

Festus Public Library Board of Directors Meeting

Minutes

December 4, 2025 @ 6:00 pm

Members Present: Mark Peckham, Carleigh Williams, Stephen “Steve” Stoll, Vicki Greminger, Chris Nelson, Eric Baldonado, Kate Tedford and Library Director, Elizabeth Steffen.

Members Absent: Erica Eisenhauer

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 conference 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 November 2025, meeting: Approval of Bills; Financial Report; and Librarian’s Statistical Report. Kate Tedford seconded the motion. The motion carried unanimously.

Recognition of Visitors: Ashley Green – potential new Board member.

Librarian’s Report December 4, 2025:

1. Winterfest is coming up on Saturday, December 6th. We are offering a gingerbread house ornament that can be decorated with stickers for the take home craft this year. The library will be open past our normal closing time of 2 PM. After 2 PM, the computers will not be available, but books can be checked out, and new cards can be created. It is always a fun and busy day.
2. The library will be closing at 6 PM on Monday, December 1st, so that staff are able to get out of the parking lot before the Christmas parade that evening. The staff scheduled that night are coming in an hour early to make up the time.
3. On Monday, December 15th, we are excited to offer A Very Merry Evening with FPL! A brainchild of Nancy Withinton, there will be holiday stories read, holiday crafts, letters to Santa, milk and cookies, and visits with Santa himself! Melissa Lamb, Nancy Withinton, Gail O’Shea, Greg Camp, and I will be reading stories, and we are encouraging everyone to come in their pjs! It should be a fun filled night.
4. There will be a blood drive on Monday, December 22nd from 1-5.
5. I have reached out to Toys for Tots about being a drop off location for their toy drive. I’ve yet to hear whether we can expect a box.

6. Third grade students from Sunrise Elementary School came to the library for a field trip on Wednesday, November 5th. They were a very excited group, and they really wanted to know where we kept our "I Survived" books. I gave them a tour and had a scavenger hunt for them to complete afterwards. It is always a pleasure to show kids all the different things the library has to offer.
7. The Tax Assistance Program will be back at the library this winter. They provide free tax preparation for those who make under \$67,000/year, no matter their age. They will be here January 31st, February 7th, February 21st, February 28th, March 7th, March 14th, and April 4th.
8. Liz and Olivia Ferris painted our windows on Friday, November 7th. Again, we went with a winter theme so we can keep it as long as possible and get our money out of it. The cost was \$300, and I paid for it, which I was happy to do.
9. I asked Paul Filkins, from facilities maintenance, about putting Christmas lights up on the library and he hung them on Wednesday, November 19th. It was \$113.43 for lights, clips, extension cords, and timer. We are excited to have them this year.
10. On Thursday, November 20th, the city hosted a Thanksgiving lunch for all employees. The library was assigned salads as our dish to bring and we delivered. We had a Ceasar salad, garden salad, Southwest salad, and fruit salad. We overprepared and had plenty of leftover salad.
11. The city is closing all buildings at 2:30 on Wednesday, November 26th so employees can get a head start on their Thanksgiving holiday. Because it is the city who closed us, staff will get paid if they are scheduled past the early closing time. We very much appreciate it when the city does this.
12. Because of the early closing time on Wednesday, November 26th, the blood drive we had scheduled for that day had to find another venue. Luckily, the Methodist church across the street was able to host them.
13. The library will be closed December 24-27th and December 31st-January 3rd for the Christmas and New Year holidays.

Friends of the Library Report: Chris Nelson reported that the Friends' are planning their Christmas luncheon at the Pasta House and Christmas items are now for sale in the library.

Unfinished Business:

Strategic Plan - Eric Baldonado asked the Board to approve the statements listed on the Strategic Plan and presented at the previous meeting of the Board. Two changes were suggested and will be removed. The changes will be distributed to Board members at the next meeting (February 2026). The changes are removal of line three: Build a structured Volunteer Program... in the third item and the word Maker in the fourth item of the Strategic Plan.

New Business:

Meeting Room Requests - Women in Business - Festus Chapter requested using the conference room for a meeting of adult women dedicated to empowering and supporting women. A motion was made for approval of the request by Carleigh Williams with a second by Chris Nelson. The Library Board voted unanimously to approve the motion.

Permission to Close the Library on January 3, 2026 – Elizabeth Steffen requested that the library be closed on Saturday, January 3, 2026. The motion was made by Vicki Greminger and a second was made by Chris Nelson to close on that day. The motion was 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 Kate Tedford with a unanimous Board vote.

Adjourn:

As there was no other business to discuss, Steve Stoll made a motion to adjourn the Library Board meeting. Carleigh Williams seconded his motion, and the motion carried. Mark Peckham declared the meeting adjourned at 6:30 pm.

Respectfully Submitted,

Stephen M. Stoll