

Livingston County Library Board of Trustees
Minutes of April 16, 2026
Regular Session Meeting

Call to Order

Mary Quinn, President, called the Livingston County Library Board of Trustees to order at 4:30 p.m. on Thursday, April 16, 2026, in the Court Room of the Livingston County Library Main Branch. Those in attendance were Mary Quinn, Janet Zion, and Jeff Keck. Marietta Rives arrived at 4:35 pm and Jill Watkins followed at 4:36 pm. No one attended via Zoom. A quorum was met. Library Director Sue Lightfoot, Jodi Moore, Youth Services Coordinator, and Kirsten Mouton, Adult Services Coordinator, were also in attendance.

Guest comments & correspondence

There were two (2) items of correspondence to be read. Jodi Moore shared the thank you note from the CELC preschool teachers for the story time presented to the classes. Kirsten Mouton read the thank you note from the Missouri Poet Laurete, Justin Hamm. Mr. Hamm presented a program for the Main Library during National Poetry Month and completed a writer's workshop for the Writer's Circle participants. There were no guests present at the meeting.

Approval of Previous Minutes

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

Bills and Financial Statements

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

Unfinished Business

The Library Director spoke about the proposed Bylaws update and purchasing policies. Sue had previously sent the second draft of the Board's policies to the members in advance of the meeting. The second draft included verbiage for General Liability, Commercial and Auto Insurance and to follow the guidelines put forth from the Main Library's Strata Report. A motion was made and seconded to approve all updated Board policies as submitted on the second draft (Watkins/Zion). The motion was unanimously approved.

Discussion was held concerning the library policies updates passed last month for the Main Library of Things Collection and the Makerspace and Memory Lab. Library Director Sue Lightfoot mentioned at the library staff meeting held earlier in the month, the suggestion to add visitors' guidelines would be beneficial. Discussion ensued and slight changes were made to the second draft of the policies including having visitors provide identification to staff before use of the room(s). A motion was made and seconded to approve all updated policies with suggested edits by the Library Board as submitted (Watkins/Rives). The motion was unanimously approved.

Main Library Plumbing Project and the Youth Library Restroom Vent Project are awaiting scheduling from the vendor as they search for needed parts and supplies. Jodi Moore, Youth Services Coordinator, spoke about the cooling issues for the Teen Services and Director's offices as well as the Staff Room. At last report, the needed parts are not available for the original units installed in 2007/2008 for the Staff Room. The vendor is looking for options.

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

New Business

The Library Board agreed to re-evaluate the budget for payroll/salary and contracted services for cleaning at the Youth Library. Library Director Sue Lightfoot drafted an amended budget for the Board review and offered explanations. Two changes were made. One change was adding the line item of Bilingual Programs to the Youth Library's program with \$500 taken from the Author Series line item. The other involves moving budgeted payroll and payroll liabilities for the Youth Custodian position to the Cleaning Services line item found under Building Maintenance and Supplies. A motion was made and seconded to approve the Amended 2026 Budget as submitted (Watkins/Rives). The motion was unanimously approved.

The discussion moved to the Youth Library cleaning service and the need for security camera footage. The Library Board directed the Library Director to ascertain that security footage was kept for 30 days for review as a standard.

The Youth Library Cleaning Service Bid opening saw three (3) bids received. The first bid was Laura Grimes with Full Circle with two options, Option 1 for 5 days/week for \$808/weekly and Option 2 for 3 days/week for \$554/weekly with references. The second bid was from Melissa Peirce with MP Style for 3 days/week for \$350/weekly. The third bid was from Brian Corrigan with JanPro for 3 days/week for \$328/weekly with references. A motion was made and seconded to approve the bid from JanPro for the period of six months with the condition of 30 days' notice of non-performance (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 highlights from the all-staff meeting held earlier in the month, Missouri Evergreen Consortium newest members and overall totals of bib records, items, and patrons. 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 for the genealogy room and additions to the archive room which Mary Higgins is organizing. She spoke about the latest

service for the patrons, the Seed Exchange, collaboration with Cheyenne VanHooser and Jessi Robbins passing out 170 envelopes. She ended with the Adult Services statistics for last month noted increased Facebook social media following.

Jodi Moore, Youth Services Coordinator, highlighted the youth and teen services and programs for last month. She indicated that Maggie Moore shared her bilingual talents with the WINGS Class, highlighting the Spanish Immersion Week. Brenda Kehr and Becky Griffin attended the Conference on the Young Years in which Brenda already implemented a music program. Candy Warren, Teen Services Coordinator, emphasized her programs, especially the Prom Flowers, where teens created bouquets, corsages, boutonnieres.

Adjournment

A motion was made to adjourn at 5:45 pm (Keck/Zion). The motion was unanimously approved.

The next meeting is scheduled for Thursday, May 21, 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, Library Director & Acting Secretary