

Livingston County Library Board of Trustees
Minutes of the August 15, 2024
Regular Session Meeting

Call to Order

Sadie Beetsma, Vice-President, called the Livingston County Library Board of Trustees to order at 4:35 p.m. on Thursday, August 15, 2024 in the Court Room on the 2nd level of the Main Library. Those in attendance were Sadie Beetsma, Rachel Hershberger and Jeff Keck in person. Sherry Parks attended via Zoom at 4:40 p.m. A quorum was met. Library Director, Sue Lightfoot-Horine, Jodi Moore, Youth Services Coordinator, and Kirsten Mouton, Adult Services Coordinator, were in attendance. Crystal Narr was excused absent.

The Vice-President forego the reading of the prepared statement to those in attendance concerning decorum and public comments as there were no guests. 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 two (2) item of correspondences read by Jodi Moore, Youth Services Coordinator from Livingston County Health Center for being involved in their Breast-Feeding Awareness and the new librarian at Northwest at Mendon school Kynlee Dysart.

Approval of Previous Minutes

A motion was made and seconded to accept the July 18, 2024 regular session meeting minutes as presented (Hershberger/Keck). The motion was unanimously approved.

A motion was made and seconded to accept the August 5, 2024 Special Session minutes as presented (Keck/Hershberger). The motion was unanimously approved.

Bills and Financial Statements

The July 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 (Hershberger/Parks). The motion was unanimously approved.

Unfinished Business

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. Main Street sent her a list of possible vendors and she is reaching out to those located in Lee's Summit (reported they only due exterior work, not interior), Washington, MO and Leavenworth, KS as the closest location who had specialists for bids.

Sue Lightfoot-Horine, Library Director, updated the Board with the tours and vendors she had reached out to perform a needs and assessment for the feasibility of moving to HVAC. Three area vendors are scheduled to tour the Main Library, review building plans, and

current inventory to gather information for the feasibility study before the competitive bid process begins for all vendors.

Jodi Moore, Youth Services Coordinator, updated the plumbing repairs happening this week at the Youth Library. Constant and Sons Digging has reached the pipes underneath the bathrooms and assessing the issues as they dig. They have already flushed blockages while they continue to dig.

Board member Rachel Hershberger asked about her request of installing handicapped accessible interior doors at the Youth Library. Safety concerns were discussed and more thought will be lending to find a solution.

Sue Lightfoot Horine, Library Director, and Jodi Moore, Youth Services Coordinator, spoke about the signage to differentiate the age progression and overall signage. Sue stated that on our handouts and website, we need to include a floor plan to further awareness of the separate collections. This could also be utilized in the Main Library to highlight the different floors and their respective collections. Sue explained the verbiage change from Young Adult to Teen on collections' spine labels and shelving locations to better inform patrons concerning their selections.

There were no policies to review at this time.

The Library Director began the tutorials from the Missouri State Library for the Board Training Series. The first video was shown and will continue in succession until the series is completed.

No other unfinished business came before the board.

New Business

A motion was made and seconded to approve the permission to the Livingston County Preservation Society and Main Street Chillicothe for use of the library's photographic collection for their calendar use (Hershberger/Keck). The motion passed unanimously.

A motion was made and seconded to approve the permission to the Livingston County Preservation Society for the Chillicothe Hall of Fame booklet for use of the library's photographic collection (Keck/Hershberger). The motion passed unanimously.

The 2024 annual tax rate hearing notice was read aloud at the meeting by Vice President Sadie Beetsma (see attached document). The public notice of the tax rate hearing was published in the Constitution Tribune newspaper on August 2, 2024. Sue Lightfoot, Library Director and Sherry Parks explained how the tax levy is set by the State Auditor's office and the voter approved ceiling. The annual budget reflects this revenue stream. A motion was made and seconded to set the operating levy at 0.2691 per \$100 valuation and 0.1250 per \$100 valuation on the debt service for the 2024 Tax Year (Parks/ Hershberger). The motion was unanimously approved.

Sue Lightfoot-Horine, Library Director, discussed banking changes. Sue outlined the need to set a specific account to use with Square for accepting debit and credit cards for payment from patrons. The "Boo Fest" account at Investors Community Bank has not been active since 2022 since the Board passed the line item for Boo Fest in the annual budget drawing from general operating funds. Sue requested renaming this account "Square Account" to pair with SQUARE

for the transactions, both incoming (patron payments) and outgoing (SQUARE's user monthly fees and service charges). The main idea is to have an account that is set up with SQUARE to receive and disburse transactions that doesn't affect our general checking account or other investments and renaming this specific bank account reaches that goal. At the January 19, 2023 meeting, the Board approved the purchase hardware, software and subscription with SQUARE, use Investor's Community Bank MMA account for SQUARE transactions charging 3% service fee for patron convenience. A motion was made and seconded to approve the renaming of this Investors Community Bank account (Keck/Hershberger). The motion was unanimously approved.

A motion was made and seconded to allow permission of Sue Lightfoot-Horine, Library Director, and Salina Skipper, Bookkeeper, to share banking information with SQUARE as a vendor for the "Square Account" at Investors Community Bank to enable online transactions to offer the service of debit/credit card payments to our patrons (Hershberger/Keck). The motion was unanimously approved.

A motion was made and seconded to close out the Lena Smithson for Women Account with Southern Bank, request cashier's check from Southern Bank to be deposited in the general operating account held at Investors Community Bank (Parks/Keck). Discussions included the reason for closing this account stated by Sue Lightfoot-Horine, Library Director. She stated the original intent of this particular account has been met. Those funds were dispersed from general operating revenue for the repair/maintenance of the Smithson Room heat/cooling unit over the years. The Smithson Room maintenance is now a part of the general maintenance in the library's annual budget. This measure will alleviate bank reconciliations on a stagnate account, leaves a good audit trail, and be more efficient in our banking functions. The motion was unanimously approved.

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 (Keck/Hershberger). The motion was unanimously approved.

The next meeting will be held on Thursday, September 19, 2024 at 4:30 p.m. in the Court Room, 2nd Floor, at the Main Library and via the recurring meeting Zoom link.

Respectfully submitted,

Sue Lightfoot-Horine, Library Director & Acting Secretary