records:

- The request was made to destroy passport records older than two years. A motion was made by Eric Baldonado and seconded by Chris Nelson with a unanimous Board vote.

Permission to Close the Library:

- Elizabeth Steffen requested permission to close the library on Saturday, August 30. A motion to close the library was made by Carleigh Williams with a second by Eric Baldonado. The motion passed unanimously.

Adjourn: Prior of adjournment the Board agreed to meet on the September 4, 2025 in the Genealogy Room. As there was no other business to discuss, Chris Nelson made a motion to adjourn the Library Board meeting. Vickie Greminger seconded his motion, and the motion carried. Mark Peckham declared the meeting adjourned at 6:37 pm.

Respectfully Submitted,

Stephen M. Stoll