

CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, September 1, 2022 @ 7am
Cape Girardeau Public Library

**CALL TO
ORDER**

President John McGowan called the meeting to order at 7:00am.

ATTENDANCE

Present: Amy Trueblood, Jessica Hill, John Voss, Dave Diveley, John McGowan, Red Redinger, Crystal Cerny, Stacy Lane
Also present: Director Katie Earnhart, Linda Bailiff
Absent: Rekha Patterson

MINUTES

The August 29th tax meeting minutes were reviewed. **John V. made a motion to approve the minutes, seconded by Crystal. Motion passed.**

The August board of trustees meeting minutes were reviewed. **John V. made a motion to approve the minutes, seconded by Crystal. Motion passed.**

**PUBLIC
COMMENTS**

None.

**PRESIDENT'S
REPORT**

John McGowan and the board talked about the date for the October retreat. John will send out a "doodle" poll to determine the date. Also, John asks that everyone submit one topic of discussion for the retreat.

**DIRECTOR'S
REPORT**

1. Inventory Update:
 1. Scanning of all items in the building is nearing completion. This process should be completed by this fall with analysis of all the reports carrying over into early spring.
2. Building Update:
 1. The plumbing repairs in the public restrooms were not successful and more extensive work will need to be done. Due to the design of the plumbing, the plumbers will have to tear into the wall to access the pipes. We have also contacted a contractor to schedule repair of the wall after the plumber completes their portion of the work. We are attempting to use extra tile that we have in storage to reduce costs. It is projected that one or both public restrooms will be down for repairs for several days. Patrons will be directed to the public restrooms in the Youth Services department during that time.
 2. Maintenance repairs to the HVAC system are still pending. The parts/supplies have not been received yet. The vendors believe they will be in-hand in the next few weeks. The system is functioning properly; this repair is only to ensure preventative maintenance is being completed as necessary.
 3. Parts have been ordered to replace the fire detection system control panel. The cost is roughly \$9,400. This vendor is the only

source of the panel we need, and they are the only vendor authorized to install the parts. The panel has been ordered.

3. Misc Update:

1. State Aid and A&E payments:

1. We received notification of our State Aid and A&E payments for the 2022-2023 fiscal year. Our advocacy efforts paid off this year. Last year we were happy to learn that both the Senate and the House had approved funding A&E payments as statutorily required. Unfortunately, the Governor line-item vetoed the additional appropriations. This year we received the full appropriations and saw an increase to State Aid. We will receive \$25,985.87 (budgeted \$15,000) for State Aid and will receive \$28,005.20 (budgeted \$4,500) in A&E funds. This is \$34,491.07 more money than we planned on receive from the State this fiscal year.

2. Website Update:

1. The website design team are working with the Library Market team. We have completed the discovery phase and have begun the design phase. The new website should be launch ready by December 29th.

3. Tech Services staff member Heather Brinson has given her two-week notice. She has taken a full-time position at another library.

4. The 2022-2023 tax certification has been received from the county clerk.

5. The MO Library Assn. has awarded Whitney Burton the Public Relations Achievement Award. Kayla & Allie will present at the next MLA meeting.

**BUILDING &
GROUNDS
COMMITTEE**

Red will submit a preliminary plan at the next board meeting.

**BYLAWS &
POLICY
COMMITTEE**

Staff Policy Manual:

The committee reviewed the *Excused Absence Without Pay* policy with no recommended changes.

The committee reviewed the *Jury Duty* policy and changed some language pertaining to verification of jury duty.

The committee reviewed the *Worker's Compensation Leave* policy with no recommended changes.

Dave made a motion to accept these policies, seconded by Jessica. Motion passed.

Board Bylaws Manual:

The committee crafted a *Procurement Policy and Capital Improvement Plan Purchases Policy* and submitted to the board. After discussion and review, **Stacy made a motion to accept these bylaws, seconded by Crystal. Motion passed.**

**BUDGET &
PERSONNEL
COMMITTEE**

The annual review Katie’s performance in closed session below.
There is an idea of splitting the Budget & Personnel Committee into two separate committees, as these are both time consuming subjects and requires multiple meetings throughout the year.

**PUBLIC
RELATIONS**

Jessica will schedule a meeting in September for review at the October meeting.

**STRATEGIC
PLANNING
COMMITTEE**

John M. will right a synopsis from his point of view on “what went right” and “what went wrong” concerning the last strategic plan and email the board prior to the next meeting. He requests that all board members read, review and comment at the next meeting.

**NOMINATING
COMMITTEE**

There will be at least two open board positions at the end of this fiscal year. Please think of appropriate replacements and let the board know.

**UNFINISHED
BUSINESS**

None.

NEW BUSINESS

None.

**FRIENDS
FOUNDATION**

The Friends book sale starts tonight.
The next Friends meeting will be Tuesday, Sept 20th at 4pm. Stacy will attend.

John V. made a motion to go into closed session to discuss a personnel matter per RSMO 610.021(3) at 7:50 am.

Executive closed session at 7:50 a.m. on 09/01/2022.

Voss distributes Katie’s self-evaluation
Discussion regarding the wording of evaluation

Dave made motion for a \$1500 plus taxes lump sum for Katie’s evaluation
Jessica seconded motion.
Motion passes.

ADJOURNMENT

**John Voss moved to close the closed session at 8:31 a.m.
Crystal seconded the motion.**

Roll Call Vote was taken with each board member voting to end the closed session.

Open Session – Voss made the motion to adjourn seconded by Crystal. Motion passed.

NEXT MEETING

Board Retreat in October. Date/time to be determined.

Recorder: Linda Bailiff