

Livingston County Library Board of Trustees
Minutes of the June 27, 2024 Regular Session
Meeting

Call to Order

Crystal Narr, President, called the Livingston County Library Board of Trustees to order at 4:06 p.m. on Thursday, June 27, 2024 in the Program Room of the Lillian DesMarias Youth Library. Those in attendance were Crystal Narr, Sadie Beetsma, Sherry Parks, Rachel Hershberger and Daniel Savage in person. Zero guests attended via Zoom. Member of the public in attendance numbered two (2). A quorum was met. Library Director, Sue Lightfoot-Horine, Jodi Moore, Youth Services Coordinator, and Kirsten Mouton, Adult Services Coordinator arriving at 4:20 pm, were in attendance.

It was noted that the Library Board moved location of the meeting when the Main Library's 2nd Floor Court Room air conditioning faltered last week. Notice was given to the public of the changes on June 12th of the meeting date and June 25th of the meeting location and time as press releases were sent to area news outlets and social media platforms. These changes were also reflected in the Sunshine Notice posted on June 25th according to Chapter 610 RsMO.

The President read a prepared statement to those in attendance concerning decorum and public comments. The President called for the first agenda item which was guest comments and correspondence.

Guest comments & correspondence

Guests included Nancy Guthrie and Bob Hannon arriving at 4:30 pm in attendance at the meeting. There were no guests listed on the agenda who asked for an audience in advance of the meeting's posting. Sign up in advance of the meeting's start for public comments included Nancy Guthrie who did speak.

There was one (1) item of correspondence to be read by the Library Director, Sue Lightfoot-Horine as official record keeper, from Kirsten Moore.

Approval of Previous Minutes

A motion was made and seconded to accept the May 16, 2024 regular session meeting minutes as presented (Beetsma/Savage). The motion was unanimously approved.

A motion was made and seconded to accept the June 14, 2024 special closed session meeting minutes as presented (Parks/Hershberger). The motion was unanimously approved.

Bills and Financial Statements

The May 2024 bills and financial statements were presented. Questions were answered from the Board by the Library Director regarding vendors name changes and medical reimbursement policies for personnel. A motion was made and seconded to approve bills and financial statements (Parks/ Hershberger). The motion was unanimously approved.

Unfinished Business

- A. Kirsten Mouton, Adult Services Coordinator, discussed the Main Library building needs. Gastineau's Lighting Project is almost done and they also replaced the lighting in the outside sign which was burnt out. The Library Board asked the Library Director to assess savings in electricity over time since the lighting project is almost completed.

Dave Boux of Plaster Tec Inc. has given us a quote for installing scaffolding to take a closer look at the Court Room for the plaster repair. His estimate to determine needs and costs analysis is \$3,000 as a consultant fee. If he is awarded the contract, the initial estimate of \$3,000 will be deducted from the final project payment. The Board discussed needing comparable quotes from other vendors and gave leads to Kirsten to look further into initial costs and receive quotes.

- B. Jodi Moore, Youth Services Coordinator, stated that Rick McCully is scheduled to repaint the parking lot's stripes when the weather isn't quite so hot. She stated that Aaron Minnick's crew is behind and we are on his schedule for landscaping next to the READ sign.
- C. The Photography Policy was discussed as Kirsten received requests from another non-profit entity to use the library's historic photographs for their fundraiser. The policy will need to be reviewed before granting such permission. The Library Board asked the Library Director to place this item on the July's meeting agenda for review and update as necessary.
- D. The Library Director asked for a pause in the Board Training Series since a new member will be appointed by the Livingston County Commission in July. The Board will begin the training sessions again after such appointment.
- E. No other unfinished business came before the board.

New Business

- A. The Library Director reviewed the 2023 Audit Report prepared by Clevenger and Associates CPA. She noted the auditor's report regarding separation of duties as the only deficiency. She explained that both her and the bookkeeper are trying to meet the standards of separation of duties which is difficult with a small staff.
- B. The Election of Officers were held according to the Bylaws. The slate of officers for the term of July 1, 2024 – June 30, 2025 will be:
President: Crystal Narr
Vice President: Sadie Beetsma
Secretary: Sherry Parks
Treasurer: Rachel Hershberger
The Library Director noted that signature cards at local banks will need to be updated. Daniel Savage will be removed from all signature cards as his term has ended. Nominations were accepted by acclamation and were approved unanimously to add the slate of officers above stated and remove Daniel Savage from signature cards.

- C. Library Director brought up the Main Library's heating and cooling needs and planted seeds to begin a project study to see about costs and efficiency over the current geo thermal heat and air with the water tower over HVAC.

Crystal Narr left the meeting at 4:45 pm. Sadie Beetsma, Vice President, took over the meeting.

- D. Board members expressed concern about the projectors the Main Library has available for checkout. The Library Director decided to remove projector #3 because of its age and unfunctionally and mark it surplus property. She also explained the surplus property of patron seating chairs that have no value that were replaced recently at the Main Library. These items will be broadcast for sale at minimum values or free as we have no storage space to retain them.

Board members expressed concern about the barrier to access at the Main Library will the plexiglass shields at the circulation desks. Comments were made about overall appearances, unwelcoming atmosphere, and the reminder of the COVID years when they were originally installed. No action was taken by the Library Board as this decision will be made by the Library Director.

The Library Board and Administration thanked Daniel Savage for his years of service to the Library as he will not be seeking another term.

- E. No other new business was brought forward.

Reports

Reports were heard from the Library Director, Adult Services Coordinator, Teen Services Coordinator and Youth Services Coordinator.

Within the Library Director's report, Sue Lightfoot-Horine asked for approval of the VR Robotic Kit vendor purchase order as it is above her spending limits for the grant. She explained that when the kits arrive, payment to RobotLabs, the vendor, in the amount of \$25,405.00 is expected. She reminded the Board that grants are reimbursement based and she has applied for 1st payment of grant funds (1/2 of the grant award) to offset this expense. A motion was made and seconded to approve the payment of \$25, 405.00 to RobotLabs for the purchase order (Parks/Savage). The motion passed unanimously.

Adjournment

A motion was made to adjourn and was seconded (Parks/Savage). The motion was unanimously approved.

The next meeting will be held on Thursday, July 18, 2024 at 4:30 p.m. in the Court Room, 2nd Floor, at the Main Library pending cooling issues resolved and via the recurring meeting Zoom link.

Respectfully submitted,

Sue Lightfoot-Horine, Library Director & Acting Secretary