

CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, November 4th, 2021 @ 7am
Cape Girardeau Public Library

**CALL TO
ORDER**

President Stacy Lane called the meeting to order at 7:06am.

ATTENDANCE

Roll Call Present: Amy Trueblood, Red Redinger, Emily Vines, Stacy Lane, John Voss, Dave Diveley, Rekha Patterson, John McGowan, Cindy Heischmidt

Also present: Linda Bailiff

Absent: Director Katie Earnhart (on parental leave)

MINUTES

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

**PRESIDENT'S
REPORT**

President Stacy Lane asked Dave to share with board a recent texting conversation with a concerned citizen. He stated that the citizen texted about a young adult book that she felt was inappropriate. Dave informed her of the selection policy which includes a form you can fill out to request additions/deletions from the collection that would be reviewed by the selection committee. No form was submitted.

**PUBLIC
COMMENTS**

Cindy said the 100-year library celebration day will be June 15, 2022. John M. said there will be a 56th Annual Rotary fundraiser. More information can be found at Event.Gives.Rotary.

**DIRECTOR'S
REPORT
KATIE
EARNHART
(in absentia)**

- A. Financial Report & Monthly Expenditures
 - a. The bills were reviewed and discussed.
- B. Communications:
- C. Staff Update:
 - a. Our annual flu shot clinic for staff was held on October 14th. The library's health insurance pays for staff to get the flu shot and the library picks up the cost for the flu shot for any part timer that does not have health insurance.
- D. Inventory:
 - a. Staff have begun the inventory process. This requires staff to scan every item in the building in order for it to be checked against the ILS. This will be a long-term project.
- E. Format for Notices:
 - a. We are in the process of updating our holds and overdue email notices. Symphony has an upgrade that allows us to use HTML code to add color and graphics to our notices.

This update will be turned on as soon as the design and functionality have been tested.

F. TikTok

- a. Alli Boyer, newest YS team member has created a library TikTok account. She will utilize the marketing plan and style guide to create video content targeted at our teen users. Our TikTok account can be found at @capelibrary.

G. Give Back Hack Update

- a. We have been given the initial acceptance of our project for the Give Back Hack. At this point we are waiting to be matched with a software developer to start our project. This project will allow us to have a new event calendar on our website and allow us to stop subscriptions with JotForm and possibly Plymouth Rocket. These 3rd party vendors are used for event and meeting room reservations.

H. Strategic Plan 3rd Quarter Update:

- a. OrangeBoy has provided our strategic goals update for the 3rd quarter of 2021. The pdf is located on the board drive.
- b. Our market penetration score continued an upward trend. Our market penetration has grown from 17 to 21 since the start of 2021.
- c. We also continue to see growth in Goal #2 with regards to our youth card holders. Since the start of 2021 our youth cardholders have grown from 493 to 975. Pre-pandemic the high for this category was 1182. We have put in another push with the school district to get students signed up. We also hope that the creation of the new TikTok account will encourage a push for teens to sign up for library cards.

I. 100-year Committee Update:

- a. Through research, it was discovered that our April 1st opening date was not entirely accurate. The building was occupied by staff, and there are some newspaper articles that indicate April 1st was set to be the opening date, however, several articles and an annual report from the State Library list June 15th, 1922 as the grand opening and dedication date. The committee discussed this new bit of information and decided to hold our big celebration/cocktail party/reception on June 15th, 2022. The committee is looking to recreating the 1922 dedication event which would include a dedication from the Mayor and a performance by the Cape Central High Band.
- b. We will announce our 100 year via press releases, business sponsorship and individual donor requests, and unveil our

100-year commemorative logo at the start of 2022. Small programs will be offered in the early part of the year, but the ribbon cutting, Chamber First Friday presentation (scheduled for May as June was unavailable) and reception will be held in June 2022 with additional programs and events happening throughout the remainder of the year.

