

**Livingston County Library Board of Trustees**  
**Minutes of the September 18, 2025**  
**Regular Session Meeting**

Call to Order

Mary Quinn, President, called the Livingston County Library Board of Trustees to order at 4:32 p.m. on Thursday, September 18, 2025 in the Court Room of the Livingston County Library Main Branch. Those in attendance were Rachel Hershberger Mary Quinn, Janet Zion and Marietta Rives, in person. Jeff Keck and Library Director Sue Lightfoot-Horine attended via Zoom. A quorum was met. 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 guests attending the meeting to observe, Debbie Perry and her daughter Bentley Perry.

Approval of Previous Minutes

A motion was made and seconded to accept the August 21, 2025 regular session meeting minutes after review (Keck/Rives). The motion was unanimously approved.

Bills and Financial Statements

The August 2025 bills and financial statements were presented. A motion was made and seconded to approve bills and financial statements (Zion/Hershberger). The motion was unanimously approved.

Unfinished Business

The Main Library heating and cooling needs were discussed by the Library Director, Sue Lightfoot-Horine, as she reviewed the initial meeting with P1 Group's Karley Pearl and Gary McDonald with Kirsten Mouton and Morgan Hurst in attendance. P1's owner and consultant performed onsite assessment that agreed with the findings of Albert Keane, DFS this spring. Sue completed their new customer worksheet, gave them details of both library locations, inventory, and the accumulated invoices from 2019-2024 spreadsheet. Sue also gave them the most recent invoices in 2025 as the library tried to address the cooling issues. P1 asked our utilities from recent years and have been granted access. Kirsten, Morgan and Sue were impressed with their professionalism, how they track tickets, their process concerning tickets so the customer knows at day's end what happened and what is scheduled next. Gary talked about their project phases to us. First phase is to fix the most urgent repairs needed. The next phase is maintaining a service plan. Then ultimately get us to the point of 85% preventative maintenance. P1 also services the local hospital for a number of years and is a credible, solid vendor to help the library sustain the heating and cooling systems at both library locations.

Kirsten Mouton reviewed the tentative schedule for next year's projects at the Main Library. Jodi Moore reviewed the two ongoing issues at the Youth Library, the leaking joint in the restrooms and the light switch replacement.

### Policy Review

There were no policies to be reviewed.

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

### New Business

Vice President Rachel Hershberger announced that she and her family will be relocated to Maryville this fall. She will file a formal resignation of her position when the final plans are made.

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

### 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's card signups at the open house for the schools resulting in 61 new accounts and the 3<sup>rd</sup> and 4<sup>th</sup> graders parent's permission access to our digital collection via Hoopla.

### Adjournment

A motion was made to adjourn at 5:07 pm and was seconded (Hershberger/Rives). The motion was unanimously approved.

The next meeting is scheduled for Thursday, October 16<sup>th</sup> 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 after.

Respectfully submitted,

Sue Lightfoot-Horine, Library Director & Acting Secretary