

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

Present: Alice Clopton, Billie Dunn, Dana Foster, Jackie Marshall, Byron Matson, Emily Schmidt, Linda Sundy, Elisabeth Tessone, Jamie Sparks, Director, and Stephanie Sneed, Recording Secretary

Absent: Reva Woodward

Approval of January Minutes, Statistical Report, and December Financial Summary.

Motion: Alice Clopton moved that the January Minutes, Statistical Report, and December Financial Summary be approved as presented; seconded by Byron Matson. All approved.

President's Remarks: Billie Dunn shared how pleased she is with the recent committee meetings.

Director's Report: Building and Technology: Elevator and fire alarms all passed inspections as of early February, 2023. Wireless was installed January 26th and the wireless passcode is changed weekly and is posted at the front desk. So far, it is going well. New security camera was installed in the Children's Storytime area on January 20th. This added camera has helped us to see an area of in the Children's Department that had been completely concealed. The Library will be closed on February 20th in observance of President's Day.

Staff and Volunteers: The Children's Librarian position has been posted and Jamie is scheduling interviews with three applicants.

Continuing Education and Meetings: The American Library Association is offering eLearning Short Takes for Trustee's videos which has been purchased by the Missouri State Library for us to use. There are eleven short videos elaborating on the trustee's role and responsibilities. We will be viewing an episode this evening and in the near future. Jamie is enrolled in "Missouri Public Library Director's Crash Course: Getting the Skills You Need". It is hosted by the authors of the book, *The Library Director's Toolkit*. The course runs through the month of March.

Collections and Materials: Jamie noted the January 2023 statistical report shows that overall, circulation has increased from January 2022 to January 2023.

Programming and Outreach: Adult Services: The cookie decorating class continues to be popular with 30 participants.

Youth Services: Youth will be making Valentine Oobleck and on Kids Saturday, the library is offering a Q-tip heart painting project.

February: “I Love My Library” events include ‘Fine Forgiveness’. As of February 9th, the library has 95 patrons who had fines forgiven from their account. The Winter Reading Program is underway with 214 trackers handed out to participants. The tracker goal is for each participant to read 20 minutes for 25 days in February. The library front lobby is adorned with patron comments about why they love their library. Other fun events include guessing the amount of Hershey Kisses in a jar and a weekly search for ‘Simon the Sloth’ in the Children’s Dept.

News and Marketing: Jamie’s interview with ‘Let’s Talk Sedalia’ was aired on February 4th. The monthly library article was featured on February 9th in the *Sedalia Democrat* was utilized to promote our “I Love My Library” event and to advertise the job opening in the Children’s Department.

Other: Missouri State Library: Dr. Diana Very, Library Administration and Management Consultant has retired as of February 15th. **Spring Book Sale:** The library will offer for sale the entire month of March a variety of books, audiobooks, DVD’s, and children’s books. A special presale will be held on February 28th from 4-6 p.m. for individuals making a \$5 minimum donation to the library and will have an opportunity to shop the book sale early.

Committee Reports: Long Term Planning Committee: Elisabeth Tessone, Chairperson reported the committee met on January 23rd and is composing surveys for the Board, Library Staff and the community at large to share ideas on the keeping the library relevant in the community. The first draft will be finalized and completed to share with the Board on the next regular monthly meeting. Other topics of discussion included 3-5 year long range goals for the library. Emily Schmidt volunteered to fill an upcoming vacancy on the committee.

Budget and Finance Committee: Emily Schmidt, Chairperson, reported the committee met on February 6th and noted the library’s reserves status is excellent. The committee reviewed the budget proposals with careful consideration and an emphasis on a cost of living increase for library staff.

Old Business: none

New Business: Open Board Seats: Alice Clopton will be completing her term and retiring from her position on the Library Board in June, 2023. Dana Foster and Jackie Marshall will be completing their terms, but are willing to be reappointed for another term by Mayor Dawson. The mayor has two applicants to fill Alice’s seat. Billie Dunn called for a **motion** to ask the mayor to proceed with an appointment of one of the two applicants.

Motion was made by Elisabeth Tessone; seconded by Dana Foster. All approved.

Proposed Budget FY2023.-24: Jamie provided a handout illustrating the Proposed Budget FY2023-2024. A thorough summary was presented of expected revenue and expenses for the upcoming fiscal year. The Finance Committee approved and recommended adoption by the Board of the Proposed Budget FY2023-24 as presented.

Motion: Byron Matson moved that the Proposed Budget FY2023-24 be adopted as written and presented, seconded by Emily Schmidt. All approved.

Proposed Salary Schedule and Budget FY2023-2024. Jamie presented the summary of the Proposed Salary Schedule FY2023-FY2024 as approved by the Budget and Finance Committee. The proposed salary schedule and budget reflects the 3% merit increase for library staff with a 5% COLA increase. The Finance Committee recommended adoption by the Board of the Proposed Salary Schedule FY2023-FY2024 as presented.

Motion: Elisabeth Tessone moved that the Proposed Salary Schedule FY2023-2024 be adopted as written and presented, seconded by Dana Foster. All approved.

Policy Approval: ALA eLearning Video: “Intellectual Freedom, Short Takes for Trustees” hosted by Veronda Pitchford and Martin Garner was presented to the Board. The video introduced three important principles: Freedom of Expression, Freedom of Access, and Freedom of Surveillance. The presenters emphasized the importance of Library Trustees understanding and supporting the Intellectual Freedom policy. The policy is based on the values the library profession supports which is social responsibility, diversity, and inclusion. Following the video Jamie presented the Intellectual Freedom Policy; Library Bill of Rights as adopted and amended by the ALA Council.

Motion: Jackie Marshall moved the Board adopt the ‘**Intellectual Freedom Policy**’ for Sedalia Public Library; seconded by Linda Sundy. All approved.

Other Business: There will no Board Meeting in March, 2023.

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 6:02 p.m., seconded by Jackie Marshall. All Approved.

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

Respectfully submitted,
Stephanie Sneed, Recording Secretary