

Livingston County Library Board of Trustees
Minutes of the July 18, 2024
Regular Session Meeting

Call to Order

Crystal Narr, President, called the Livingston County Library Board of Trustees to order at 4:40 p.m. on Thursday, July 18, 2024 in the Court Room on the 2nd level of the Main Library. Those in attendance were Crystal Narr, Sadie Beetsma, Sherry Parks, Rachel Hershberger and Jeff Keck in person. No guests attended via Zoom. A quorum was met. Library Director, Sue Lightfoot-Horine, Jodi Moore, Youth Services Coordinator, and Kirsten Mouton, Adult Services Coordinator, were in attendance.

The President forego the reading of the prepared statement to those in attendance concerning decorum and public comments as there were no guests. The President welcomed the newest appointee by the Livingston County Commissioners, Jeff Keck, to the Library Board followed by introductions. She then called for the first agenda item which was guest comments and correspondence.

Guest comments & correspondence

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 were none.

There was one (1) item of correspondence to be read by the Library Director, Sue Lightfoot-Horine as official record keeper, from Laura Keyes, Director of the Dunlap, Illinois Library and who presented a program for the library as an impersonator of Mary Todd Lincoln.

Approval of Previous Minutes

A motion was made and seconded to accept the June 27, 2024 regular session meeting minutes as presented (Beetsma/Hershberger). The motion was unanimously approved.

Bills and Financial Statements

The June 2024 bills and financial statements were presented. Questions were answered from the Board by the Library Director regarding vendors invoices. A motion was made and seconded to approve bills and financial statements (Parks/ Beetsma). The motion was unanimously approved.

Unfinished Business

- A. Kirsten Mouton, Adult Services Coordinator, discussed the Main Library building needs. She updated the quest to gather more bids for the plaster repair project in the Court Room according to the Board's wishes. She talked about the bathroom remodel project in the lower level.

Sue Lightfoot-Horine, Library Director, discussed the cooling issues of the unit cooling the Court Room. From her discussion with both Kirsten and Morgan Hurst, Main Library Custodian, we are concerned with stressing our overall boiler system while this unit is out of commission during the heat waves we have been

experiencing and will be during the month of August. Previous work done last year including draining overheated water from the Tower and replacing with cooler temperature water to maintain the air conditioning. Fosters gave us option which include installing add on unit to cool the water tower which helps clean and filter the water in our steel pipes. This would be an addition to the quoted price for plates and gaskets repairs dated 6/26/24. After several discussion points about options, the Board asked the Library Director to inquire about HVAC specialists from local entities if we could switch to HVAC heating/cooling and if the existing duct work would be feasible to use.

- B. Jodi Moore, Youth Services Coordinator, stated that Rick McCully is scheduled to repaint the parking lot's stripes when the weather is more conducive. She stated that we remain on Aaron Minnick's crew schedule for landscaping next to the READ sign. Jodi recapped the emergency plumbing issue after the morning program on July 9th and the HVAC fan belt breaking that same morning. Big kudos to Rick McCully, custodian, for finding the replacement belt, installing, and getting us back to cool that same day. Board member Rachel Hershberger asked about the possibility of installing handicapped accessible interior doors at the Youth Library. This idea will be further researched and added to the list.
- 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 was updated to allow permission by Library Board action on such request. Discussion ensued. A motion was made and seconded to approve the updated policy (Beetsma/Parks). The motion passed unanimously.
- D. The Library Director asked for a pause in the Board Training Series. The Board will resume the training sessions in August.
- E. No other unfinished business came before the board.

New Business

- A. The Library Director outlined the plan for interior signage for the Youth Library going forward in response to the community needs as recommended by Board member Sherry Parks. The plan includes adding directional signage to specify location of collections and color code signage for easier visual access. Additionally, we will change spine labels & online card catalog shelving location in Teen areas to reflect "TEEN" instead of "Young Adult". This serves purpose of Youth Library and will not be confused with the "New Adult" collection targeted for ages 18 - 30 at the Main Library. Selectors will review current materials to see if they meet the criteria for "Teen" collections outlined by Library Policy to be ages 14-17. Weed as necessary based on criteria. This measure only gives voice to the processes we currently have. No collection development selection, criteria, etc., has changed. We are now giving voice to our "behind the scenes" processes that most patrons and community residents are not aware. We plan to market and promote above changes for the community. We will hold another community event to get more community members in the Youth Library's doors.

B. 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.

Adjournment

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

The next meeting will be held on Thursday, August 15, 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