

Minutes of the
Festus Public Library Board of Directors Meeting
February 10, 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: Jenny Brummer moved to approve all the items on the Consent Agenda which included the Minutes of the December 9th meeting, Approval of Bills, the Financial Report, and the Librarian's Statistical Report. Vicki Cummings seconded the motion and the motion carried.

Recognition of Visitors: There were no visitors.

Librarian's Report February 3rd, 2022:

1. Mobility Plus was at the library twice in December to fix the lift to the basement. The first time was because the lift had stopped working completely and the second time with a part to allow the lift to go all the way to the bottom of the stairs. They recommended that the lift be serviced once a year to keep it in working order.
2. Sheet Metal Contractors was out January 25th to look at the heat. The desk area, front windows, large meeting room, and genealogy/kids have been anywhere between 61-65 degrees even with the thermostat set to 71 degrees. Several of the units needed to be repaired and the technician said that RTU 4 and RTU 6 were going to need to be replaced sooner rather than later.
3. Beanstack will be launching in February. Our official go live date is Monday, February 14th but if staff is feeling comfortable, we can launch before that. We will be going live with 1000 Books Before Kindergarten and Genre Challenge. The Genre Challenge encourages readers to branch out and explore different types of books. Each time a book is read in that genre, you earn a badge. We will be adding more challenges as we go along.
4. In December, we had a passport audit and we passed with flying colors. Because we did so well, we won't have another audit for several years. This is all due to Carla being so on top of everything as the passport manager. She does a fantastic job at it.

5. We learned very last minute that the price of passport books was going up \$20 on December 27th. Staff went out of their way to get appointments scheduled before the increase.
6. We have increased our passport hours to Monday-Thursday, 10 AM-6 PM and Friday, 10 AM-4 PM. Still no Saturdays for the time being. We will take appointments when we begin processing passports on Saturdays again.
7. Gail O'Shea has passed her passport training. She has started sitting in on appointments to get comfortable with the process.
8. The Leader published a letter from a patron who was upset that the library did not have subscriptions to magazines like The New Yorker or The Atlantic. The patron had spoken to me before they wrote the letter and I had explained to them that those are expensive subscriptions, and our magazines don't circulate enough to justify the price. It wasn't the answer they wanted.
9. Because of the letter in The Leader, we received three magazine donations from an anonymous donor. A year subscription to The New Yorker, The Nation, and Harper's were donated, and The New Yorker has already arrived. I purchased a subscription to The Week, as well.
10. We have been competing against DeSoto Public Library in the Souper Bowl since January 3rd. So far, we are winning. The competition will run through Saturday, February 12th. The Ozark Food Pantry has been very thankful for all the donations.
11. On January 27th, I attended a webinar on genealogy and helping patrons find what they need. With the local history room, it seemed like a helpful training.
12. The posters for the proposed I-55 improvements were in the library January 20th through January 27th. We had quite a few people come in to look and give their opinion. We had to ask for more comment cards.
13. I met with Adam Peters and Calem Parrish from the Health Department to brainstorm on ways to partner. Some ideas were to have another bicycle helmet giveaway and to bring the Health Department's mobile vaccine van to the library one day for a youth Covid clinic. Once we have a more concrete plan on what summer reading will look like, I will reach out to see if we can work something out during summer reading.
14. The city gave all employees a holiday incentive before Christmas. Full-time employees received \$100 and part-time employees received \$50. It was very thoughtful of the city, and we all appreciated it.
15. I will be attending the visitation and service for Fire Chief Cremer on Monday, January 31st and Tuesday, February 1st. City offices will be closed during the events, but the library will be open. I will be representing the library.

Friends of the Library Report:

Vicki Cummings reported that the Friends that the Friends took down the Christmas decorations. The sales from the Christmas table went very well this year. The friends voted to give the staff a \$10 gift for helping work the Christmas table sales. They also began planning an indoor yard sale table for this year. The Friends also donated a book in the memory and honor of Fire Chief Kevin Cremer on Firefighters.

Unfinished Business:

Filming and Photography Policy – Vicki Cummings made the motion to accept the Filming, Photography, and Videography Policy. Eric Baldonado seconded the motion and the motion carried.

New Business:

- Potential Board Member – Ellen Ravenscraft recommended Vicky Greminger as a new board member.
- Display Case Request – Kim Keragon requested to display 15-20 Elvis collectibles for the month of March. Jenny Brummer made a motion to approve this request. Mark Peckham seconded the motion and the motion carried.
- Request to Destroy Records – Passport transmittals older than 2 years – Mark Peckham made a motion to destroy all passport transmittals older than 2 years. Eric Baldonado seconded the motion and the motion carried.

Other:

- Short Takes for Trustees – The board will continue viewing the Short Takes next month.
- Request to Speak Form – The board discussed the need for creating a form for those wishing to speak at the Library. The City's form was viewed and discussion included: public comment section being added to the minutes, format of the form, location to sign up, etc.

Adjourn:

President, Mary Evans declared the meeting adjourned.

Respectfully Submitted,

Bethe Adam