

The Sedalia Public Library Board met in regular session in the Board Room on May 13, 2024. 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, Elisabeth Tessone, Reva Woodward, Jamie Sparks, Director, and Stephanie Sneed, Recording Secretary

**Absent:** none

Jamie introduced Sarah Harper, Adult Services/Outreach and Samantha Setzer, Children's Librarian. Sarah and Samantha gave a presentation of the Library's Summer Reading Program 2024. The SRP theme for 2024 is "Adventure Begins at Your Library".

Billie called for motions to approve the following reports:

**April Minutes: Motion:** Jackie Marshall moved the April Minutes be approved as presented; seconded by Lakin Janke. All approved.

**March Financial Summary: Motion:** Byron Matson moved the March Financial Summary be approved as presented; seconded by Jackie Marshall. All approved.

**April Statistical Report: Motion:** Reva Woodward moved the statistical report be approved as presented; seconded by Byron Matson. All approved.

**President's Remarks:** Billie complimented Sarah Harper and Samantha Setzer on their presentation giving highlights of the upcoming Summer Reading Program.

**Director's Report: Building & Technology:** Jamie reported that besides a couple of power outages, there have not been any building issues with flooding due to the recent thunderstorms. On April 15<sup>th</sup>, Home Heating had to bypass a bad frequency drive on the AC unit in the Queen City Room. Home Heating also completed the first phase of the new heating system installing gas lines to the rooftop unit on April 30<sup>th</sup>.

On May 6<sup>th</sup>, the fire extinguisher annual inspection was completed. There were extinguishers that needed to be replaced or repaired. The library has 'loaners' until the defective units are repaired.

The library will be closed on Sunday, May 26<sup>th</sup>, and Monday, May 27<sup>th</sup>, for the Memorial Day Holiday.

**Staff & Volunteers:** The Outreach and Adult Services Librarian position was offered to Kaylee Daniel on May 7<sup>th</sup>. Kaylee accepted the offer and will begin on May 27<sup>th</sup>.

**Continuing Education & Meetings:** Sarah Harper attended Safe Gatherings class which offers training on how to spot and report abuse of children and vulnerable adults.

**Contributing efforts towards Library Goals:** Future plans to meet library goals will entail more detail social media posts; planning STEM kit rollout for end of May; sharing Literacy Tips in Newsletters and Storytimes; completing inventory and deleting missing materials on database; and sending welcome email letters to new patrons.

**Upcoming staff meeting, May 23<sup>rd</sup>:** The library will close at 5 p.m. for staff planning and preparation of the upcoming Summer Reading Program.

**Collections and Materials:** The April Statistical Report revealed an overall increase of 1,093 circulated materials over the April Statistical Report of 2023. April, 2024 total circulation was 5,130 compared to 4,869 in March 2024 (increase of 261). In addition, the library also has acquired 223 new cardholders compared to 182 new cardholders this time last year.

**Inventory:** The inventory is officially completed for this year and Judy Poole is working on deleting materials and books that are missing off the shelves. This should be accomplished by mid-May.

**STEM Kits:** Preparation is underway to transition the STEM Kits into circulation for check-out to patrons. The STEM Kits were awarded to the library from a Pettis County Community Partnership grant last year.

**Programming and Outreach:** Jamie presented spreadsheet of the library's program attendance for the month of April. Preschool Storytimes and Kids's Night continue to be well attended and the newest adult monthly program, Create and Connect, had a total of 25 participants. The always popular cookie decorating class with the Girls Next Door had 22 participants.

**Summer Reading Kick-Off** is scheduled for June 3<sup>rd</sup> from 3 – 6 p.m.

**News and Marketing:** First Thursday's: The May event was cancelled due to weather, but the library plans to attend the June event. The library will also have a table set up on May 31<sup>st</sup> at the Farmer's Market to promote Sedalia Public Library and library services. Jamie will resume a monthly feature of the library in the *Sedalia Democrat* beginning May 10<sup>th</sup>. An ad will also be placed at the end of May in the *Sedalia Democrat* to promote the Summer Reading Program.

**Other:** The Library's first Excel High School Graduate was honored with a reception on Monday, May 6<sup>th</sup>.

The Sedalia Literacy Council donated \$500 to the library for the Summer Reading Program.

**Committee Reports:** none

**Unfinished Business:** none

**New Business: Updated Circulation Policy:** An updated Circulation Policy was presented to the Board adding guidelines for the circulation of the STEM Kits.

**Motion:** Elisabeth Tessone moved the Board adopt the updated Circulation Policy; seconded by Jackie Marshall. All approved.

**Updated Patron Behavior Policy:** An update to Patron Behavior/Conduct Policy was proposed in Section I: Disruptive and unsafe behavior.

**Motion:** Byron Matson moved the Board adopt the proposed addition to Section I of the Patron Behavior/Conduct Policy; seconded by Linda Sundy. All approved.

**Other Business:** none

**Public Comments:** none

With no further business to discuss, Billie called for motion to adjourn Open Door Session and move to Closed Door Session pursuant to RSMo 610.021 for Legal Advice, Lease, Sale or Purchase Real Estate, Personnel Matters.

**Motion:** Jackie Marshall moved the Open Door Session be adjourned at 5:26 p.m. and moved to Closed Door Session; seconded by Lakin Janke. Roll Call voting “Yes”: Billie, Dana, Lakin, Jackie, Byron, Emily, Linda, Elisabeth, and Reva. No one voted “No”.

The Board went into Closed Door Session.

Respectfully submitted,  
Stephanie Sneed, Recording Secretary