

**Livingston County Library Board of Trustees**  
**Minutes of the February 24, 2025**  
**Regular Session Meeting**

Call to Order

Sadie Beetsma, Vice President, called the Livingston County Library Board of Trustees to order at 4:32 p.m. on Monday, February 24, 2025 in the Court Room of the Livingston County Library Main Branch. The meeting was rescheduled due to lack of quorum on Thursday, February 20, 2025. Those in attendance were Jeff Keck and Sadie Beetsma in person, and Rachel Hershberger via Zoom. Crystal Narr and Mary Quinn were 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.

Guest comments & correspondence

There were no guests listed on the agenda who asked for an audience in advance of the meeting's posting. There was no sign up of individuals in advance of the meeting's start time for public comments.

There were no items of correspondence to be read.

Approval of Previous Minutes

A motion was made and seconded to accept the January 16, 2025 regular session meeting minutes after review (Keck/Hershberger). The motion was unanimously approved.

Bills and Financial Statements

The January 2025 bills and financial statements were presented. Questions were answered by the Library Director from the Board regarding the monthly expenses. A motion was made and seconded to approve bills and financial statements (Hershberger/Keck). The motion was unanimously approved.

Unfinished Business

Kirsten Mouton, Adult Services Coordinator, and Sue Lightfoot-Horine, Library Director, outlined the Main Library building needs:

- Plaster repair project is awaiting bid for painting.
- 1<sup>st</sup> Floor Staff Room – met with contractor for estimates for doors and plumbing that are pending.
- Canopy for outside basement entrance needs addressed with City for code ordinance and compliance.
- 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
- Cameras – Cabling has been installed for the additional cameras.
- Digital signage – needs updated estimates

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

- Recently installed outside picnic table for lunching/reading area

- Cameras – cabling has begun for additional security cameras

Under policy review, the Library Director presented the Cybersecurity Policy which is necessary to continue to receive Federal grant funds. The Library Director explained the reasoning behind the policy that has been vetted and shared with other public libraries throughout the State. This policy outlines the procedures and response if a cyber attack were to occur and protects personally identifiable information the library keeps on record in our databases. A motion was made and seconded to approve the Cybersecurity Policy as presented (Keck/Hershberger). The motion was unanimously approved.

No other unfinished business came before the board.

#### New Business

The Library Director talked about the need for an all-staff training day. Two dates were discussed, Juneteenth or July 3<sup>rd</sup>. The Library Director discussed a proposal still in the works for a community event called Feed the Funnel as Maggie Moore, Assistant Youth Services Coordinator's project from her ARSL Leadership Cohort. Maggie is looking to schedule this event on Juneteenth, or June 19<sup>th</sup>, when the library is closed for the holiday. More details will be forthcoming as Maggie coordinates and plan this event.

A motion was made and seconded to approve closing the Library on Thursday, July 3, 2025 for all-staff training day (Hershberger/Keck). The motion was unanimously approved.

The Missouri Evergreen User's Conference is scheduled for March 21 in Columbia, Missouri and several library staff members indicated their desire to attend. Therefore, a motion was made and seconded to move the March 2025 regular session meeting to Wednesday, March 19, 2025 at 4:30 pm in the Main Library's Court Room (Keck/Hershberger). The motion was unanimously approved.

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

#### Reports

The Library Director summed up her reports and noted the awarded grants and grant applications that have been submitted. 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 5:28 pm and was seconded (Keck/Hershberger). The motion was unanimously approved.

The next meeting is scheduled for Wednesday, March 19, 2025 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