

Minutes

November 13, 2023

The Sedalia Public Library Board met in regular session on November 13, 2023 in the Community Room. Billie Dunn, President, called the meeting to order at 5:00 p.m.

Present: Billie Dunn, Dana Foster, Lakin Janke, Jackie Marshall, Byron Matson, Emily Schmidt, Linda Sundy, Reva Woodward, Jamie Sparks, Director, and Stephanie Sneed, Recording Secretary

Absent: Elisabeth Tessone

Billie Dunn called for motions to approve the following reports: Minutes of the October meeting, September Financial Summary, and the October Statistical Report.

Motion: Byron Matson moved to approve the October Minutes; seconded by Jackie Marshall. Motion passed.

Motion: Jackie Marshall moved to approve the September Financial Summary; seconded by Lakin Janke. Motion passed.

Motion: Jackie Marshall moved to approve the October Statistical Report; seconded by Emily Schmidt. Motion passed.

President's Remarks: Billie shared how glad she is to see everyone and hope everyone is having a wonderful fall.

Director's Report: Building & Technology: The library is preparing for the Christmas holiday. A Christmas tree is now complete in the Queen City Room where we will host a visit from Santa on Saturday, December 16th beginning at 10:00 a.m. till noon.

Specialized Mechanical did a maintenance visit on October 18th to replace a valve on the boiler system. A thermostat was also installed in the Community Room to help moderate the heat in that area. The radiators in the Community Room have not been in operation for a long period of time. They will need to be checked and evaluated before the boiler system is turned on for the season.

Janice Hargrave, Art Teacher at Parkview Elementary, volunteered to repaint part of a mural in the Children's department that has been slowly falling apart. Bob Brown, custodian, repaired the drywall and Janice completed the project on November 7th.

The new seating area is ready in the Computer/Large Print room. Looks very nice and patrons are utilizing the comfortable chairs.

The new server has been installed and is now complete. We are still working through some issues and updates as they arise.

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An inventory of our complete collection will begin soon. This is much needed to clean up our library catalog. A staff training session is scheduled to begin the process on November 28th. Judy Poole will begin with the biography section.

The library will be closed on November 10th in observance of Veteran's Day, and on November 23rd and 24th for the Thanksgiving holiday.

Continuing Education & Meetings: The library staff met on November 2nd to discuss and review Missouri State Library Standards 7 and 8. Stephanie Sneed attended the Parliamentary Procedures webinar training hosted by Amigos Library Services on October 17th. The Library Goals Committee will be meeting in the next five weeks with the first meeting held on November 7th. Jamie will be attending the MPLD Winter Conference on December 7th and 8th in Columbia. Upcoming all staff meeting will be held on November 16th with Jamie Volk of the Sedalia Fire Department (fire safety) and Jess Cox, Licensed Professional Counselor (de-escalation strategies and mental health awareness).

Collection and Materials: Statistical Report: October 2023: total circulation was 4,800 (increase of 370 over September statistics and an increase over October, 2022). Increase usage was also noted of Tumblebooks, Libby, and DVD checkouts.

Programming and Outreach: Upcoming special events include: Family Game Day and Game Exchange on November 18th; Holiday Card Making Class on December 2nd; and Santa visit to the library on December 16th. The monthly Chess Club continues to be a success, so the library will be extending the monthly program through next May.

Other: The Missouri State Public Library Survey is complete and was submitted on November 5th. Reservations for meeting rooms increased during the month of October. A total of 17 reservations were approved.

Committee Reports: none

Old Business: Parliamentary Procedure 101 Webinar: Stephanie gave a brief overview and distributed handouts to Board officers on parliamentary procedures.

The Library and Overdue Fines: Review of Circulation Policy: Jamie presented a proposal amending the Circulation Policy: Sections 4 and 5 as approved by the Board on October 10, 2022. Amendments to existing policy include changes to Overdue Guidelines and Fines. The proposed changes would be effective January 1, 2024.

Motion: Byron Matson moved that the Board amend the Circulation Policy with the proposed changes regarding Overdue Guidelines and Fines effective January 1, 2024; seconded by Jackie Marshall. Motion passed.

New Business: Summary of Survey on Library Standards: Section 7 & 8: Technology; Communication and Advocacy: Review of this section revealed our library meets all essential needs for technology services to patrons. Communication and Advocacy guidelines also meet

state essential criteria. Next steps are to set obtainable goals for our library to meet 'enhanced' level of services to our patrons and community.

Short Takes Video: Communication and Advocacy: The Board of Trustees viewed video sponsored by ALA.

Other Business: none

Public Comments: none

With no further business to discuss, Billie called for a motion to adjourn.

Motion: Lakin Janke moved the meeting be adjourned at 5:54 p.m., seconded by Byron Matson. All Approved.

The next regular meeting will be Monday, December 11, 2023 at 5:00 p.m.

Announcements: Library Staff Christmas Party will be Thursday, December 14th at 5:00 p.m. Sedalia Symphony's Society performance for the Messiah will be Sunday, December 3rd at the First Baptist Church; also Christmas Pops Concert will be Monday, December 4th at the Heckart Performing Arts Center.

Respectfully submitted,
Stephanie Sneed, Recording Secretary