

**Livingston County Library Board of Trustees**  
**Minutes of the March 19, 2025**  
**Regular Session Meeting**

Call to Order

Sadie Beetsma, Vice President, called the Livingston County Library Board of Trustees to order at 4:35 p.m. on Wednesday, March 19, 2025 in the Court Room of the Livingston County Library Main Branch. The meeting was rescheduled due to Library Administration professional development training conflicts. Those in attendance were Sadie Beetsma and Rachel Hershberger in person. Crystal Narr attended via Zoom. Jeff Keck and Mary Quinn were absent. A quorum was met. Library Director, Sue Lightfoot-Horine, Jodi Moore, Youth Services Coordinator, Kirsten Mouton, Adult Services Coordinator, and Main Library Custodian Morgan Hurst 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.

The Library Director highlighted the exchange of emails between her and Carol Smithson regarding the donation of funds to improve the Lena Ruddy Smithson Room amenities. A check was received from Carol and her sister for improvements to the Smithson Room in Lena's name.

Approval of Previous Minutes

A motion was made and seconded to accept the February 24, 2025 regular session meeting minutes after review (Hershberger/Narr). The motion was unanimously approved.

Bills and Financial Statements

The February 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 (Narr/Keck). The motion was unanimously approved.

Unfinished Business

Morgan Hurst, Main Library's Custodian and Sue Lightfoot-Horine, Library Director, outlined the Main Library heating and cooling needs and lack of preventative maintenance over the years. After discussion, it was determined that hiring an independent design engineer to review the existing heating and cooling system, devise a plan of action after a site visit and offer solutions was best going forward. Case Construction, who was the original Renovation builder, and Claire Ashbrook from Strata will be asked to offer suggestions of names of design engineers. Additionally, a request will be made of Case Construction for the original schematics of the heating and cooling system from the 2018 Renovation for the use of the design engineer.

Morgan suggested asking Goad's Heating and Cooling for an estimate of replacing water-cooling transfer plates along with the water separator/magnet for preventative maintenance

measures. Foster Heating and Cooling will be asked to provide an updated estimate to include the preventative maintenance measures to have comparable estimates. After these details have been gathered, the Library Director will inform the Library Board of the estimates and design engineer's suggested solutions.

The Library Director noted the estimate from Peyton-Roberts Contracting regarding the awning repairs. The awning over the Clay Street/Ramp Door access has been damaged by the wind storms occurring in early March. Morgan Hurst, Main Library Custodian, stated that their crews were on site this week to take measurement to perform the needed repairs.

Jodi Moore, Youth Services Coordinator, talked about the Eagle Scout Project and the Little Food Pantry coinciding with the Feed the Funnel event in June. This Food Pantry will be installed and maintained in the Youth Library's rear parking lot and with assistance from the library's collaborators.

Under policy review, the Library Director presented the Debit/Credit Card Acceptance Policy which outlines the agreement between patrons and library staff using the SQUARE Point of Sale system. The Library Director explained the reasoning behind the policy outlining security and privacy statements. This policy has been vetted and shared with other public libraries throughout the State. A motion was made and seconded to approve the Cybersecurity Policy as presented (Hershberger/Narr). The motion was unanimously approved.

The Library Director presented the Digital Surveillance Policy and its details regarding the operational guidelines and access to video recordings for the Board. This policy is also vetted and shared with other public libraries throughout the State. A motion was made and seconded to approve the Cybersecurity Policy as presented (Narr/Hershberger). The motion was unanimously approved.

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

The Library Director summed up her reports and noted the latest news regarding libraries from the Secretary of State's office and the Executive Order from President Trump regarding IMLS and grant funding. Sue will keep the Board apprised of the latest news and calls to action if needed as necessary. Reports were read by the Adult Services Coordinator and Youth Services Coordinator depicting both the youth and teen services and programs.

#### Adjournment

A motion was made to adjourn at 5:37 pm and was seconded (Hershberger/Narr). The motion was unanimously approved.

The next meeting is scheduled for Thursday, April 17th 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. The Livingston County Library Charitable Trust Board will meet directly following.

Respectfully submitted,

Sue Lightfoot-Horine, Library Director & Acting Secretary