

Minutes of the
Festus Public Library Board of Directors Meeting
March 3, 2022 @ 6:00 pm

Members Present: Jenny Brummer, Ellen Ravenscraft, Mark Peckham, Mary Evans, Eric Baldonado, Bethe Adam, Vicki Cummings and Director, Elizabeth Steffen.

Members Absent: Ron Scaggs

Call to Order: The regular meeting of the Festus Public Library Board of Directors was called to order at 6:00 PM by the President, Mary Evans. It was held in the meeting room of the Festus Public Library.

Consent Agenda: Eric Baldonado moved to approve all the items on the Consent Agenda which included the Minutes of the February 10th meeting, Approval of Bills, Financial Report, and the Librarian's Statistical Report. Jenny Brummer seconded the motion and the motion carried.

Recognition of Visitors: There were no visitors.

Librarian's Report March 3, 2022

1. The weather wreaked havoc with our hours this month. We were closed for three days early in the month for snow. We closed at noon on Thursday, February 17th, closed at 2:30 on Wednesday, February 23rd, closed all day on Thursday, February 24th, and opened at noon on Friday, February 25th. Hopefully, the worst of the winter weather is past us.
2. Belinda has put in her notice. Her daughter needs her help watching her grandson. Because she works at the library and City Hall, we will be working together to fill the position.
3. Because the City closed all city offices for the snowstorm we had at the beginning of the month, staff was paid for those days if they were scheduled to work.
4. DeSoto came away with the win for the Souper Bowl this year. They received some large monetary donations at the end that pushed them over the top. It was a record year when it came to totals. It was 1845 to 1533. I know the Ozark Food Pantry was very grateful.
5. Reinhold Electric was out and replaced the can lights in the soffit outside with LED. They look great and brighten up the front considerably.
6. Our partnership with the Health Department continues to grow. They are now sending health topics to be included in our monthly newsletter. March is about online dating safety. We are also looking at Monday, March 14th, to host the Health Department's mobile van for a youth vaccine clinic. We have an interest survey out to get feedback on whether it would even be worth hosting it.

7. Carla put together several take-home crafts for the month of February. These included a Groundhog Day craft for the littles and Valentine's Day crafts for kids, teens, and adults. They didn't seem as popular as in the past, but we could have maybe marketed them better.
8. The library received a donation of Cricut. The donor wishes to remain anonymous but thought it could be a help to Carla when it comes to all the take-home crafts she does, plus the items she uses for story times. We will all be learning how to use it in the coming months.
9. Missouri Evergreen is requiring each member library to have a certified cataloger on staff. The Missouri Evergreen cataloger put together a beginner and advanced certification. Since I am responsible for cataloging, I will be taking the courses. I have until August to complete the certification.
10. The OverDrive app is being phased out and the only ebook platform MOLib2Go will use is Libby. I attended a webinar about the topic to learn more. The OverDrive app has been removed from the Apple App Store and the Google Play Store. Patrons can still use OverDrive if they have it downloaded but new patrons will only be able to use Libby going forward. OverDrive is still finalizing the timeline of when the OverDrive app will go away completely.
11. I will be taking my personal holiday Friday, March 25th.

Friends of the Library Report:

Vicki Cummings reported that the Friends have sorted and priced many items for the indoor yard sale and that the sale is off to a great start.

Unfinished Business:

- Public Comment Form – The Board discussed the time frame for signing up to comment within a Library Board meeting. It was decided the Monday before a scheduled Board Meeting. The format of the form was discussed and that a Request to Speak section will be added to the agenda. The city will direct any interested parties to the Library. The board will finalize decisions once the form is presented. Board members are under no obligation to comment during the public comment portion of the meeting.
- New Board Member – Vicky Greminger has agreed to serve as a board member. Eric Baldonado motioned to submit the name of Vicky Greminger as trustee on the Library Board to be presented to the City Council for acceptance. Vicki Cummings seconded the motion and the motion carried.

New Business:

- Display Case Request – Christine Mudd requested to display her grandmother's hats, dress gloves, and purses from the 1920's-1940's for March. Jenny Brummer made a motion to approve this display case request. Mark Peckham seconded the motion and the motion carried. Elizabeth Steffen is to let the Leader know about the current displays for promotion purposes.

- Request to Destroy Records – Passport transmittals older than 2 years – Mark Peckham made a motion to destroy all passport transmittals older than 2 years. Jenny Brummer seconded the motion and the motion carried.

Other:

- Goals – As a point of discussion, Mary Evans introduced the idea of goal setting for the library. These goals were discussed and will be discussed further in a special meeting on April 7th at 5:30pm:
 - 1) Increasing the number of people and the use of the library.
 - 2) Developing community partners for promotion purposes. This included the newspaper writing stories, placing ads, UPS partnerships in printing flyers and other promotional papers, signs, and the use of social media.
 - 3) Beautification of the entrance area.
 - 4) Use of the parking lot.
- Meeting rooms – The opening of the meeting rooms will be discussed at the next board meeting.

Adjourn:

Vicki Cummings made a motion to adjourn the Library board meeting. Jenny Brummer seconded the motion and the motion carried. President Mary Evans declared the meeting adjourned.

Respectfully Submitted,

Bethe Adam