

Livingston County Library Board of Trustees
Minutes of February 19, 2026
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, February 19, 2026, in the Court Room of the Livingston County Library Main Branch. Those in attendance were Mary Quinn, Janet Zion, and Marietta Rives, in person. No one attended by Zoom. Jeff Keck was excused absent. Jill Watkins arrived at 4:34 pm. 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

Items of correspondence were read by Jodi Moore, Youth Services Coordinator, from Nancy Roland and grandchildren for the appreciation basket. Sue Lightfoot-Horine noted that anonymous gift of \$18,500 received via John Marcolla, Stifel Investments and acknowledged through him.

Approval of Previous Minutes

A motion was made and seconded to accept January 15, 2026, regular session meeting minutes after review (Rives/Zion). The motion was unanimously approved.

Bills and Financial Statements

The January 2026 bills and financial statements were presented. A motion was made and seconded to approve bills and financial statements as corrected for accounting coding errors in the Building Maintenance and Furniture Categories. (Watkins/Rives). The motion was unanimously approved.

Unfinished Business

Jodi Moore, Youth Services Coordinator, stated the landscaping projects at the Youth Library remains on the schedule for this year. The small roof leak in the foyer area is on hold until the weather clears for site assessment. The smell from the women's restroom is continuing and will need plumber expertise and experience to resolve.

Kirsten Mouton, Adult Services Coordinator discussed the Main Library building projects as outlined for 2026 focusing on the staff room on 1st floor, downstairs bathroom remodel, the Library of Things, and the Memory Lab.

Sue Lightfoot-Horine discussed the 2025 Missouri Evergreen Consortium (MEC) statistics, noting the continued increase in the circulation numbers overall and the patron database purge. She noted the interlibrary loans through the MEC continue as our patrons as well as the other member libraries patrons fully utilize resource sharing.

Kirsten Mouton, Adult Service Coordinator, spoke about Genealogy and Local History Statistics for 2025 and circulation usage divided by genre and format for the previous year.

Jodi Moore, Youth Services Coordinator, read over the Youth Library's stats for programs and room usage. She highlighted the summer reading program, Boofest, Whoville events, along with the collaboration with Livingston County Farm Bureau and CES' author visit.

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

New Business

The Main Library plumbing need quotes for the remodel of the downstairs restroom and the 1st Floor Staff room were discussed. Also discussed were the quote for smoke test and vent piping for the Youth Library's restrooms. The Library Board gave direction to Sue Lightfoot—Horine to have a competitive bid process as both quotes indicated the need for transparency with public funds and opportunities for local bidders. They suggested a 20-day period for prospective bidders to reply.

The Library Board inquired about spending policies on record and the need for review of the same. Sue Lightfoot-Horine is to provide sample policies for the Library Board's review at the next meeting, especially for capital improvements.

Sue Lightfoot Horine, Library Director, asked for approval of the Spotlight on Literacy grant opportunity in the amount of \$5,000 for new youth programming needs through the Missouri State Library. The grant's deadline for application is February 28th. A motion was made and seconded approving the grant application (Watkins/Rives). The motion was unanimously approved.

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

Reports

The Library Director highlighted her report with Missouri Evergreen catalog training coming up in March and the annual User's Conference in April. She indicated that Kirsten, Jodi and herself are in the process of collating a circulation procedure manual for Missouri Evergreen. She noted that the shared drive used by library staff is being reorganized, deleting irrelevant files and streamlining the drive for efficiency. Sue finished with an update on the Friends of the Library and their plans for 2026 to help with time, volunteer energy, and monetary donations to better serve the library, patrons, and their members.

Sue gave the floor to the Adult Services Coordinator, Kirsten Mouton for her 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 5:55 pm (Watkins/Zion). The motion was unanimously approved.

The next meeting is scheduled for Thursday, March 19, 2026, 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