

CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, August 5th, 2021 @ 7am
Cape Girardeau Public Library

ATTENDANCE

Present: Amy Trueblood, John McGowan, Red Redinger, Emily Vines, Stacy Lane, John Voss, Dave Diveley, Rekha Patterson
Also present: Director Katie Earnhart, Linda Bailiff
Absent: Cindy Heischmidt
President Stacy Lane called the meeting to order at 7am.

MINUTES

The minutes were reviewed. **Amy moved to approve the minutes, seconded by John M. Motion passed.** The special meeting minutes from 6/23 & 6/25/2021 were reviewed. **Red made a motion to approve these minutes, seconded by Amy. Motion passed.**

BILLS

The bills were reviewed and discussed.

PRESIDENT'S REPORT

New Tax Rate: **Amy made a motion to approve the necessary tax rates and authorizes the President to sign the tax rate certification for the county. John M. seconded. Motion passed.**

The 2021-2022 subcommittee members were discussed. The result is attached.

Principal Retirement Plan Document: **The plan document was reviewed. John M. made a motion to approve, seconded by Amy. Motion passed.**

The annual Ethics Statement was distributed and returned with some board members' signatures. Those attending this meeting virtually were asked to drop by the library and sign.

The Board Retreat will be held on September 9th from 4-8pm. President Lane asked for topics to be discussed. Ideas included the Strategic Plan, 100th library anniversary celebration and 30 minutes of something fun to do as a group.

After 35 years of service, Brenda Renner will be retiring from the library at the end of August. Her celebration will take place on August 26th from 4-6pm at the library.

Library Certificate of Participation Refinancing Options:

Board member John McGowan excused himself from the meeting for a possible conflict of interest concerning local financial companies. After discussion, the Budget & Finance committee will meet soon. A suggestion

was made to invite the finance person from the City, as they have more experience with COPs.

**DIRECTOR'S
REPORT
KATIE HILL**

1. We have registered our alarm system with the City of Cape's alarm registration system. This is a new plan from the City to curb false alarm calls throughout the City. While other entities have to pay a year fee of \$25, they are waiving the fee for us because of our government entity status.
2. Staff Update:
 - a. We received a retirement notice from Brenda Renner. Brenda has been employed at the Library for almost 35 years. Her last day will be on August 31st. A retirement reception will be held on August 26th from 4-6pm in the Hirsch meeting rooms at the library.
 - b. Sharon and I conducted a search for Brenda's replacement. We received ten applications for this position and interviewed three. We promoted Alli Boyer from Adult Services for this position. Alli has an MLS degree and prior experience as a children's librarian at a local school system. This does mean that she will vacate a job in AS that will also need to be filled.
 - c. Joint interviews were conducted for both the part time positions in AS and US. By the time interviews were complete we also knew that the additional AS position would need to be filled. We have offered jobs to three individuals for the two AS positions and one US position. The start dates are forthcoming.
 - d. Barrett's first week working remotely starts on August 2nd.
3. Bed Bug Situation:
 - a. The library experienced a small bed bug situation in mid-June. On a Saturday, staff found a chair with bugs and isolated the chair. First thing Monday morning we called our Pest Control company out to determine what kind of bug we were dealing with. They determined the chair had bed bugs. The Pest Control company and staff inspected all furniture in the building and found that there were four chairs with evidence of bed bugs. Those four chairs were heat treated by the Pest Control company. The other furniture and carpet in the area of the library where those chairs were located were treated with a special spray to kill any bugs or eggs that were too small to be seen.
 - b. We have since begun work on creating a bed bug response process. This will include training for staff on identification, isolation, and treatment procedures. Response kits will be

created that will have the necessary equipment that include quarantine bags, plastics totes, special book ovens to treat infected books. We have also purchased diatomaceous earth, a non-toxic powder, to place in and around our book drops as a preventative measure.

- c. A special policy will also be drafted and sent to the policy committee outlining how a library patron's ability to check out library materials and visit the library may be affected if we can determine they are the source of the bugs.
4. A&E funding:
- a. I reported earlier this spring that A&E funding for this year would be fully funded for libraries in the state, a first for the State of Missouri, at around \$3 million. There was some back and forth about A&E funding being excluded as part of necessary budget cuts should the legislature not pass the FRA renewal. The legislature and the Governor reached an agreement and the FRA was renewed by the deadline. However, A&E was still cut as a result of budget line item vetoes by Governor Parson. These vetoes took us back down to the current level funding of \$800,000 for Missouri libraries.
5. 100th Anniversary Committee:
- a. We have convened the 100-year committee. Thank you to Emily Vines and Cindy Heischmidt for agreeing to serve as board liaisons. We also have Jessica Hill & Kevin Timlin (both previous library board applicants), Nicolette Brennan from the City of Cape, Chris Conroy (KFVS), Ann Milam and Linda Burns (Friends Foundation Board Members), and several library staff members on the committee.

FRIENDS

The next Friends meeting is scheduled for Tuesday, August 17th at 4:30pm at the library. Amy or John M will attend.

NEXT MEETING

The next board meeting will be September 2, 2021 @ 7am at the library.

ADJOURNMENT

Red made a motion to adjourn at 7:55am, seconded by Amy. Meeting adjourned.

Recorder: Linda Bailiff