

**Livingston County Library Board of Trustees**  
**Minutes of the September 19, 2024**  
**Regular Session Meeting**

Call to Order

Crystal Narr, President, called the Livingston County Library Board of Trustees to order at 4:31 p.m. on Thursday, September 19, 2024 in the Court Room on the 2<sup>nd</sup> level of the Main Library. Those in attendance were Crystal Narr, Rachel Hershberger and Jeff Keck in person. A quorum was met. Library Director, Sue Lightfoot-Horine, Jodi Moore, Youth Services Coordinator, and Kirsten Mouton, Adult Services Coordinator, were in attendance. Sadie Beetsma and Sherry Parks were excused absent.

The President forego 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 one (1) item of correspondences read by Sue Lightfoot-Horine, Library Director, from Fran Stallings, storyteller who did programs for areas schools, Livingston County Farm Bureau's annual dinner, and an open public program last week.

Crystal Narr, Chamber Director, relayed her appreciation for the Youth Library's Elementary Coordinator, Katie Beth Kerr, storytelling at the annual Chautauqua in the Park as this element had been missing for some years.

Approval of Previous Minutes

A motion was made and seconded to accept the August 15, 2024 regular session meeting minutes as presented (Hershberger/Keck). The motion was unanimously approved.

Bills and Financial Statements

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

Unfinished Business

Kirsten Mouton, Adult Services Coordinator, discussed the Main Library building needs. She updated talked about the recent vendor who met with Sue for the bids for the plaster repair project in the Court Room. She has yet to hear from him or receive his bid. Kirsten noted her appreciation of the Youth Library staff's desk coverage and assistance while they were displaced to move shelves, collections, clean up the Maker Space Room, and Non-Fiction signage.

Sue Lightfoot-Horine, Library Director, updated the Board with the findings of the three local vendors and their assessments. Since all three vendors talked about different options, the need to further investigate feasibility of repairing our existing unit came to the forefront. The Board advised Sue to reach out to the original engineer of the Renovation Project to seek advice and schedule visits with two specialists knowledgeable about our unique system from outside the area.

Jodi Moore, Youth Services Coordinator, updated the plumbing project which closed the Youth Library on August 17, 2024. The Youth Library staff set up their base camp in the Maker Space Room in the lower level of the Main Library beginning August 17<sup>th</sup>. They returned to the Youth Library on September 9<sup>th</sup> while remaining closed to the public as the plumbing project continued. While at the Main Library, the Youth Library staff covered desk and worked on many projects for both locations. Mr. Rick cleaned every square inch of carpet at the Youth Library while we were closed in preparation of the staff's return. When staff did return, dusting, cleaning, organizing and shelving three weeks of books were accomplished. The Teen books weeding and relabeling project is almost completed and new signage was hung as outlined previously.

The Code of Ethics and Public Disclosure policy was discussed. Albeit, the Board has abided by this and filed with the Missouri Ethics Commission regularly, the actual policy is not including the policies of the Library Board. A motion was made and seconded to accept the Code of Ethics and Public Disclosure Policy as presented (Hershberger/Keck). The motion was unanimously approved.

The tutorials from the Missouri State Library for the Board Training Series was tabled as two members were not present.

No other unfinished business came before the board.

#### New Business

The discussion concerning door counters was entertained by Sue Lightfoot-Horine, Library Director. She outlined three bids that were received; TLS for \$769.95 each; BroDart for \$745.00 each; and Traf-Sys for \$529.00 each. She noted Traf Sys bid was lower as they are direct wholesalers. A motion was made and seconded to approve the purchase of five (5) door counters from Traf-Sys for both library locations. (Keck/Hershberger). The motion passed unanimously.

Kirsten Mouton discussed a grant opportunity with the Library Board in collaboration with Main Street Chillicothe. A motion was made and seconded to approve the permission for the Library to apply for a Tourism Grant for matching funds for Main Street's Historic Spring Project through the Missouri Humanities Council (Keck/Hershberger). The motion passed unanimously.

No other new business was brought forward.

#### Reports

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

#### Adjournment

A motion was made to adjourn at 5:35 pm and was seconded (Keck/Hershberger). The motion was unanimously approved.

The next meeting is scheduled for Thursday, October 17, 2024 at 4:30 p.m. in the Court Room, 2<sup>nd</sup> Floor, at the Main Library and via the recurring meeting Zoom link. As several board members noted their absence on this particular day, the Library Director will poll the group for another date.

Respectfully submitted,

Sue Lightfoot-Horine, Library Director & Acting Secretary