

Sedalia Public Library
Minutes
June 12, 2023

The Sedalia Public Library Board met in regular session in the Board Room on Monday, June 12, 2023. Billie Dunn, President, called the meeting to order at 5:03 p.m.

Present: Alice Clopton, Billie Dunn, Jackie Marshall, Byron Matson, Linda Sundy, Elisabeth Tessone, Reva Woodward, and Jamie Sparks, Director.

Absent: Dana Foster, Emily Schmidt, and Stephanie Sneed, Recording Secretary.

Staff Presentation: Sarah Harper, Outreach & Adult Services Librarian. and Samantha Setzer, Children's Librarian shared highlights of the summer reading program. Fliers were distributed to the board members, one each of the summer events, children's reading log, and adult reading tracker. In 2022, 60 adult tracker fliers were distributed and 39 returned.

Billie Dunn called for a motion to approve the May Minute and Statistical Report, and the "Final" March and April 2023 Financial Summary.

Motion: With the correction of Elisabeth Tessone's name on page 3 in the Committee Reports, Jackie Marshall moved that the May Minute and Statistical Report, the "Final" March and April 2023 Financial Summary be approved as presented. Seconded by Alice Clopton. All approved.

President's Remarks: Billie Dunn is excited about the summer reading program and that Alice Clopton, as she was presented with a card and gift, will be missed as a board member.

Director's Report:

Building & Technology: SPOT Global Printing Service has been implemented which allows patrons to send print jobs to the library from a mobile device.

For about \$2000 savings compared to last year's Fortigate 81F Firewall overseen by Lab Tech, this year the Missouri Library is funding a Fortigate firewall to certain libraries which includes the hardware, support contract (5 yrs), and the management of the devices by the Network Consulting Team of MoreNet.

To help alleviate the fading book spine issue, starting June 2023, Ironwood Motor Sports will install a film on 17 library windows that has a 99% uv rejection value.

Staff & Volunteers : Extra staff to assist with Summer Reading during June and July.

Continuing Education & Meetings: Staff meeting held covering updates on Labeling Project, Mobile Printing, and Secretary of State Ruling, Also included was the Summer Reading and circulation desk issues.

Sarah Harper attended two trainings in May reviewing Libby in OverDrive and Director Jamie attended the Director's Forum, Reasonable Suspicion Training with City HR, MPLD conference and MPLD Secretary of State Ruling.

Collections & Materials: Decrease from May 2022 to May 2023 and increase from April 2023 to May 2023. Full time staff have been assigned a designated area to care for presentation, shelving, weeding inventory.

Programming & Outreach: Adult and children's summer reading program began. A flier was presented to board members explaining the Excel Adult High School program that can be accessed through the Sedalia Public Library. It is not in conflict with what is offered at SFCC. Sarah Harper is the program coordinator.

News & Marketing: Pettis County Community Partnership grant of about \$900 to purchase family games used at the Summer Reading Kick-off Party.

Other: Updated format for Minor Library Cards. A new library card application is to be completed for all minors. For those minors that do not have a new application, some month in the future, the minor's library card will be expired.

Committee Report – Long Range Planning presented by Elisabeth Tessone. The committee met May 15, 2023 at 5 p.m. in the Community Room. All members present. The board and staff survey responses will be typed up for comparison. The rough draft of the Community Survey was edited, formalized, and presented to Jamie to prepare the survey to be mailed with the July water bill. Committee members will assist organizing the responses after the August 31 deadline. The next Committee meeting will review the Strategic Plan rough draft developed by Jamie and the library staff.

Old Business: None

New Business:

The Annual Report for fiscal year 2022-2023 was presented to each board member. For the first time, data was included containing the number of library cards that were valid vs expired by residents and non-residents, the number of active patrons, and the legal service population. It was noted that the cards expire after three years, but that this date is not on the card.

The Collection Development Policy was presented for discussion. Motion to accept the policy as written was made by Byron Matson and seconded by Alice Clopton. All members approved.

The State Aid Documents were signed and the Director will submit to the State to qualify for state funding.

A flier was presented to board members explaining the Excel Adult High School program that can be accessed through the Sedalia Public Library. It is not in conflict with what is offered at SFCC. Sarah Harper is the program coordinator.

Other Business: Billie Dunn announced that Lakin Janke will join the board, filling in the seat of retiring board member, Alice Clopton.

Public Comments: None.

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

Motion: Alice Clopton moved the meeting be adjourned at 6 p.m., seconded by Byron Matson.

The next regular meeting will be Monday, July 10, 2023 at 5:00 p.m. in the Board Room.

Respectfully submitted,
Linda Sundy, Board Secretary