

Livingston County Library Board of Trustees
Minutes of the August 21, 2025
Regular Session Meeting

Call to Order

Mary Quinn, President, called the Livingston County Library Board of Trustees to order at 4:35 p.m. on Thursday, August 21, 2025 in the Court Room of the Livingston County Library Main Branch. Those in attendance were Jeff Keck, Rachel Hershberger Mary Quinn, Janet Zion and Marietta Rives, in person. No one attended via Zoom. 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 was one (1) items of correspondence to be read. The correspondence was read by Library Director, Sue Lightfoot-Horine, reading a thank you note from the Livingston County Health Center for being involved in their Breast-Feeding Awareness Event.

Tax Rate Hearing

The 2025 annual tax rate hearing notice was read aloud at the meeting by President Mary Quinn (see attached document). The public notice of the tax rate hearing was published in the Constitution Tribune newspaper on July 25, 2025. Sue Lightfoot, Library Director explained how the tax levy is set by the State Auditor's office and the voter approved ceiling as attested by the library and County Clerk's office. The annual budget reflects this revenue stream. A motion was made and seconded to set the operating levy at 0.2636 per \$100 valuation and 0.1176 per \$100 valuation on the debt service for the 2025 Tax Year (Keck/ Zion). The motion was unanimously approved.

Approval of Previous Minutes

A motion was made and seconded to accept the July 17, 2025 regular session meeting minutes after review (Hershberger/Rives). The motion was unanimously approved.

Bills and Financial Statements

The Board discussed the previous financial account amendment for change in account category in the June financials. Sue Lightfoot did inquire with the bookkeeper and it was decided to keep the payment as categorized (Travel & Membership). Therefore, no change or amendment is needed, keeping the June financials as presented and voted upon.

The July 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/Keck). The motion was unanimously approved.

Unfinished Business

The Main Library heating and cooling needs were discussed by the Library Director, Sue Lightfoot-Horine, as no proposals were received from the Request for Proposals for the Main Library's projects. Sue stated that she fielded phone calls and emails from local vendors stating they would submit a proposal during the posting time frame. However, none were received. After discussion, the Board recommended Sue to reach out regionally to find interested and qualified vendors for emergency purposes and establish rapport for continuing needs.

Policy Review

The Lending Policy for the Teen Library of Things Collection was presented and discussed. A motion was made and seconded to approve the Teen Library of Things Collection Lending Policy with a report after six (6) months showing usage and statistics (Rives/Keck). The motion was unanimously approved.

Hearing no other unfinished business came before the board, the President moved onto New Business.

New Business

Kirsten Mouton, Adult Service Coordinator, Archivist, and Genealogist, outlined the State Historical Society Richard Brownley Grant opportunity. Kirsten stated the grant application is due in September for a total award amount of \$500. She plans to use the funds for the Memory Lab equipment. A motion was made and seconded to complete the grant application (Keck/Rives). The motion was unanimously approved.

Library Director Sue Lightfoot-Horine outlined the Technology Mini Grant application stating the maximum amount of \$20,000 and filing deadline of October 1st. Sue explained patron and staff computers and dual monitors, TVs for scrolling events and programs by the circulation desks, early literacy computer station, and Memory Lab equipment would be purchased if the grant application were approved by the Missouri State Library. She noted that most grants are on a reimbursement basis. A motion was made and seconded to complete the grant application up to the maximum award amount (Hershberger/Keck). The motion was unanimously approved.

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

Jeff Keck left the meeting at 5:28 pm, a quorum remained.

Reports

The Library Director gave an 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, Jodi also talked about Youth Library building issues with the water leak in the ceiling above the restrooms and the repairs to the lights as both issues are being addressed.

Adjournment

A motion was made to adjourn at 5:47 pm and was seconded (Hershberger/Rives). The motion was unanimously approved.

The next meeting is scheduled for Thursday, September 18th 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