

Livingston County Library Board of Trustees
Minutes of the July 17, 2025
Regular Session Meeting

Call to Order

Rachel Hershberger, Acting President and Treasurer, called the Livingston County Library Board of Trustees to order at 4:35 p.m. on Thursday, July 17, 2025 in the Court Room of the Livingston County Library Main Branch. Those in attendance were Rachel Hershberger Mary Quinn, newly appointed board members, Janet Zion and Marietta Rives, in person. 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 also 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 two (2) items of correspondence to be read. The first was from the Breckenridge Community Center Library for our donation of materials to their library. The second was a thank you letter from Edgewood Cemetery for the library's donation to their cemetery funds. The correspondence was read by Library Director, Sue Lightfoot-Horine.

Election of Officers:

The Election of Officers were held according to the Bylaws. A motion was made and seconded to approve the slate of officers for the term of July 1, 2025 – June 30, 2026 (Hershberger, Rives).

President: Mary Quinn

Vice President: Rachel Hershberger

Secretary: Janet Zion

Treasurer: Jeff Keck

The motion was unanimously approved.

The Library Director noted that signature cards at local banks will need to be updated. Crystal Narr and Sadie Beetsma will be removed from all signature cards as their service to the Library Board has ended.

Mary Quinn took over presiding the meeting.

Approval of Previous Minutes

A motion was made and seconded to accept the June 19, 2025 regular session meeting minutes after review (Hershberger/Zion). The motion was unanimously approved.

Bills and Financial Statements

The June 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 (Rives/Hershberger). The motion was unanimously approved.

Unfinished Business

The Main Library heating and cooling needs were discussed with Morgan Hurst, Custodian for the Main Library, outlining steps done by Albert Keane, engineer from DFS Inc., from his assessment of the boiler system and providing background of local vendor maintenance measures for newly elected Library Board members. Morgan noted the improper air flow of the water tower, the need for a vertical fan for more air intake, lack of preventative maintenance in water loop and pipes, addition of a magnetic separator in the water tank and/or addition of more plates after all preventative measures have then taken. A motion was made and seconded to place the repairs and contracted maintenance for competitive bids (Hershberger/Zion). The motion was unanimously approved.

There were no policies to be review and no other unfinished business came before the board.

New Business

The Library Director outlined the 2024 audit nearing completion by Clevenger and Associates. When completed, the audit report will be filed with the State Auditor's office and copies sent to Library Board members with a public file copy available.

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

Reports

The Library Director gave a concise overview of her report and gave the floor to the Adult Services Coordinator, Kirsten Mouton. Jodi Moore, Youth Services Coordinator, highlighted the youth and teen services and programs for last month.

Adjournment

A motion was made to adjourn at 5:45 pm and was seconded (Hershberger/Rives). The motion was unanimously approved.

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

Respectfully submitted,

Sue Lightfoot-Horine, Library Director & Acting Secretary