

Minutes of the
Festus Public Library Board of Directors Meeting
December 9, 2021 @ 6:00 pm

Members Present: Jenny Brummer, Ellen Ravenscraft, Mark Peckham, Mary Evans, Eric Baldonado, Charlotte Zimmerman, Ron Scaggs, Beth Adam, Vicki Cummings and Director, Elizabeth Steffen.

Members Absent: None

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: Mark Peckham moved to approve all the items on the Consent Agenda which included the Minutes of the November 4th meeting, Approval of Bills, the Financial Report, and the Librarian's Statistical Report. Charlotte Zimmerman seconded the motion and the motion carried.

Recognition of Visitors: There were no visitors.

Librarian's Report December 9, 2021:

1. I attended the Missouri Public Library Director conference December 2nd and 3rd. On December 1st, I attended a pre-conference with the State Library and learned about the many resources they offer. It was a good conference with lots to think about.
2. We closed at 6 PM on Monday, November 30th so staff could get home before the Chamber of Commerce parade began.
3. The tuckpointing has been completed. Staat Tuck-Pointing & Waterproofing completed the work. While the work was being completed, it was noticed that the sealant around the windows needed replacing. All the windows were caulked. It took a week for the work to be finished and the wall looks great.
4. Starting in February, we will be using Beanstack for reading challenges. Carla, Lisa, and I tried to make Readsquared work, and we just couldn't figure it out. The set-up process has been remarkably easier, and I have someone checking in with me to make sure everything is going okay. I think it is something our patrons will really enjoy.
5. Winterfest was a success. We had 559 people come through the door that day and gave out 341 take-home crafts.
6. I have been attending a training on Basic Supervision in November and December. It has covered some important topics like creating a welcoming and inclusive workplace, a HR 101, and employee motivation.

7. Grace Chaney has passed her passport training and it is now able to sit in on passport appointments. Gail O'Shea has begun her training.
8. Lisa Harris attended her first meeting of the Reports committee. It is herself, Kate Coleman from Jefferson County, and Nate Beyerink from Trails Regional Library. Lisa does most of our reports, so it is a good fit for her.
9. Artist Kenzie Wolk came and painted our windows on November 30th. She has painted the windows of several businesses around town and does beautiful work. We went with a winter theme so we could maximize the amount of time we could keep it up. Many thanks to the Friends for paying for the artwork.
10. We have a button making machine! It will be a fun way to get our logo out there and to publicize events. We can also use it for things like National Library Week and Banned Books Week. It came with pin backs but you can also purchase backs with magnets so there is a way to change it up

Friends of the Library Report:

Vicki Cummings reported that the Friends had their annual luncheon and that the attendance was great. The Friends also provided Gift Certificates for the Library Staff. January 5th, 2022 has been designated to take the decorations down. New officers were also voted in at the last meeting.

Unfinished Business:

Policies and Procedures Manual – Mary Evans asked for a motion to accept the Revised Policies and Procedures Manual. Jenny Brummer made the motion and Vicki Cummings seconded the motion. The motion carried.

New Business:

- MPLD takeaways – Elizabeth Steffen, who attended the Missouri Public Library Directors conference, proposed the need for a public comments section within the Library Board meeting agenda. This will include sign ups, rules, limits on time and the number of those who wish to comment. This was discussed and Elizabeth Steffen will provide the City of Festus' policy and it will be discussed further.
- Filming and Photography Policy – Eric Baldonado moved to accept the Filming, Photography, and Videography Policy as it is written. Charlotte Zimmerman seconded the motion and the motion passed. The Filming, Photography, and Videography Policy was added to the Revised Policies and Procedures Manual.
- Display Case Applications – Carla Elliot requested to use the large display case in January for a snowmen collection. Jenny Brummer motioned to accept the application. Mark Peckham seconded the motion and the motion carried.
- Request to Destroy Records – Mark Peckham moved to destroy passport transmittals older than 2 years. Beth Adam seconded the motion, and the motion carried.

Other:

- Charlotte will be leaving the board much to everyone's regrets. We will need to begin thinking of new nominations.
- Short Takes for Trustees – The board watched the Short Takes for Trustees: Evaluating the Library Director.
- Mary Evans is on an advisory panel to come up with a plan to improve the area between Festus City Hall and Crystal City City Hall on Main Street. She is looking for any ideas and hopes we will collect information from the community to share.

Adjourn:

Vicki Cummings made a motion to adjourn the Library board meeting. Eric Baldonado seconded the motion and the motion carried.

Respectfully Submitted,

Bethe Adam