

# **Livingston County Library Board of Trustees**

## **Minutes of the March 21, 2024 Meeting**

### Call to Order

Crystal Narr, President, called the Livingston County Library Board of Trustees to order at 4:30 p.m. on Thursday, March 21, 2024 in the Court Room, 2nd level of the Main Library. Those in attendance were Crystal Narr, Sadie Beetsma, Sherry Parks, and Rachel Hershberger in person. Daniel Savage attended via Zoom. Two unidentified guests attended via Zoom. An estimate of 50+ community members were also in attendance. A quorum was met. Library Director Sue Lightfoot-Horine, Kirsten Mouton, Adult Services Coordinator, and Jodi Moore, Youth Services Coordinator were also in attendance in person.

The President read a prepared statement to those in attendance as was done in the February 15, 2024 regular session meeting concerning decorum and public comments.

The President called for the first agenda item.

The Address of the Library's Legal Counsel, Adam Sommer, began speaking at 4:32 pm. Mr. Sommer spoke to the Library Board and the audience via Zoom. Mr. Sommer discussed the laws dealing with obscenity and pornography in regards to public libraries' materials. He also spoke about the court cases regarding age appropriateness and how public libraries are prohibited from moving materials from one collection to another restricting access. Mr. Sommer concluded his address to the Library Board at 4:50 pm.

The President then called for the first person on the public appearance list.

### Guest comments & correspondence

Guests at the meeting listed on the agenda spoke for their allotted time whom included James Wetzel, Julie Ashbrook, and Nancy Guthrie. Danny Perry made the request to be listed on the agenda however he was not in attendance. Guests in the order of sign up in advance of the meeting's start included Bob Hannan, Dorion Moore, George Algozzini, Fallon Forbes, Jane Frizzell, Tara Skipper, and Kris Daniel.

Correspondence included letters written to the Livingston County Library Board received by email to Sue Lightfoot-Horine, Library Director, as Public File Records Keeper. Correspondence was read by the Library Director from Martha Scott, Pam Miller, and Mark Warren.

### Approval of Previous Minutes

A motion was made and seconded to accept the February 15, 2024 meeting minutes as presented (Beetsma/Parks). The motion was unanimously approved.

A motion was made and seconded to accept the March 1, 2024 Special Session and Closed Session minutes as presented (Parks/Hershberger). The motion was unanimously approved.

### Bills and Financial Statements

The February 2024 bills and financial statements were presented. A motion was made and seconded to approve bills and financial statements (Beetsma/Parks). The motion was unanimously approved.

### Unfinished Business

- A. Kirsten Mouton, Adult Services Coordinator, discussed the Main Library building needs on tap for 2024. She has reached out to contractors regarding the plaster repair in the Court Room for estimates. She talked about moving shelving units for the Non-Fiction collection in the lower level. Other noted projects will be downstairs bathroom remodel, exterior lights painted, and 1<sup>st</sup> floor staff room remodel.
- B. Jodi Moore, Youth Services Coordinator, discussed the Lillian DesMarias Youth Library needs. She stated she has contacted a member of the Boy Scouts for landscaping around the READ sign and discussed installing a flag pole.
- C. There were no policies to review at this time.
- D. No other unfinished business came before the board.

### New Business

- A. The sealed bids for the Lighting Conversion Project were opened. Two bids were received. The first bid was from Gastineau Electric for \$17,134.94. The second bid opened was from MW Electric Supply for \$25,115.68. A motion was made and seconded to accept the bid from Gastineau Electric as the lowest bid (Parks/Beetsma). The motion was unanimously approved.
- B. The Library Director discussed the upcoming bid process for insurance that will be due mid-May 2024 as the library's policy are set to expire. The Board will open bids at the April 2024 regular session meeting. Auto Insurance, Hired & non-owned auto liability; Buildings including boiler, elevator, & machinery; Business Personal Property for both facilities; Electronic Data Processing & Technology for both facilities including Crime & Fidelity and Cybersecurity; Commercial General Liability; Commercial Umbrella; Employee Dishonesty; Directors & Officers Liability; and Workers Compensation are all included in the bid process.
- C. No other new business was brought forward.

Daniel Savage left the meeting at 6:06 pm. A quorum remained to finish the meeting.

### Reports

- A. Sue Lightfoot-Horine, Library Director, read from her Library Director's report about the Grand River Library Consortium's Blackstone Unlimited Audio Project offering simultaneous multiuse audios on their digital platform which the library now subscribes. She also talked about the initial site visit from Adair County Library staff as we are their mentor library when they migrate to Missouri Evergreen on May 2nd. She informed the Board of upcoming staff trainings and grants needing interim reports.

- B. Kirsten Mouton, Adult Services Coordinator, spoke about the displays at the Main Library in February, the 100<sup>th</sup> Anniversary Event, Genealogy Room use, and programs including the Laura Ingalls Wilder presentation done by Margaret Vance.
- C. Jodi Moore, Youth Services Coordinator, spoke about the programs and computer usage since we have developed a newer process for tracking those statistics. The Blanket Fort and Minute to Win It programs were well attended. The Wee Read Story times held weekly maintain participation numbers, and Bishop Hogan School visits continue.
- D. Jodi Moore, Youth Service Coordinator, also spoke for Candy Warren, Teen Services Coordinator, as Candy is unable to attend the meeting due to conflicts with teen programs. Jodi talked about the Pizzas and Puzzles program and the TAG (Teen Advisory Group) losing an active member due to her relocation.

#### Adjournment

A motion was made to adjourn and was seconded (Hershberger/Beetsma) at 6.24 pm. The motion was unanimously approved.

The next meeting will be held on Thursday, April 18, 2024 at 4:30 p.m. in the Court Room, 2<sup>nd</sup> Floor, at the Main Library and via the recurring meeting Zoom link.

Respectfully submitted,

Sue Lightfoot-Horine, Library Director & Acting Secretary