- c. Additional research is being done about the history, an invitation to a speaker has been extended to speak on the history of Carnegie libraries, and new library cards will be ordered by the end of the year.
- d. Youth Services is working a possible Read-a-thon with the schools in the area and also tying in our 100-year celebration with their 100th day of school plans.
- e. The Friends Foundation will also discuss adding a request into their upcoming membership drive to include an additional donation. \$100 for 100 years.
- f. Additionally, the research also uncovered that the Library Board, in 1932, announced a library fine moratorium to celebrate the 10th anniversary of the library. The committee thought it would be a nice way to encourage lapsed patrons back into the library if they were to do something similar for the 100-year anniversary. This being a library board decision, the committee asked that the board be approached about the possibility.

J. Friends Update:

- a. The Friends met for their regularly scheduled meeting on October 19th. They have amended when they will meet throughout the year to accommodate when they need to hold their annual meetings. They will meet every month on the 3rd Tuesday at 4pm except for the months of March, April, and December. This new schedule will start in January 2022.
- b. They decided to cancel the November and December 2021 meetings but will meet in December in order to complete the mailings for their annual membership drive. They will add language in their membership request to ask for an additional donation (membership is a minimum of \$20) of \$80 to bring the total donation amount to \$100 in recognition of our 100th anniversary.
- c. The Friends board also voted to add a third book sale in 2022 to increase revenue for the year and to help manage the excess inventory we have in storage. The next book sale will be the regularly scheduled March sale. They added a sale in June to coincide with the 100 year celebrations that month

and the third sale of the year will happen in September as usual.

- d. The Friends group is still looking for a book spine artist for the donor wall. All of the artists we have spoken to have said they do not have the capabilities/equipment or the experience to take on the project. There are a few more leads they are looking at, but will also look at alternatives to ceramic in order to keep the donor wall program going.

BUILDING & GROUND

Red reported the committee has not met.

BYLAWS & POLICY

John M. referred to the Dress and Personal Hygiene policy for the employee handbook. The board reviewed.

The board reviewed a new policy “Suspension of Privileges for Environmental Health & Safety Reasons”. **John M. made a motion to adopt this policy, seconded by Cindy. Motion passed.**

The board reviewed a new policy “Public Participation at Board Meetings”. This policy was tabled, to be discussed at a later date.

PUBLIC RELATIONS

Emily reported the committee has not met.

UNFINISHED BUSINESS

None.

NEW BUSINESS

None.

FRIENDS

The next Friends meeting will be January 18, 2022 @ 4pm (changed from 4:30pm) Stacy volunteered to attend. Additionally, the Friends will get together in December to send out the annual membership drive packets.

John M. recused himself from the meeting at 7:50am.

BUDGET & PERSONNEL

COP Refinancing: John V. said that out of the 6 RFPs sent out there were 5 responses. After preliminary reviews it is estimated that Clayton Holdings, LLC could save the library a gross estimate of \$137,000 to \$200,000. The current percentage rate is 3-3.5%, and the library could get a better rate below 2% on the direct lease option. There are choices to be made whether to “lock in” an interest rate early, or to wait until the refinancing takes place. The current COPs will be callable April 1, 2022. There are fees associated with this transaction that are not clear until we engage Clayton

Holdings, which is normal business practice on direct leases. The board deliberated about this information. John V. has also reached out to Gilmore Bell, legal counsel, who said they would provide counsel at a reduced rate.

Stacy made 3 motions:

John Voss may retain Gilmore Bell for legal counsel;

John Voss to get a proposal from Clayton Holdings which would include the additional fees;

To allow John Voss and Stacy Lane to sign any agreement(s) necessary to proceed. Motion passed.

A special ZOOM meeting will take place for all board members on December 16th at noon to discuss the refinance findings.

NEXT MEETING The next board meeting will be held on Dec 2 at 7am in the Penzel Conference room and available via ZOOM. Special Meeting Dec 16th @ noon via ZOOM/Refinance COPs

ADJOURNMENT **Dave made a motion to adjourn the board meeting at 8:07am.** Stacy seconded the motion. Meeting adjourned.

Recorder: Linda Bailiff