

CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, April 7, 2022 @ 7am in person & via ZOOM  
Cape Girardeau Public Library

**CALL TO  
ORDER**

President Stacy Lane called the meeting to order at 7:00am.

**ATTENDANCE**

Present: Amy Trueblood, Jessica Hill, Emily Vines, Stacy Lane, John Voss, Dave Diveley, John McGowan, Rekha Patterson, Red Redinger  
Also present: Director Katie Earnhart, Linda Bailiff  
Absent: none

**MINUTES**

The minutes were reviewed. With a couple of minor corrections, **Dave made a motion to approve the minutes, seconded by Jessica. Motion passed.**

**PUBLIC  
COMMENTS**

None.

**PRESIDENT'S  
REPORT**

Stacy attended the Intellectual Freedom Workshop during Staff Development Day. She was impressed with library staff's knowledge of the subject and stated that it was a unique and timely experience. Her notes are on the Board drive.

**DIRECTOR'S  
REPORT**

The bills were reviewed.

1. Staff Update:

- a. Linda completed the ALICE training offered at SEMO.
- b. The library was closed on March 25<sup>th</sup> for staff development day. Staff received training on Intellectual Freedom, State Library Resources, and Mental Health Training.
- c. Two new employees have been hired for the User Services department. Keana Banks and James Hobbs will begin training to replace Shelby Pobst and Amanda Morris, both recently graduate from SEMO and will be pursuing teaching positions at the end of the summer.
- d. The library hosted the State Library and youth librarians in Southeast Missouri for a training on their Every Child Ready to Read program. The workshop was held on March 4<sup>th</sup> and several of our staff were able to attend the training.

2. Technology Update:

- a. The library was recently awarded a \$6,300 Tech Ladder Grant from the State Library. This matching grant will pay for 80% of the cost of an interactive beam projection system in the youth department. The unit has been ordered and will be scheduled for installation in the coming months.

3. 100-year Committee Update:

- a. Plans continue to take shape for the June 15<sup>th</sup> event. Special invites will be sent to key individuals including board members, foundation board members, city administrative staff, elected officials at the local, state, and national levels, and former library directors, just to name a few. If you have any recommendations on other invitees, please let me know.
  - b. June 15<sup>th</sup>, 4:30-7pm. The event program is being finalized but we will kick off with a Chamber Ribbon Cutting at 4:30pm. Followed up with a mix & mingle reception with hors d'oeuvres, a self-guided tour of the building, crafts and activities for the kids in the Youth Department, and music provided by the Central High School Band. The program will start with a historical vignette produced by KFVS followed by various speakers including the State Librarian of Missouri.
  - c. Sponsorships for the event totaled \$9250.
  - d. The library will be the program for the Chamber's First Friday Coffee in May. The event will be May 6<sup>th</sup> at Century Casino.
  - e. Library of Things: Our Library of Things collection will grow because of the sponsorship program and the matching funds from the Friends. A list of possible items for circulation has been created and library staff will begin the process of purchasing and cataloging the items for circulation. A Use Agreement and Release has been created and reviewed by an attorney. Those are attached to the board packet.
4. Census Update:
- a. The State Library has finished compiling the 2020 census data as it related to library service population sizes. The Cape Girardeau Public Library service population was found to be 36,170 after the 2020 census. This was a 1.75 % increase from the 2010 population of 35,549.
  - b. This new legal service area population total will be the basis for the per capita rates used to determine State Aid and Athletes and Entertainers (A&E) payments beginning in State Fiscal Year 2023.
5. Friends Update:
- a. The Friends Book Sale in March garnered \$7,600, \$1200 of that coming from membership dues. A new sale record! The next sale will be held June 9-12<sup>th</sup>. This is a special sale to coincide with the 100-year celebration.

February Director Activities:

February 1<sup>st</sup>: Public Library Forum via the State Library

February 8<sup>th</sup>: Library Legislative Day—held virtually

February 8<sup>th</sup>: Phone call with Senator Rehder’s office to discuss Library happenings  
February 9<sup>th</sup>: Behind the Numbers: The COVID effect on library use—webinar  
February 15<sup>th</sup>: Cape Chamber Exchange Network: Creative Compensation  
February 23<sup>rd</sup>: MO Public Library Standards Committee Meeting

**BUILDING &  
GROUNDS  
COMMITTEE**

Red and the committee met and took a tour through the building. Topics of discussion included reupholstering, window shade repair, storage, meeting spaces, snow removal equipment, re-purpose Genealogy room, gaming pcs.

**BYLAWS &  
POLICY  
COMMITTEE**

John McGowan reported that the Holidays portion of the Personnel Manual was reviewed. The committee recommends no changes.

Library Policy: Solicitation. The committee did recommend changes, but after discussion, this policy will go back to the committee for further revisions.

**BUDGET &  
PERSONNEL  
COMMITTEE**

Board Bylaws update by John Voss. Article VII, Section 3 – proposed addition to the budget preparation shall include projections for the two subsequent years. Also, Article VII, Section 4 proposes a Capital Improvement Plan and a structure for funding the plan. **John McGowan made a motion to accept both changes to Article VII, seconded by Dave. Motion passed.**

**PUBLIC  
RELATIONS**

Emily reported on the 100-year celebration activities. KFVS has agreed to be the media sponsor; key public figures will be invited; new library cards with the 100-year logo are now available. T-shirts and other “swag” items will also be available.

None.

**STRATEGIC  
PLANNING  
COMMITTEE**

The forwarding of emails from the board address to personal addresses is recommended – or set alerts.

**UNFINISHED  
BUSINESS**

Dr. Adam Criblez will make a Library History presentation in the Hirsch rooms on April 21<sup>st</sup> at 6pm. This will be filmed.

**NEW BUSINESS**

The next Friends meeting will be May 24<sup>th</sup> at 4pm. Dave will attend.

**FRIENDS  
FOUNDATION**

Meeting adjourned at 7:45 am.

**ADJOURNMENT**

Thursday, May 5, 2022 via ZOOM and in person at 7am

**NEXT MEETING**

Recorder: Linda Bailiff