Livingston County Library Board of Trustees
Minutes of October 15, 2026
Regular Session Meeting

Call to Order

Marietta Rives, Vice-President, called the Livingston County Library Board of Trustees to order at 4:33 p.m. on Thursday, October 15, 2026, in the Court Room of the Livingston County Library Main Branch. Those in attendance were Jill Watkins, Jeff Keck, Janet Zion, and Marietta Rives. Mary Quinn was excused absent. A quorum was met. Library Director Sue Lightfoot, Kirsten Mouton, Adult Services Coordinator, Jodi Moore, Youth Services Coordinator, were also in attendance.

Guest comments & correspondence

There were no guests present at the meeting, and Sue Lightfoot, Library Director, mentioned the receipt of the thank you note from the Chillicothe Area Chamber of Commerce for sponsoring the Children's area and the Authors' Corners at Chautauqua in September.

Approval of Previous Minutes

A motion was made and seconded to accept September 24, 2026, regular session meeting minutes (Zion/Keck). The motion was unanimously approved.

Bills and Financial Statements

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

Jill Watkins made the request to add the QuickBooks financial software renewal and status on the upcoming agenda in November under unfinished business.

Unfinished Business

Kirsten Mouton spoke about the Main Library projects for 2027. Those include the downstairs bathroom remodel subject to competitive bids, trim on backside of buildings and awnings, curbing, and sidewalk repairs. Status of the metal grate on the northeast corner of building was discussed as well as the downstairs basement door repairs as current projects.

Jodi Moore, Youth Services Coordinator, spoke about the Youth Library landscaping project for 2027 and the recent carpet cleaning.

There were no policies to review at this meeting.

Sue Lightfoot, Library Director, spoke about the second step of draft budget for 2027. She outlined new budget line expenses, explained decreases and/or increases in specific line items, and talked about the 2027 income revenue streams. Sue will outline the comparison between the cleaning service versus a paid part-time custodian for 2027. Sue will focus on payroll for the November regular session meeting with the final budget presented in December for approval.

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

New Business

A motion was made and seconded to approve the grant application in the amount of $8,000 to the Missouri State Library for the 2027 Summer Reading Program. This application will include collection development and presenters for programs for the summer 2027 (Watkins/ Keck). The motion was unanimously approved.

Board Training

There was no board training as the Livingston County Library Charitable Trust Board meeting followed this meeting.

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

Reports

The Library Director highlighted her report with hunt for a new executive director for Missouri Evergreen as the current executive director is fully retiring. Sue welcomed Teresa Smith as a part-time circulation clerk for the Main Library. She talked about the ARSL Conference she attended in Montgomery Alabama and the session she attended. She ended the grant review and Jill Watkins volunteered to talk with Josh Norris with the Chillicothe Parks Department about the Story Walk project as funding is now secured.

Sue gave the floor to the Adult Services Coordinator, Kirsten Mouton for her highlight of programs and services. Kirsten talked about the Maker Memory Lab soft opening, archive rooms collection additions, September programs and ended with the increase in the online presence she tracks with an outstanding number of additional 350 Google profile views.

Jodi Moore, Youth Services Coordinator, highlighted the youth and teen services and programs for the Board. Jodi stated that homeschool programs, the Spanish Language programs, and Baby Storytimes were introduced in September with great attendance at all. She highlighted Katie Beth Kerr's storytelling outreach at Chautauqua and the Old Time Harvest Days. Candy Warren's Teen Services Report noted school visits to CHS Sophomores and Seniors, Bishop Hogan Middle School resumed their walks to the library since their library is out of order temporarily.

Adjournment

A motion was made to adjourn at 5:44 pm (Keck/ Zion). The motion was unanimously approved. The next meeting is scheduled for Thursday, November 19, 2026, at 4:30 pm. 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

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