

Festus Public Library Board of Directors Meeting

Minutes

November 6, 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, Kate Tedford.

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 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 September 4, 2025, meeting; Approval of Bills; Financial Report; and Librarian's Statistical Report. Erica Eisenhauer seconded the motion. The motion carried unanimously.

Recognition of Visitors: There were no visitors.

Librarian's Report November 6, 2025:

1. The deadline for the annual survey for the State Library was moved from November 30th to October 26th. This is due to the closure of Baker & Taylor. The platform that the survey is hosted on is owned by Baker & Taylor and the State Library was unsure of how long we would have access to the platform. I was able to complete the survey and turn it in before the October deadline.
2. On Tuesday, October 28th, Jefferson College hosted the librarians from the county for a meet and greet. Amy Shirley and I joined the librarians from the college and several from Jefferson County Library. It was good to see some of my former co-workers and hear about what is going on with all their libraries.
3. Melissa Lamb was asked to represent the library at a Trunk-or-Treat on the parking lot on Sunday, October 12th. She heard there were around 300 people that attended. She handed out candy and bookmarks promoting story time.
4. APB Storage has created a scavenger hunt that will begin after Thanksgiving and asked the library to participate. We will have a puzzle piece that, when combined with the pieces from other businesses, will reveal where they go to pick up a prize. We can't let people know we are participating or who the hunt is sponsored by. APB wants it to happen organically. It seems like a fun and easy way to possibly get people in the library.

5. The city is closing all buildings from 10:45-1:15 on Thursday, November 20th for a Thanksgiving lunch for staff. Each department is assigned a dish, and the library will be supplying salad. We are still discussing what kind of salad we will bring.
6. It's not even Halloween and Melissa Lamb and I are discussing the craft for Winterfest. We have decided on a gingerbread house ornament that can be decorated with stickers. 7. Mary Kay Emmrich, the Migration Specialist for Missouri Evergreen, reached out to ask if our library would be willing to serve as the mentor library for Crystal City Public Library when they migrate to Evergreen in the spring. I happily agreed to do that and will be involved in some meetings once Crystal's migration gets closer.
8. Two of our computers have been replaced: one in the passport office and one at the front desk. The passport office switch was easy, but we have been having issues with the new one at the desk. Envisionware is not working properly, receipts in Evergreen are printing double, and we must choose a printer each time we need to print something. I've got help tickets with Forward Slash, Envisionware, and Equinox to figure out how to set everything back to the way it was. It's been frustrating.
9. I had to speak with Greg Camp and Micheal Christopher about a loveseat that was in the spot where the food box had been. It appeared after I left for the day the day before and was there when I came in that next day. Employees from Public Works came to remove it, but the owners of the loveseat let them know it was being moved. They loaded it up on a little red wagon and pulled it away. We haven't seen it since.
10. The library will be closed Tuesday, November 11th for Veteran's Day and November 27th and 28th for Thanksgiving.
11. I will be taking some vacation days this month. I will be off from the 6th through 11th and the 24th - 28th. That is the last of my vacation days for the year.

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

Unfinished Business:

Strategic Plan - Eric Baldonado presented the goals of the Strategic Plan to the Library Board. The Board will review the goals and discuss them at their December meeting.

New Business:

Replacing Library Board Member – Vicki Cummings has left the Board after many years of service. The Librarian checked with city administrator, Greg Camp, regarding the proper method of replacing a member who resigns. She was told to choose a replacement.

Permission to Close the Library on December 27 – Elizabeth Steffen requested that the library be closed on Saturday, December 27. The motion was made by Vicki Greminger and a second was made by Carleigh Williams to close on that day. The motion was passed unanimously.

Meeting Room Requests - Girl Scouts of Eastern Missouri requested using the conference room for a monthly meeting of leaders. A motion was made for approval of the request by Carleigh Williams with a second by Erica Eisenhauer. The Library Board voted unanimously to approve the motion.

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, Chris Nelson 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 6:30 pm.

Respectfully Submitted,

Stephen M. Stoll