### CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES

Thursday, February 3, 2022 @ 7am via ZOOM Cape Girardeau Public Library

CALL TO ORDER

President Stacy Lane called the meeting to order at 7:00am.

ATTENDANCE

Roll Call Present: Amy Trueblood, Jessica Hill, Emily Vines, Stacy Lane, John

Voss, Dave Diveley, John McGowan

Also present: Director Katie Hill, Linda Bailiff

Absent: Rekha Patterson, Red Redinger

**MINUTES** 

The minutes were reviewed. John V. made a motion to approve the minutes, seconded by Amy. Motion passed.

PUBLIC COMMENTS

John V. attended the new city hall open house and recommended the tour.

PRESIDENT'S REPORT An email was sent to the board email address that included a link to a video of the library and the teen room. The video also previewed a few titles the film maker thought questionable. The author of the email seemed to think that this video was sanctioned by the library, but it was not. An email was sent to the author informing them that the library cannot take the video down, as the library did not post it.

There has been no further known action taken about the questionable titles.

Per the Sunshine Law, anyone using a personal email address for library business could be compelled to share their personal emails. Therefore, Katie will set up a dedicated email address for each board member to be used for library business only.

A new Tax Increment Financing (TIF) is underway to renovate the Esquire Theatre. Any concerns must be in writing to the mayor by March 9<sup>th</sup>. Routinely, the library is not notified ahead of a TIF agreement and if the library does have concerns about the financial impact, it's too late to object.

John V. made a motion to draft a letter and make an appearance to object to this process. John M. seconded the motion. Motion passed.

### DIRECTOR'S REPORT

The bills were reviewed.

#### 1. Staff Update:

- a. Rayan Elhabeeb resigned from the User Services position to accept a full time job. Her last day was December 28<sup>th</sup>. Her replacement, Amy Heuer, begins on January 31<sup>st</sup>.
- b. Staff Development Day has been scheduled for March 25<sup>th</sup>. The library will be closed that day in order for staff to gather for training and team building. We plan to have a presentation from the Intellectual Freedom Committee of MLA to talk about book

challenges, an overview from the State Library about new databases available to Missourians, and other activities.

- Board members are invited to attend the Intellectual Freedom presentation. March 25<sup>th</sup> from 8:15-10:15am. Let Katie know if you want to attend.
- c. Work Anniversaries: We had two staff celebrate work anniversaries in 2021. With all the happenings during COVID we failed to recognize those with anniversaries in 2020. Below are the years of service.
  - i. 2020 Anniversaries
    - 1. Linda Bailiff: 15 years
    - 2. Whitney Burton: 5 years
    - 3. Barrett Kinsey: 10 years
    - 4. Jean Martin: 15 years
  - ii. 2021 Anniversaries
    - 1. Sharon Anderson: 20 years
    - 2. Chris Martin: 10 years
- 2. Give Back Hack Update
  - a. Our proposed project to improve our website calendar was accepted. We have had initial meetings with developers to determine the scope of the project. A timeline for completion has not yet been determined.
- 3. 100-year Committee Update:
  - a. Commemorative library cards have been ordered with the special 100-year anniversary logo.
  - b. The first press release was sent out in early January and stories have been picked up by radio, TV, and print media.
  - c. Sponsorship letters will be sent out in early February.
- 4. Passport Fees:
  - a. The US Department of State notified acceptance facilities that they are increasing fees. The fee for a standard passport book increased from \$110 to \$130. The fee for 1-2 day delivery increased from \$17.56 to \$18.32.
  - b. This does not change the amount the library receives for an application. Our facility acceptance fee remains the same at \$35/application.
- 5. Patron Ban: a patron was banned from use of the facility for violating our patron code of conduct. He was initially asked to leave for the day, per policy, back in November. He again displayed inappropriate behavior in early January and was notified of a month long ban.
- 6. Friends Update:
  - a. The March book sale is scheduled for March 3-6<sup>th</sup>. The Friends will also hold a sale in conjunction with our 100-year celebration in June. That sale is scheduled for June 9-12<sup>th</sup>.
  - b. The Friends have agreed to match up to \$10,000 in 100-year sponsorship money. These matching funds will be used for collection development.

#### 7. Audit:

a. The 2020-2021 audit is complete. There were no areas of concern that needed to be addressed.

#### 8. Legislative Update:

- a. Missouri Library Directors worked together to draft a bill for ebook legislation. Some of the issues that the bill addresses include the following:
  - i. Delaying the sale of certain titles to libraries for months after publication
  - ii. Restricting the number of times libraries can check out a title before having to re-purchase the title
  - iii. Selling titles to libraries at multiples times the cost that they sell them to individuals
  - iv. Restricting the number of days that a library can own a title
- b. The bill has been filed as House Bill 2210 and has already had its first committee hearing. The bill has also been filed in the Senate as SB1095.

## BUILDING & GROUNDS COMMITTEE

None.

# BYLAWS & POLICY COMMITTEE

Board Bylaws, Article IV, Section 10 Order of Business includes a Roll Call, which the committee recommends removing. As long as this change is allowed per the Statute for Political Subdivisions, John M. made a motion to remove the Roll Call requirement, seconded by Dave. Motion passed.

The committee has reviewed the Collection Management Policies and the Citizen's Request for Reconsideration form, both of which are contained in the Library Policy Manual. In addition to a few grammatical changes, the committee recommends the removal of the reference to 'video rental stores' under the DVD section and clarification of the process in which the board is notified of decisions made by the Materials Selection Committee. Stacy made a motion to accept these changes, seconded by Dave. Motion passed. The committee did not recommend any changes to the Reconsideration form. John M made a motion to mark the form as being reviewed and approved as is. Stacy seconded this motion. Motion passed.

# BUDGET & PERSONNEL COMMITTEE

The refinancing of the COPs will save the library more than \$150,000. Thanks to John V. and Katie for this effort.

### PUBLIC RELATIONS

None.

**STRATEGIC** 

**PLANNING** John V. asked for the board to discuss the strategic plan process at the March

**COMMITTEE** board meeting.

UNFINISHED BUSINESS

None.

**NEW BUSINESS** 

None.

FRIENDS FOUNDATION The Friends will have a book sale March 3-6. Please volunteer to help and spread

the word.

The next Friends meeting will be February 15th, 2022 @ 4pm. Dave will attend.

**ADJOURNMENT** 

Meeting adjourned at 7:57 am.

**NEXT MEETING** 

March 3rd, 2022 via ZOOM and in person at 7am

Recorder: Linda Bailiff