

Livingston County Library Board of Trustees
Minutes of the January 16, 2025
Regular Session Meeting

Call to Order

Crystal Narr, President, called the Livingston County Library Board of Trustees to order at 4:34 p.m. on Thursday, January 16, 2025 in the Court Room of the Livingston County Library Main Branch. Those in attendance were Rachel Hershberger and Sadie Beetsma in person, Crystal Narr and Mary Quinn via Zoom. Jeff Keck was excused absent. A quorum was met. Library Director, Sue Lightfoot-Horine, Jodi Moore, Youth Services Coordinator, and Kirsten Mouton, Adult Services Coordinator, were in attendance.

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.

Sue Lightfoot-Horine, Library Director, read a thank you note from author Curt Iles and his visit as a program for the Friends of the Library group. She noted the receipt of Notice of Grant of Letters of Administration with Will Annexed for the Kara L. Austin Estate naming the Personal Representative of Bryce Anderson to which the library was named as a beneficiary.

Approval of Previous Minutes

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

Bills and Financial Statements

The December 2024 bills and financial statements were presented. Questions were answered from the Board by the Library Director regarding year end financials. 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, and Sue Lightfoot-Horine, Library Director, outlined the Main Library building needs for 2025:

- Plaster repair project is awaiting bid for painting.
- 1st Floor Staff Room – meeting with contractor next week for estimates for doors and plumbing
- Canopy for outside basement entrance

Planned for 2025:

- Boiler/HVAC – needs discussion about competitive bid process and timing
 - Liebert Unit for Archives needs separate system
- Lower Level bathrooms update - more specs are needed before bid process begins
- IT needs:
 - Cameras – Additions to increase security means we need to update server and software programs.
 - Monitors to scroll and relay programs/event/services on 1st floor and Lower Level
- Digital signage – needs updated estimates

On the horizon:

- More Strata Repairs
- Carpet

Jodi Moore, Youth Services Coordinator, and Sue Lightfoot-Horine, Library Director outlined the Youth Library building needs:

- Trash compactor – removed along with fencing. Contacted Jody Case about removing concrete pillars. Rick McCully will paint outside of building where trash compactor connected.

Planned for 2025:

- Outside Table and Chairs for reading area
- IT needs:
 - Cameras – Additions to increase security means we need to update server and software programs.
 - Monitors to scroll and relay programs/event/services behind circ desk
- Story time room capacity issues

On the horizon:

- Digital signage
- Aging HVAC units

Under policy review, there were no policies to be discussed at this time. However the Library Director did indicate that Digital Video Surveillance Policy will be forthcoming next month.

The Library Board training series link have been sent out the Board Members for their individual use to attend at their convenience.

No other unfinished business came before the board.

New Business

The Library Director spoke about the Audit Engagement Letter presented by Clevenger and Associates PC regarding the 2024 audit. She asked Crystal, as Board President to sign digitally as this was sent to her by email.

In this day of online banking and increased banking regulations, it has become necessary to outline the bookkeeper's role in online banking activity. The Library Director asked to give permission to the library's bookkeeper access for viewing privileges for online banking accounts

needed for reconciliations, stating the bookkeeper will not have any signing authority. Also necessary is the authorization for paying vendors online for timely payments and making funds transfers between library accounts necessary for monthly payroll transactions and keeping accounts from becoming dormant. A motion was made and seconded to approve these changes in banking permissions and authorization to clearly outline her role and perform her duties with respect as the Livingston County Library's Bookkeeper (Beetsma/Hershberger). The motion was unanimously approved.

The Library Director asked the Library Board for a better interpretation of the personnel policy update passed in April 2024 regarding nepotism and seasonal employees. After discussion the Library Director has a better understanding and upholds transparency in her hiring practices.

The grant application was approved to submit a collaborating library opportunity for Missouri State Library's Spotlight on Literacy for up to \$5,000 with the Carrollton Public Library, Brookfield Public Library and Livingston County Library taking lead. A motion was made and seconded to approve the grant's application for STEAM based programming (Beetsma/Hershberger). The motion was unanimously approved.

A motion was made and seconded to approve the National Endowment for the Arts (NEA) Big Read grant application for collection development and programming for adults in the amount of \$5,000 based on a community wide involvement and reading (Hershberger/Beetsma). The motion was unanimously approved.

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

Reports

Reports were read by the Adult Services Coordinator and Youth Services Coordinator depicting both the children and teen services and programs.

Adjournment

A motion was made to adjourn at 5:33 pm and was seconded (Beetsma/Hershberger). The motion was unanimously approved.

The next meeting is scheduled for Thursday, February 20, 2025 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