

Livingston County Library Board of Trustees
Minutes of the October 16, 2025
Regular Session Meeting

Call to Order

Mary Quinn, President, called the Livingston County Library Board of Trustees to order at 4:31 p.m. on Thursday, October 16, 2025 in the Court Room of the Livingston County Library Main Branch. Those in attendance were Rachel Hershberger Mary Quinn, Janet Zion, Jeff Keck, and Marietta Rives in person. No one attended by 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.

Two items of correspondence were read by Kirsten Mouton and Sue Lightfoot-Horine, both were thank-you notes.

Approval of Previous Minutes

A motion was made and seconded to accept the September 18, 2025 regular session meeting minutes after review (Hershberger/Keck). The motion was unanimously approved.

Bills and Financial Statements

The September 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 assessment from vendor P1 Group was heard from the Library Director. Sue Lightfoot-Horine shared the P1's findings, recommendations, and their qualifications and references. She reviewed the owning and operating cost worksheet and summary, simple tasking work details for inspection and preventative maintenance for both library locations, and service contract details. Sue talked about how the technicians have their electronic management system detailing reports, dispatching, scheduling, and P1's technicians stay in communication with building administration. A motion was made and seconded to accept the terms for the certified maintenance agreement (Keck/Rives). The motion was unanimously approved.

Jodi Moore stated the two projects at the Youth Library have been completed.

Policy Review

There were updates to several policies because of the changes in the online card catalog now offering reserves or hold options for the patron base using the Aspen Overlay. A motion was made and seconded to update the STEM/STEAM Kit lending policy, the Toniebox

lending policy, and the Teen Library of Things lending policy (Zion/Hershberger). The motion was unanimously approved.

The Library Director reintroduced the Sales Tax Initiative to the current Board from the original discussion in June, 2025. Sue explained the reasons why the Library Board voted to approve adding the Livingston County Library to the current list of libraries under Missouri RsMO 182.802 for a sales tax initiative if the library sees the opportunity to replace lost revenue if property taxes are allocated differently in the future. A motion was made and seconded to include language to the draft bill of RsMO 182.802 including the guidelines set forth by the 2020 Census data for the library's district's population:

(nn) Any county of the third classification with a township form of government with more than fourteen thousand but fewer than fifteen thousand seven hundred inhabitants and with a county seat with more than eight thousand but fewer than ten thousand inhabitants (Livingston)

(Keck/Zion). The motion was unanimously approved.(A copy of the draft bill is attached)

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

New Business

The Library Director presented the 2024 Audit for the Board's review. The audit was done by Clevenger and Associates, CPA, PC.

The Library Director presented the first draft budget for 2026 and discussed the changes made thereto. Sue also informed how the budget process works as she will work on the 2nd draft budget to review in November, and the final budget will be voted upon in December.

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 with special comments about the donation made by Stacy Twesten estate which was unexcepted. Sue gave the floor to the Adult Services Coordinator, Kirsten Mouton for her brief highlight of programs and services. Jodi Moore, Youth Services Coordinator, highlighted the youth and teen services and programs for last month,

Adjournment

A motion was made to adjourn at 5:31 pm and was seconded (Hershberger/Rives). The motion was unanimously approved.

The next meeting is scheduled for Thursday, November 20th 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