

Livingston County Library Board of Trustees
Minutes of May 21, 2026
Regular Session Meeting

Call to Order

Mary Quinn, President, called the Livingston County Library Board of Trustees to order at 4:38 p.m. on Thursday, May 21, 2026, in the Court Room of the Livingston County Library Main Branch. Those in attendance were Mary Quinn, Janet Zion, Marietta Rives, Jill Watkins, and Jeff Keck. 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 visiting author, Kate Albus, for her visit to the schools and Youth Library. Sue Lightfoot read the thank you note from Patti Leatherman from KCHI for participating in the Working Women's Night Out. There were no guests present at the meeting.

Approval of Previous Minutes

A motion was made and seconded to accept April 16, 2026, regular session meeting minutes after review (Zion/Keck). The motion was unanimously approved.

Bills and Financial Statements

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

Unfinished Business

Main Library Plumbing Project for the downstairs restroom, 1st floor staff room sink, and the Youth Library Restroom Vent Project are completed by the awarded vendor. The Main Library continuing needs are the downstairs bathroom wall board replacement, finishing work in the 1st floor staff room, and the Maker Space/Memory Lab opening.

Jodi Moore, Youth Services Coordinator, states their continuing needs are the landscaping by the READ sign.

The Youth Library HVAC Replacement Bid opening saw two (2) bids received. The first bid was P1 Service LLC for \$18,840.00 with a formal quote. The second email informal quote was received from Botts & Tye for \$13,929.00. A motion was made and seconded to accept P1 Service LLC as their bid included necessary itemization, was received by the stated deadline, and vendor relations have been established (Rives/Keck). Motion passed unanimously.

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

New Business

Sue Lightfoot spoke about the recent MOREnet assessment and the need to replace the network server hardware. She offered two (2) quotes from Rick Ellis, the local technician serving the library's internal computer network systems. The first quote was from Supermicro EStore for the Tower/4U Mainstream Super Server, configuration option 1 for \$14,701.63. The second quote was from Lenova for the ThinkSystem ST650 V3-3/5 Chassis Base for \$19,802.16 with discounts as the retail price was \$27,503.01. The Library's Board discussion included the reasons why the library needs to replace the network server, how the original unit will be placed at the Youth Library for a relay server, and the comparison of the quotes with the local IT suggested recommendations. A motion was made and seconded to approve the Supermicro EStore's quote (Watkins/Keck). The motion passed with three yes votes, one abstained vote. It was noted the President does not vote unless there is a tie vote to be broken.

Sue Lightfoot presented the quote for rug and window cleaning from Jan Pro for the Youth Library, as she asked them to quote pricing. It was determined that local rug cleaning service could be asked to provide quotes when the summer concludes as this would be the time to schedule such service.

Marietta Rives brought the idea of having Board Training placed on the agenda to learn more about how the library functions. After discussion, it was determined that holding such training would become part of the agenda at the end of the meetings starting in June. The exceptions would be those Library Board meetings followed by the Livingston County Library Charitable Trust Board meeting, held quarterly, where trainings would not be held. It was decided that a tour of the Main Library would be arranged for June meetings.

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 staff meetings held earlier in the month and the Missouri Evergreen User's Conference attended with Jodi, Candy, and Maggie. She stated that the items on the Lost/Missing/Damaged Items reports went from 10,770 in October to 3,188 in April as the library staff deleted bib records from the online card catalog and replaced books as needed. She finished with the status of the grant awards, noting that the NEA Big Read grant application was finally awarded.

Sue gave the floor to the Adult Services Coordinator, Kirsten Mouton for her highlight of programs and services. Kirsten talked about the spring displays created by staff members, success of one of the local authors' publications from the Writer's Circle, and she added the Utica Hotel to the GoLivCoMo website. She ended with the Adult Services statistics for another month noting increased Facebook social media following.

Jodi Moore, Youth Services Coordinator, highlighted the youth and teen services and programs for last month. She stated that Ms. Brenda attended a story-time-themed birthday party to read to the kids present and the PIE (Partners in Education) classrooms held their

annual visit to the library for a fun outing. Candy Warren, Teen Services Coordinator, emphasized her programs and noticed the uptick in after school teens visits to the library. Candy, like the rest of the Youth Library staff, are in Summer Reading decorations in advance of the Kickoff Event scheduled June 1st.

Adjournment

A motion was made to adjourn at 5:56 pm (Zion/Keck). The motion was unanimously approved.

The next meeting is scheduled for Thursday, June 18, 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