

Livingston County Library Board of Trustees
Minutes of the October 22, 2024
Regular Session Meeting

Call to Order

Crystal Narr, President, called the Livingston County Library Board of Trustees to order at 4:31 p.m. on Tuesday, October 22, 2024 in the Program Room of the Lillian DesMarias Youth Library. Those in attendance were Crystal Narr by Zoom, Sadie Beetsma, Rachel Hershberger and Jeff Keck in person. A quorum was met. Library Director, Sue Lightfoot-Horine, Jodi Moore, Youth Services Coordinator, and Kirsten Mouton, Adult Services Coordinator, were in attendance. Mary Quinn was excused absent.

The President forego reading of the prepared statement to those in attendance concerning decorum and public comments as one guest was in attendance. She recalled the highlights of the prepared statement to ascertain order of the meeting. She then called for the first agenda item which was guest comments and correspondence.

Guest comments & correspondence

There were no guests listed on the agenda who asked for an audience in advance of the meeting's posting. Sign up in advance of the meeting's start for public comments including Bob Hannan. After hearing Mr. Hannan's statement, there was one (1) item of correspondences read by Sue Lightfoot-Horine, Library Director. The item was the resignation of Library Board Member Sherry Parks dated October 3, 2024. The Library Director then stated that Ms. Park's vacated seat has been filled by Mary Quinn, as the appointment from the Livingston County Commission on October 11, 2024.

Approval of Previous Minutes

A motion was made and seconded to accept the September 19, 2024 regular session meeting minutes as amended after review (Keck/Beetsma). The motion was unanimously approved.

Bills and Financial Statements

The September 2024 bills and financial statements were presented. Questions were answered from the Board by the Library Director regarding vendors' invoices. A motion was made and seconded to approve bills and financial statements (Hershberger/Beetsma). The motion was unanimously approved.

Unfinished Business

Kirsten Mouton, Adult Services Coordinator, discussed the Main Library building needs. There were two bids submitted for plaster repair in the Court Room. The first was from David Boux with Precision Plastering Solutions for \$19,000 and the second from Corey Thomas with Pishney Restoration Services for \$63,950.00. A third vendor was contacted, Gary Keshner from Creative Sculpture Restorations stated his company doesn't do interior work. A motion was made and seconded to use David Boux with Precision Plastering Solutions for the lowest bid to perform the needed repairs (Keck/Beetsma). It was discussed this would be expense for the 2025 budget year. The motion was unanimously approved.

Jodi Moore, Youth Services Coordinator, commented on the finished plumbing project at the Lillian DesMarias Youth Library.

Under policy review, the Library Director presented an updated version of the Suspension of Privileges for Health and Safety Reasons. After completing the staff training earlier in the month, the Library Director noticed the policy was outdated because we no longer have two locations. The protocols and policy were updated for both library locations regarding the internal process and patron notifications. A motion was made and seconded to approve the updated policy (Beetsma/Hershberger). The motion was unanimously approved.

The Livingston County Preservation Society has asked permission to use the library's photograph in the collection for their ornament and books fundraising projects. A motion was made and seconded to allow such use for the nonprofit organization (Beetsma/Keck). The motion was unanimously approved,

Nathan Zabka formed a website, rentchillicothe.com, to highlight the rental properties in Chillicothe and be a source for information. He asked for use of the library's photographs of the murals to use on his website. After reading the library's photographic permission policy, a motion was made and seconded to allow his use for educational and information purposes on his website (Hershberger/Beetsma). The motion was unanimously approved.

The tutorials from the Missouri State Library for the Board Training Series was tabled as the newest member was not present at the meeting. The Library Board directed Sue Lightfoot-Horine to send out the links to the online training so Board members could learn at their own pace.

No other unfinished business came before the board.

New Business

The Election of the Secretary's position was tabled until the full board could meet and discuss the offices and their respected responsibilities.

The 2025 Draft Budget was not presented as the Library Director, Sue Lightfoot-Horine explained that the voting measure on the ballot for the upcoming November 5, 2024 general election could impact the minimum wage requirement for 2025. Currently minimum wage is set at \$12.30/hour and with the amendment it could raise to \$13.75/hour for 2025 and then raise again in 2026 to \$15.00 per hour. As part of the service industry, this might have substantial impact on the budget for the upcoming year to order to maintain and retain the library's work force. Proposition A would also require employers with 15 or more workers to provide one hour of paid sick time for every 30 hours worked. The 2025 Draft Budget will be presented at the November meeting for review of the Library Board after this measure has been voted upon and the impact assessed.

The annual BooFest is scheduled for October 31, 2024 to which both library locations will be participating. A motion was made and seconded to close the Lillian DesMarias Youth Library at 3 pm on October 31, 2024 to prepare the books and carts at the Main Library to participate in this community event (Beetsma/Keck). The motion was unanimously approved.

The 2025 Summer Reading Program grant application is due mid-November for a maximum of \$8,000 as explained by Library Director Sue Lightfoot-Horine. A motion was made and seconded to apply for the grant for the maximum award (Keck/Beetsma). The motion was unanimously approved.

No other new business was brought forward.

Reports

Reports were asked to be read outside of the business meeting from the Library Director, Adult Services Coordinator, and Youth Services Coordinator as the Livingston County Library Charitable Trust meeting is to follow the adjournment.

Adjournment

A motion was made to adjourn at 5:35pm and was seconded (Keck/Beetsma). The motion was unanimously approved.

The next meeting is scheduled for Thursday, November 21, 2024 at 4:30 p.m. in the Court Room, 2nd Floor, at the Main Library and via the recurring meeting Zoom link.

Respectfully submitted,

Sue Lightfoot-Horine, Library Director & Acting Secretary