

Minutes of the
Festus Public Library Board of Directors Meeting
February 2, 2023 @ 6:00 pm

Members Present: Mark Peckham, Jenny Brummer, Vicki Cummings, Vicki Greminger, Ellen Ravenscraft, Bethe Adam, and Director, Elizabeth Steffen.

Members Absent: Courtney Wisely, Ron Scaggs, Eric Baldonado

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 of the Board, Mark Peckham. It was held in the meeting room of the Festus Public Library.

Consent Agenda: Jenny Brummer moved to approve all of the items on the Consent Agenda which included the Minutes of the December 8, 2022 meeting, Minutes of the February 21, 2023 meeting, Approval of Bills, Financial Report, and Librarians Statistical Report. Vicki Greminger seconded the motion and the motion carried.

Recognition of Visitors: There were no visitors.

Public Comments: There were no public comments.

Librarian's Report February 2, 2023

1. All passport agents are recertified for another year. Each year, we must take a "refresher course" and a test to keep our skills sharp. We have been very busy with passports this month, so the refresher course came at a good time.
2. I had to have Sheet Metal Contractors out in December to look at the heat in the large meeting room. It was very cold in there and wouldn't warm up no matter how high the thermostat was set. Luckily, it was an easy and cheap fix.
3. We had a phone outage on December 16th. A technician from Spectrum came out and reset the system, which got the phones working again.
4. The city closed all city buildings for weather on December 22nd and January 25th. Because it was the city who closed us, all staff that were scheduled to work those days were paid.
5. I had a meeting with Public Works director Matt Unrein and Tourism director Barb Lowry on Friday, January 13th about the placement and color of the electric vehicle charging stations that will be installed on the library parking lot. Green seems to be the consensus for the color.

6. A piece of flashing blew off the building during the winter storm on December 22nd. On a recommendation from Public Works, Josh Donahue from Leak Stoppers will be stopping by on January 27th to see what it would take to fix.
7. On December 20, I called the police to come check on a person who was sleeping on our loading dock.
8. Our new employee, Michelle Shadowens, has started. Her first day was January 1th. She is catching on quickly and fitting in well.
9. We now have two-factor authentication installed for our city email. The city has new cybersecurity insurance and two-factor authentication was a requirement.
10. We had 11 attend the program on Forest Park owls on December 17th. It was very informative and I hope to have Mark back for one of his other presentations.
11. On March 4th, we will be hosting a local author event. Alena Moore will be at the library to talk about her book, "The Unseen War". She will be reading excerpts, answering questions, and selling copies. She has donated a signed copy of the book for us to put in circulation.
12. Nicole Scheidle, a 3rd grade reading specialist from Festus Elementary, reached out and asked if we would be willing to donate materials for their Reading Night for parents. We had done this last year and she said they went over well. I provided flyers about the library, bookmarks, and some other materials.
13. I stepped down from the Missouri Building Block selection committee. It was going to be more work than I was expecting and I didn't think I would have the time to give it what it deserved.
14. I have volunteered to be a part of a committee to go through the 18,000 comments submitted during the comment period on the Secretary of State's proposed rule. We are looking at general information, for/against the rule, specific library, well-written response, etc. The thought is that, if we have the stats and information from the comments, we could formulate responses to possible legislation or other issues that might target libraries.
15. The library has some very generous staff members. Gail has donated a kit for the game Dungeons and Dragons. It has a starter kit and two books to help players. Grace has donated several Manga books to help grow our graphic novel section. I am very appreciative of them and what they have given to the library.

Friends of the Library Report: Vicki Cummings reported that the Friends met to price donations in preparation for the February Indoor Yard Sale that will be held.

Unfinished Business:

- **Strategic Plan** - This item has been tabled until the next meeting.

- **Meeting Room Request** - The Back Porch Recorder Consort had previously requested to use the meeting room. There was concern about the level of the noise. Elizabeth Steffen contacted the group and they said they would send a recording. The recording has not been sent yet so this request will await contact.

New Business:

- **Meeting Room Request** -
 1. NAACP Youth Organization has requested dates to use the meeting room. Ellen Ravenscraft moved to approve this request. Vicki Cummings seconded the motion, and the motion carried.
 2. Judy Ivery requested to use the meeting room to begin an Ukulele Group. Vicki Cummings moved to approve this request. Vicki Greminger seconded the motion, and the motion carried.

Other - Councilmen approached the Director about the use of the meeting room as overnight housing for those who find themselves homeless. Concerns were brought up about how to maintain safety of both those suffering and the facility.

Adjourn:

As there was no other business to discuss, Vicki Cummings made a motion to adjourn the Library Board meeting. Jenny Brummer seconded the motion and the motion carried. President Mark Peckham declared the meeting adjourned.

Respectfully Submitted,

Bethe Adam