

CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, November 2, 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, Stacy Lane, Kathy Wolz, Red Redinger, Lauren Clark-Hill  
Also present: Director Katie Earnhart, Linda Bailiff  
Absent: Ed Thompson

**MINUTES**

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

**PUBLIC  
COMMENTS**

None

**PRESIDENT'S  
REPORT**

Red reminded the board that there was never a vote on the Secretary position. **Adam made a motion to appoint Stacy Lane to be the Secretary, seconded by Jessica. Motion passed.**

**DIRECTOR'S  
REPORT**

1. Staff Update:
  1. Katie has been appointed to the Board of Governors for the Cape Area Community Foundation (CACF). CACF offers non-profits in the greater Cape Girardeau area a financial support system, donor management services, as well as being a local resource for donors.
2. MO Evergreen Update:
  1. The courier sub-contractor for our area changed. These changes happen frequently, which can require staff to tweak their process. The latest change looks to be a change for the better because we now have a later delivery window on our courier days. This gives staff more time to complete the necessary workflows before pick up/drop off.
3. Facilities Update:
  1. The YS department's early learning area received a much-needed update. The furniture was reupholstered, and the interactive wall installations were replaced. Many of these fixtures were original to the building and were damaged or had missing pieces. The replacement of those fixtures was funded by the Spotlight on Literacy Grant from the State Library.
  2. A heat pump (HVAC) failed, and a replacement has been ordered. The cost is \$2,500 and will come with a 5-year warranty. There are 18 heat pumps throughout the building that control our heating and cooling system.

3. Clark Street Construction: The City has notified us that Lappe Concrete will complete the work on Clark St. The date is still a moving target, but they plan to complete it by August 2024. During the construction, we will have use of at least one lane of egress into our parking lot. The total time for our portion of Clark St will likely take 1.5-2 months. Staff believes the most impactful process will be when our drive-through entrance is closed. We are looking at alternatives for our book drop and drive-up services.
4. Upon Jeff Trinkle's retirement this month (Director of Riverside Library in Jackson), Katie has been elected to the Executive Board of Evergreen. Also of note: Some library staff will participate in the Christmas parade.
5. With staff shifting within the library, an opening in the catalog department and resource sharing well underway, Katie provided the board with 3 scenarios on how to fill this gap. Scenario #3 was chosen which includes hiring a new full-time employee for cataloging and resource sharing.
6. Since first signing the Memorandum of Understanding – Resource Sharing Agreement with Missouri Evergreen, there have been a couple of additions. The board reviewed these. **Stacy made a motion to accept these additions, seconded by Kathy. Motion passed and the agreement was signed.**

**BUILDING &  
GROUNDS  
COMMITTEE**

Katie and Jessica reported about their tour of a facility in South Cape. It is recommended that we hold some listening sessions in South Cape to determine what library services, if any, are desired.

**BYLAWS &  
POLICY  
COMMITTEE**

None.

**BUDGET**

None.

**PERSONNEL**

None

**PUBLIC  
RELATIONS**

None.

**STRATEGIC  
PLANNING  
COMMITTEE**

Katie will send out a doodle poll for the next Visioning meeting.

**UNFINISHED  
BUSINESS  
NEW BUSINESS**

None

None

**FRIENDS  
FOUNDATION**

Katie reported the Friends have changed the book sale dates. The Spring sale will be Feb 9- Mar 3 and the Fall sale will be Aug 22<sup>nd</sup>-25<sup>th</sup>, 2024.  
Lauren will attend the next meeting on Tuesday, November 21<sup>st</sup> at 4pm.

**ADJOURNMENT**

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

**NEXT MEETING**

The next meeting will be on Thursday, December 14<sup>th</sup> @ 7am  
Cape Public Library

Recorder: Linda Bailiff