

CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, October 12, 2023 @ 7am
Cape Girardeau Public Library

**CALL TO
ORDER**

Red called the meeting to order at 7:00am.

ATTENDANCE

Present: Adam Criblez, Jessica Hill, Rekha Patterson, Dave Diveley, Ed Thompson, Kathy Wolz, Red Redinger, Lauren Clark-Hill
Also present: Director Katie Earnhart, Linda Bailiff
Absent: Stacy Lane (w/proxy)

MINUTES

Minutes from August meetings were reviewed. **Adam made a motion to approve the minutes, seconded by Jessica. Motion passed.**

**PUBLIC
COMMENTS**

None

**PRESIDENT'S
REPORT**

Red brought up the desire to move board meetings to a different Thursday of the month to allow the board to be given more timely reports. With meetings being held at the beginning of the month it means board packets run two months behind. **Adam made a motion, that beginning in January 2024, that we move the board meeting to the 4th Thursday of each month, seconded by Lauren. Motion passed.**

**DIRECTOR'S
REPORT**

1. Staff Update:

1. Jeni Carter in User Services resigned at the end of August. She was offered a full-time job at Kent Library after she completed her MLS degree. Ryan Winkler, moved into that role. This move has left the position of cataloger vacant. We plan to replace the cataloging position later this month.
2. Erica Scott in Youth Services has also submitted her resignation for the end of October. She plans to move out of state. We have offered the position to our YS summer intern, Jenna Lopez. Jenna will start in November.
3. Staff Development day was held on September 22nd. Staff received training from Cape Police Department about their Co-Responder Unit, AED and fire extinguisher training from the Cape Fire Department, and participated in some team building activities.
4. Katie Earnhart, Kayla Thompson, Alli Boyer, and Tori Cattaneo will attend the 2023 MLA Conference held in Columbia on October 4-6th.

2. MO Evergreen Update:

1. Resource sharing continues to surpass expectations. For September 2023, we loaned over 1400 items to other MO

Evergreen libraries. In that same month, our patrons borrowed over 590 items from other libraries in the consortium.

3. Facilities Update:

1. Our Youth furniture that was sent off for reupholstery has been received. The old cloth fabric was removed, and a vinyl fabric was selected to replace it for easier cleanup.
2. The new shelving has been installed in the User Service workspace. These shelves are used for the resource-sharing process.

**BUILDING &
GROUNDS
COMMITTEE**

None.

**BYLAWS &
POLICY
COMMITTEE**

Kathy reported that the committee met and reviewed the Collection Management policy and the Public Communication with the Library Board policy in light of public comments made during the September board meeting. The committee discussed the Collection Management policies and determined that the recent review and amendment to the policy that happened in June 2023 was adequate and that no further changes need to be made. During this committee meeting, it was also discovered that the Public Communication with the Board of Trustees policy listed on the library website was outdated. A newer copy, approved at the March 2023 board meeting, existed but was not added to the website in a timely manner. This led to confusion during the September board meeting when members of the public asked to speak. Katie has updated the website with the March 2023 copy of the policy and anyone wishing to speak at a board meeting will need to follow the rules laid out in that policy.

**PUBLIC
RELATIONS**

None.

**STRATEGIC
PLANNING
COMMITTEE**

None. Plans to be discussed at the board retreat later this month.

BUDGET

None.

PERSONNEL

None.

**UNFINISHED
BUSINESS**

None

NEW BUSINESS

None.

**FRIENDS
FOUNDATION**

Red reported the Fall book sale was successful. Next year the Spring sale will be at the end of February and the Fall sale will be at the end of August. The Friends will also be participating financially with the Community Area Foundation to

streamline investing and to help with administrative tasks. The next Friends meeting will be Tues, October 17 at 4pm. Red will attend.

ADJOURNMENT

Lauren made a motion to adjourn the meeting, seconded by Jessica. Motion passed. The meeting adjourned at 7:30 am.

NEXT MEETING

The Board Retreat is scheduled for Tuesday, October 24th from 4-8pm.
The next regular board meeting will be Thursday, November 2 @ 7:30am.

Recorder: Linda Bailiff