

CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, June 27, 2024 @ 7am  
Cape Girardeau Public Library

**CALL TO ORDER**

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

**ATTENDANCE**

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

**MINUTES**

The minutes from the 5/28 budget committee meeting, strategic planning from 6/19 and the board minutes from the May board meeting were reviewed. **Adam made a motion to approve the minutes, seconded by Kathy. Motion passed.**

**PUBLIC COMMENTS**

None

**PRESIDENT'S REPORT**

Red thanked Stacy for her service to the board over the past nine years. Stacy's term expires June 30, 2024. She was presented with a plaque. Red also welcomed the two new board members Lenna and Alix.

The board also discussed officers for next year. Draft slate of officers for 2024/2025 are as follows:

President: Jessica Hill

Vice-President: Adam Criblez

Treasurer: Ed Thompson

Secretary: Kathy Wolz

**Dave made a motion to accept this slate seconded by Alix. Slate of officers approved.**

**DIRECTOR'S REPORT**

Staff: Jean Martin's last day as User Services Coordinator will be June 28<sup>th</sup>. She will transition to a part-time US Assistant and Kelley Watson-Reyes will take over as User Services Coordinator. A search for the US Co-Supervisor that Kelley will vacate will begin soon.

Road Construction: The Clark St road construction was completed on May 31<sup>st</sup>.

Resource Sharing: Our resource-sharing courier deliveries will increase on July 1<sup>st</sup> from 3 days a week to 5 days a week.

Grant Awards: The memory kits we purchased through a grant from the State Library are now available for checkout. The library applied and was chosen as a pilot library for the Missouri Evergreen Aspen Discovery layer. The Missouri Evergreen Consortium was awarded a grant from the State Library to deploy a discovery layer to enhance the patron OPAC experience. A discovery layer is a searchable meta-index of library resources. Currently, our OPAC can only return

search results from the library's physical collection. With the discovery layer, search results for 'gardening' would return physical items in our collection, items available through Libby, and articles or abstracts from our online databases. In addition, the discovery layer will also search our website and calendar, meaning that searching for 'gardening' would also populate results from our event calendar, our curated reading lists, and our blog posts. The grant will fund 15 libraries to deploy the discovery layer. Our implementation costs (roughly \$2,500) and our first year's subscription (\$1,000) will be covered. Continuation of the feature would require us to pay the yearly \$1,000 subscription going forward.

Passports: The library underwent an audit from the Department of State. An audit of our passport services is conducted every few years. Our last audit was completed in 2018. There were 6 areas of non-compliance found in this year's audit. Linda, as lead agent, has discussed the areas of non-compliance with our agents. While there were areas of non-compliance, they were not deemed severe enough to justify a follow-up visit. Our facility. We are cleared to continue our passport services. The auditor showed that we accepted 1,931 passport applications in the last fiscal year. The library will be adding a fingerprint service in the Fall.

Fingerprinting: Katie reported that the library has applied to be a fingerprinting facility for both State and Federal requirements. This includes TSA pre-check, truck drivers, and teachers. If approved, the library would begin offering this service in Fall 2024.

HVAC: The library has had two compressors go out in the last few weeks. Our HVAC technician has been working to repair those.

Masonry Work: A masonry company was called in to look at our stone sign as there has been some cracking. While here, the contractor also inspected our building and pointed out some need work including tuck pointing, replacement of expansion joints, and sealing services. The quote for these services were \$53,000. Katie will reach out to other masonry companies to confirm that the building is in need of such repair and get additional bids.

**BUILDING &  
GROUNDS  
COMMITTEE**

The committee met to review options for outdoor enhancements the library could make in the coming years. More details of the committee's discussion can be found in the June 18<sup>th</sup> committee minutes.

**BYLAWS &  
POLICY  
COMMITTEE**

None. A meeting will need to be called later in the year to change the personnel policy that relates to staff classifications as a result of the new DOL exemption rule.

**BUDGET**

The 2024-2025 draft budget that was approved at the committee meeting was reviewed by the board. **Kathy made a motion to approve the draft budget seconded by Adam. Motion passed.**

**PUBLIC  
RELATIONS**

A meeting has been set for July 17<sup>th</sup> at 8am.

**STRATEGIC  
PLANNING  
COMMITTEE**

Stacy is summarizing the strategic initiatives and provided a report to the board.

**UNFINISHED  
BUSINESS**

None

**NEW BUSINESS**

A big thank you to Red for his leadership this past year.

**FRIENDS  
FOUNDATION**

The next Friends meeting is July 16<sup>th</sup> at 4pm. Red will attend.

**ADJOURNMENT**

**Dave made a motion to adjourn the meeting seconded by Kathy. Meeting adjourned at 8:00 am.**

**NEXT MEETING**

Next regular meeting is scheduled for July 25<sup>th</sup> at 7am.

Recorder: Linda Bailiff