

Livingston County Library Board of Trustees
Minutes of the November 21, 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, November 21, 2024 in the Court Room of the Livingston County Library Main Branch. Those in attendance were Crystal Narr by Zoom, Rachel Hershberger and Jeff Keck in person, and Mary Quinn via telephone. A quorum was met. Library Director, Sue Lightfoot-Horine, Jodi Moore, Youth Services Coordinator, and Kirsten Mouton, Adult Services Coordinator, were in attendance. Sadie Beetsma was excused absent.

The President read the prepared statement to those in attendance concerning decorum and public comments as one guest was in attendance. 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 comments and thanking him for attending, the President called for the next item on the agenda.

Approval of Previous Minutes

A motion was made and seconded to accept the October 22, 2024 regular session meeting minutes as amended after review (Hershberger/Keck). The motion was unanimously approved.

Bills and Financial Statements

The October 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 (Keck/Hershberger). The motion was unanimously approved.

Unfinished Business

The Library Director explained the duties of the Secretary's position to the Library Board. A motion was made and seconded to nominate Mary Quinn as Secretary to fill the vacant office to which Mary accepted. Mary Quinn will be added to the Library's financial accounts while removing Sherry Park. (Keck/Hershberger). The motion was unanimously approved.

The 2025 Draft Budget was presented as the Library Director, Sue Lightfoot-Horine. Sue reviewed the line item changes on the Excel spreadsheet and explained increases or decreases for the 2025 fiscal year. The biggest impact was the voter approved ballot measure passed earlier in November that affects the Missouri minimum wage and full-time status guidelines. Sue explained that she used a \$14.00/hour base and reminded the Board of the changes in the LAGERS retirement benefit voted in earlier in the year affecting the

2025 payroll budget. The 2025 Final Budget will be presented at the December meeting for final review of the Library Board.

Kirsten Mouton, Adult Services Coordinator, discussed the Main Library building needs. Contact has been made with the plaster repair vendor and scheduling is forthcoming. Items remain on the list include the basement bathroom remodel, HVAC update, and Staff Room on the 1st Floor.

Under policy review, there were no policies to be discussed at this time.

The Library Board training series link have been sent out the Board Members for their individual use to attend at their convenience. The Library Director did update the Board with the latest happenings at the State Library and the change in the administration.

No other unfinished business came before the board.

New Business

Hearing no new business to come before the Board, the President moved to Administration reports.

Reports

Reports were read by the Library Director, Adult Services Coordinator, and Youth Services Coordinator. The highlight of the reports is the impact of BooFest where 1,017 books were distributed to all ages during this annual community event.

Adjournment

A motion was made to adjourn at 5:32 pm and was seconded (Keck/Quinn). The motion was unanimously approved.

The next meeting is scheduled for Thursday, December 19, 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