

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

**CALL TO ORDER**

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

**ATTENDANCE**

Roll Call Present: Amy Trueblood, Red Redinger, Emily Vines, Stacy Lane, John Voss, Dave Diveley, Rekha Patterson  
Absent at Roll Call, but joined at 7:10: John McGowan, Cindy Heischmidt  
Also present: Director Katie Earnhart, Linda Bailiff, City Manager Dr. Kenny Haskin

**MINUTES**

The minutes were reviewed. **Dave moved to approve the minutes, seconded by John V. Motion passed.**

**PRESIDENT'S REPORT**

Stacy introduced City Manager Dr. Kenny Haskin.

Dr. Haskin attended the meeting to talk about the upcoming November 2<sup>nd</sup> Use Tax vote. If passed, this internet sales tax will be at the same rate as local sales tax (2.75%) and would apply to internet goods purchased out of state and delivered to Cape Girardeau. The Use Tax would support essential services, such as police, fire, code enforcement, street maintenance and more.

Katie will be taking Parental Leave soon. Stacy recognized that in the Board Bylaws, Article IV, Section 9, it states “The Director of the Library shall be present at all meeting of the Board of Trustees, except at those times when his/her status or salary is discussed,.....”  
So that the Director can be excused from Board Meetings, John V. made a motion to change the word “shall” to “should”. The State Statutes will be checked to make sure this word change is not in violation. Under this circumstance, Red seconded the motion. Motion passed.

Stacy also spoke about the new format of the agenda to better align with board bylaws. This change in format includes a roll call attendance and a monthly briefing from each committee.

**PUBLIC COMMENTS**

None.

**DIRECTOR'S REPORT  
KATIE EARNHART**

- A. Financial Report & Monthly Expenditures
  - a. The bills were reviewed and discussed.
- B. Communications:
  - a. Staff Update:

- i. Interviews have been completed for the Adult Services Programming position and Augusta Welsh began work on October 5<sup>th</sup>.
- b. Internet Prices:
  - i. With the increase in REAL funding that the State Legislature approved this year, we will see some unexpected savings with our cost for internet services. We will save roughly 50% (\$7000) of the budgeted amount for MOREnet services this fiscal year.
- c. New eResources:
  - i. MOREnet also used ARPA funds from the State Library to add several new databases for MOREnet members. These include Teen Health and Wellness, Digital Literacy, and Financial Literacy. These new resources are listed on our website under our Digital Branch link.
- d. Tax Exempt Status:
  - i. For years the library has been utilizing the City's tax exempt status and number. This past May we completed the paperwork and submitted it to the MO Department of Revenue in order to gain our own tax exempt status. We were recently notified that our application was approved.
- e. Give Back Hack:
  - i. The library was one of six non-profit organizations selected to 'pitch' tech needs at the first Give Back Hack hosted by Codefi. Katie attended pitch day on September 30<sup>th</sup> and requested software development help to revamp our event and meeting room calendars on our website. If selected, developers from Vizient would donate their time to develop a new calendar platform for us.
- f. 100-year Anniversary Update:
  - i. The committee has met a few times to discuss options for celebrations throughout next year. They have decided that they will kick off celebrations on the April 1<sup>st</sup>, 2022 anniversary date.
  - ii. That day will consist of a Chamber First Friday presentation (we are already on the calendar, but have been warned we may get bumped if there's a ballot issue), a Chamber ribbon cutting, and a reception or cocktail party that evening.
  - iii. New Logo: KFVS has donated their graphic design staff to draft a special 100-year logo that will be used for the year. Ideas for use of this new logo include a commemorative 100-year library card, swag, etc.
  - iv. Historical Displays/Programs: Old Carnegie files have been found. Looking at ways to display archives and hosting of programs about the process of building the old Carnegie Library.
  - v. Sponsorship Opportunities: The committee is looking at a \$100 for 100 years donation program from individual patrons as well as a corporate sponsorship program to help fund the events or special project (TBD).

- vi. Other programs: Both Youth and Adult services will plan programs that tie into the 100-year theme throughout the rest of the year.
- vii. Proclamations: We will work to get proclamations to recognize our anniversary at both the City and State level.

**BUILDING & GROUNDS**

Red reported the committee has not met.

**BYLAWS & POLICY**

John M. reported the committee has not met.

**BUDGET & PERSONNEL**

The Committee met on September 15<sup>th</sup> to discuss refinancing the COPs which will be eligible on April 1, 2022.

The committee is seeking proposals from underwriters and banks about refinancing our COPs. The proposals are due by October 15<sup>th</sup>. The committee will review the proposals and will then make a recommendation to the full board. The goal being that, if the proposals provide a great enough benefit, the library can ‘close’ on a refinancing deal as soon as possible after the first of the year.

The committee also discussed creating a ‘sinking fund’ or special fund that is separate from our general reserve fund. Currently, any funds collected in excess of our yearly expenditures are deposited into our reserve fund. The committee recommends that a special fund should be created where we determine how much of the reserve fund should be moved into this special fund as well as create a policy or procedure to make sure that any future funds collected from the temporary building tax also be added to this fund.

Katie’s goals from last year/this year were included the board packet, with a status update. A couple of board members asked Katie to add a measuring tool to help quantify if a goal is successful, keeping in mind how each goal is important to Katie and the library.

**PUBLIC RELATIONS**

Emily reported the committee has not met.

**STRATEGIC PLANNING**

No report from John Voss.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

None.

**FRIENDS** The next Friends meeting will be Tuesday, October 19 @ 4:30 in the Penzel Conference room. Please email Katie if a board member wants to attend.

**NEXT MEETING** The next board meeting will be held on November 4<sup>th</sup> at 7am in the Penzel Conference room and available via ZOOM.

**ADJOURNMENT** **Dave made a motion to adjourn the board meeting at 8:08am.** Stacy seconded the motion. Meeting adjourned.

Recorder: Linda Bailiff