Livingston County Library Board of Trustees
Minutes of August 20, 2026
Regular Session Meeting

Call to Order

Mary Quinn, President, called the Livingston County Library Board of Trustees to order at 4:39 p.m. on Thursday, August 20, 2026, in the Court Room of the Livingston County Library Main Branch. Those in attendance were Mary Quinn, Jill Watkins and Jeff Keck. Janet Zion, and Marietta Rives were excused absent. A quorum was met. Library Director Sue Lightfoot, Kirsten Mouton, Adult Services Coordinator, and Jodi Moore, Youth Services Coordinator, were also in attendance.

Guest comments & correspondence

There were no guests present at the meeting, and two (2) items of correspondence were read. Sue Lightfoot, Library Director read the thank you note from Jessica Trussell, MU Extension concerning the Back to School Bonanza and Jodi Moore, Youth Service Coordinator read the thank you note from the Livingston County Health Center as the Youth Library staff attended their Breastfeeding Clinic.

Approval of Previous Minutes

A motion was made and seconded to accept July 16, 2026, regular session meeting minutes (Keck/Watkins). The motion was unanimously approved.

Tax Rate Hearing

The board discuss and voted on approving the operating levy at .2636 per $100 valuation and .1143 per $100 valuation on the debt service for a total of $0.3779 tax rate for the 2026 Tax Year. A motion was made and seconded to approve the 2026 Tax Year levy for library services as submitted (Watkins/Keck). The motion was unanimously approved.

Bills and Financial Statements

July 2026 bills and financial statements were presented. The Library Board suggested inquiring into financial software alternatives or options as the current expense is tracking more than budgeted for this fiscal year. A motion was made and seconded to approve bills and financial statements as submitted (Keck/Watkins). The motion was unanimously approved.

Unfinished Business

Main Library's Adult Services Coordinator, Kirsten Mouton, spoke about the many projects inside and outside the Main Library that are in the works. A recommendation was made by the Library Board to consider input from Claire Ashbrook to maintain the historical value of the building when considering projects.

Jodi Moore, Youth Service Coordinator, discussed the need for carpet cleaning after the Youth Library's busy summer and updated the Library Board on the cleaning service and their performance.

There were no policies to review at this meeting.

Other

Sue Lightfoot shared the 2025 audit findings with the Library Board as completed by Clevenger and Associates CPA, PC. The Library Board advised Sue to reach out to the auditors for a more accurate assessment of charges for the annual audit to budget for the 2027 fiscal year.

After discussion concerning the carpet cleaning quotes received by Sue Lightfoot, Library Director, and the lack of communication with several local outlets, a motion was made to approve the quote of Mike's Carpet and Duct Cleaning in the amount of $2,061.10 for the Main Library and $2,193.45 for the Youth Library (Keck/Watkins). The motion was unanimously approved.

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

New Business

Sue Lightfoot, Library Director, spoke about the Missouri Library Association's Access and Innovation grant opportunity. As the deadline for grant applications was before the regular scheduled monthly Library Board meeting, Sue asked for a motion in retrospect to file the grant application for $3,500. Sue indicated that the grant was for the Library of Things, Maker Space, and Memory Lab at the Main Library. A motion was made, in retrospect, to approve the grant application to MLA (Keck/Watkins). The motion was unanimously approved.

Sue Lightfoot, Library Director, took the floor to explain more grant opportunities to fund a permanent story walk for the community. This project has been discussed between the library administration team and might become a reality next spring if funding needs are met with grant awards. The Rotary District Grant 6040 and the matching funds from the Chillicothe Rotary Club have been granted in the amount of $5,000 total specifically for this project. This would be seed money for the project's continuation as the Library Director seeks more grants and community foundation support. A motion was made and seconded to approve grant applications and assistance from local foundations specifically for the story walk project (Watkins/Keck). 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 staff updates on the changes in the logins for the library's network and Missouri Evergreen software. The library will host a circulation training for Missouri Evergreen in October.

Sue gave the floor to the Adult Services Coordinator, Kirsten Mouton for her highlight of programs and services during the month of July as the Library of Things gets organized.

Kirsten talked about the summer reading programs that included the Dinosaur Trivia Night where more people attended than expected. The biggest highlight was the Downtown Historic Tour where 3600 users spiked on the weekend of July 7th, which is Sliced Bread Day. Google profile views in July totaling 714, a new record more than likely because of the annual community event.

Jodi Moore, Youth Services Coordinator, highlighted the youth and teen services and programs for the Board. She stated 219 children registered for Summer Reading and throughout the summer they read 7,358 books! Programs included the Serengeti Steve and his trusty python and the wrap up movie at B&B Theatre. Programs increased from 30 in 2025 to 34 in 2026 while attendance measured 1,967 in 2025 and was up to 2, 180 for 2026. Candy Warren, Teen Services Coordinator's report emphasized the 33 teens attending July's programs and/ 20 teens took a take and make crafts. Her final numbers for summer reading were 39 teen registrations, 120 total books read, average age of program attendance was 13.

Board Training

This was tabled as the full board was not present at the meeting.

Adjournment

A motion was made to adjourn at 6:00 pm (Keck/ Watkins). The motion was unanimously approved. The next meeting is scheduled for Thursday, September 24, 2026, at 4:30 pm. This is one week later due to the Library Director presentation at a library conference on the usual date. The meeting will be held 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