

The Sedalia Public Library Board met in regular session in the Community Meeting Room on Monday, May 8, 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, Elisabeth Tessone, Reva Woodward, Jamie Sparks, Director, and Stephanie Sneed, Recording Secretary

Absent: Linda Sundy

Billie Dunn called for a motion to approve the April Minutes and Statistical Report, and the March Financial Summary. Stephanie noted that the March Financial Report is not the final fiscal year report from the city. The April Financial Report was not yet available.

Motion: Alice Clopton moved that the April Minute and Statistical Report, and the March Financial Summary be approved as presented. Seconded by Reva Woodward. All approved.

President's Remarks: Billie Dunn hoped the library staff enjoyed Library Appreciation Week. Jamie expressed how much the employees enjoyed their gift and card from the Library Board. A thank you note from all the library staff was circulated to the Board Members.

Director's Report: Building and Technology: Tree Removal: S & T Landscaping filled the holes left from the trees removed earlier this spring on April 17th. The Elevator is up and running again after being shut down from April 4 -12. The cause of the outage was due to a short in one of the wires.

There was a minor weed eater accident on April 27th while Bob was weed eating in the front of the building. A small rock hit a car parked on 3rd Street and shattered one of its windows. The library consulted the insurance company regarding an accident report, however, the library has not heard back from the owner of the car. The owner had the window repaired, so Jamie requested an invoice from the owner but has not heard back from the owner.

Bob has been repainting the Staff/Handicap parking lot before summer reading begins. The parking areas looks much nicer with a fresh coat of paint.

Technology: The library's new card catalog computer for non-fiction materials was installed May 2nd.

The library will be closed on Sunday, 28th and Monday, May 29th for Memorial Day.

Continuing Education and Meetings: The library will close on at 5p.m. on Tuesday, May 16th for a meeting with library staff.

Sarah Harper and Jamie attended an online webinar introducing Excel Adult High School on April 27th sponsored by Gale. This is a high school completion program for adults and is coordinated with the Missouri Library Association. The program would have a tuition fee and be

completed online to participating adults. Sedalia Public Library will consult with Whittier High School and State Fair Community College to assess the need and be sure it does not conflict with other programming already offered.

Our Children's Librarian, Samantha, attended a Youth Services Programming webinar with the Missouri State Library on April 18th.

Collections and Materials: Statistical Report: Jamie noted there was a decrease of 424 materials circulated when comparing April, 2023 to April, 2022.

The library purchased two CD players for Outreach patrons that prefer to listen physical audiobooks, but do not have a CD player.

Programming and Outreach: Summer Reading 2023 Theme is "All Together Now". The library staff has had meetings and will continue to meet through May in order to plan and organize the 2023 program. The 'Kick-off' event will be June 5th from 3-6 p.m. A grant proposal has been submitted to the Pettis County Community Partnership to help cover expenses for the event. The Board viewed a video advertising our summer reading program and will be shared on social media. A sample flyer was circulated which will be sent to SSD #200 and Sacred Heart School.

Donation letters to several area businesses were mailed giving them an opportunity to donate small prizes for summer reading participants.

A few of the programs lined up for Summer Reading in June are: Team Scream Robotics, Max the Magician, Conservation Department Fishing Event, Entertainer- Will Stuck, and local author, Erica Montgomery. July will follow with a visit from the Snake Lady, Therapy Dog "Gus" & Brianna Harding, and local author & instructor – Jacob Carver.

Family Events will include: Puzzle Pandemonium and a Birthday Cake Collection for Open Door. The State Library will be lending us a couple sets of robots for our Children's Department to use during summer reading.

On April 19th, Smith-Cotton Student Library Advisory promoted the library at school and then helped with a card sign-up event here at the library.

Sedalia Resource Fair was on April 11th. Sarah Harper and Samantha Setzer represented our library visiting with families and shared library information.

The library will have extended hours on Saturday, May 13th to participate in the Historical Tours sponsored by the City from 2-5 p.m. An invitation is extended to the community to tour our amazing and historical library.

News and Marketing: Jamie, Samantha, and Stephanie attended the Sedalia Area Literacy Council Tea and Auction on Sunday afternoon, April 30th.

National Public Library Week was April 23-29. It was a fun week of extra treats and laughter. The staff was appreciative of the restaurant gift cards given by the library board.

State Library Funding: On May 3rd, the conference committee on the budget restored state aid in its entirety. The budget will now need approval of both chambers before going to the Governor.

Jamie distributed copies of The Proposed Ruling by the Secretary of State: 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors. (A) State of Missouri will require libraries to adopt a written, publicly accessible collection development policy which considers appropriateness for age and maturity level of minors. (B) No state funds will be used to purchase materials that appeal to the prurient interests of minors. (C) The library adopts written policy requiring parent/guardian authorization to determine what materials/access will be available to a minor. (D) No age-inappropriate materials of any form as defined in the library's collection development policy be knowingly displayed in areas of the library designated as containing materials predominately for minors. (E) No events shall be held without age appropriate designation affixed to any publication, website, or advertisement. (F) The Library has adopted a written, public-accessible library materials challenge policy where any person may dispute or challenge the library's age-appropriate designation affixed to any presentation, event, material or display in the library. Any dispute or challenge shall be disclosed to the public and published on the library's website. (2) The library shall submit a copy of its written policy to the state librarian and shall submit any revisions to the policy within 30 days to the state librarian.

Committee Reports: Long Term Planning Committee: Board Member Surveys:

Completed and returned to Elizabeth Tessone. **Staff Survey:** completed by Library staff and returned to Jamie. Jamie will compile the responses and distribute to Board. **Community Survey:** A rough draft was reviewed by board members and final draft will be mailed to Sedalia residents with the July water bills. The Community Survey may also be completed by residents electronically with QR Code.

Old Business: Nominating Committee- Slate of Officers for FY23-24: Invitation was extended to all board members for anyone who would be interested in serving as an officer of the Library Board.

Motion: Alice Clopton moved that Board retain Billie Dunn - President; Jackie Marshall - Vice President; and Linda Sundy - Secretary-Treasurer for FY23-24. Seconded by Byron Matson. All approved.

New Business: Meeting Room Application: Proposed policy update was distributed to Board members for approval. Additions to the existing policy included request for intended age range for meeting request; availability of meeting rooms after library hours at discretion of the library director; and details of accommodations of Queen City Room and Community Meeting Room.

Motion: Alice Clopton moved that the Board accept proposed updates to the meeting room application; seconded by Byron Matson. All approved.

Personnel Handbook Update: Jamie presented proposed updates to the Personnel Manual including Vacation Leave for Full Time Employees, Section 6.2. The Board reviewed proposal and clarifications were made on the updates. Additional updates were made throughout the manual to correct grammatical errors.

Motion: Byron Matson moved the proposed updates of the Personnel Manual be accepted by the Board; seconded by Emily Schmidt. All approved.

Other Business: none

Public Comments: none

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

Motion: Reva Woodward moved the meeting be adjourned at 5:48 p.m., seconded by Alice Clopton. All approved.

The next regular meeting will be Monday, June 12th at 5:00 p.m. in the Board Room.

Respectfully submitted,
Stephanie Sneed, Recording Secretary