

Livingston County Library Board of Trustees
Minutes of March 19, 2026
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, March 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. Jeff Keck attended via Zoom. Jill Watkins attended via teleconference at 4:37 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

There were no items of correspondence to be read, and no guests were present at the meeting.

Approval of Previous Minutes

A motion was made and seconded to accept February 19, 2026, regular session meeting minutes after review (Zion/Rives). The motion was unanimously approved.

Bills and Financial Statements

The February 2026 bills and financial statements were presented. A motion was made and seconded to approve bills and financial statements as submitted (Rives/Zion). The motion was unanimously approved.

Unfinished Business

Main Library Plumbing Project bid opening resulted in one inquiry and one vendor bidding. Youth Library Restroom Vent Project big opening resulted in one inquiry and one vendor bidding. A motion was made and seconded to accept the bids from P1 Service LLC for all projects (Keck/Rives). The motion was unanimously approved.

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

New Business

A motion was made and seconded to approve the 2025 Audit Engagement Letter by Clevenger & Associates, CPA, PC (Zion/Rives). The motion was unanimously approved.

Discussion was held concerning the policies updates for the library account minimum age, Main Library of Things Collection, and the Makerspace and Memory Lab policies and guidelines. A motion was made and seconded to approve all updated policies and new policies as submitted (Rives/Zion). The motion was unanimously approved.

The Library Director spoke about the proposed Bylaws update and purchasing policies. The Library Board directed Sue Lightfoot-Horine to add the verbiage for General Liability,

Commercial and Auto Insurance and add verbiage to follow the guidelines put forth from the Main Library's Strata Report. The Board asked for the edits to be emailed to them in advance of the next board meeting.

Discussion for the Youth Library need for cleaning services. A motion was made and seconded directing the Library Director to use emergency circumstances to retain one (1) month contract with TLC Cleaning LLC immediately. Additionally, the Library Director will use the competitive bid process to request quotes for cleaning service posted for twenty (20) days. This competitive bid will be for the next five (5) month period. Lastly, the 2026 budget will need amended moving budgeted funds from payroll/salary to contracted services to reflect this change (Watkins/Rives). The motion was unanimously approved.

The Library Board agreed to re-evaluate the budget for payroll/salary and contracted services for cleaning at the June meeting. Hearing no new business to come before the Board, the President moved to Administration reports.

Reports

The Library Director highlighted her report with updates for the circulation procedure manual for Missouri Evergreen, the shared S Drive for staff is being reorganized, staff meetings, and notice of the library staff and Board sponsoring the Sharing Shelf for the month of April. The City of Chillicothe will begin the storm drainage project at the Main Library's alley in April. Sue reviewed the status of the grant awards and applications submitted.

Sue gave the floor to the Adult Services Coordinator, Kirsten Mouton for her highlight of programs and services. Kirsten talked about the collection development for Summer Reading, genealogy room visits, and archive room inventory. She finished with the celebration for Retta Horn's 30th work anniversary and the Adult Services Recap for 2025 program statistics.

Jodi Moore, Youth Services Coordinator, highlighted the youth and teen services and programs for last month. She indicated that Brenda Kehr held her 70th graduation for 1,000 books before kindergarten along with the Tina/Avalon School 5th grade visit. Candy Warren, Teen Services Coordinator, set up dynamic shelving to further engage teens and Maggie Moore replicated this for the Mid Section.

Adjournment

A motion was made to adjourn at 5:58 pm (Zion/Rives). The motion was unanimously approved.

The next meeting is scheduled for Thursday, April 16, 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