

The Sedalia Public Library Board met in regular session on September 9, 2024 in the Board Room. Billie Dunn, President, called the meeting to order at 5:01 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

Also Present: Jeffthan Glaster, Student of Smith-Cotton High School

Absent: none

Billie called for motions to approve the following reports:

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

July Financial Summary: Motion: Byron Matson moved the July Financial Summary be approved as presented; seconded by Dana Foster. All approved.

August Statistical Report: Motion: Elisabeth Tessone moved the August Statistical Report be approved as presented; seconded by Jackie Marshall. All approved.

President's Remarks: Billie expressed appreciation to Reva Woodward for her time serving on the library's Board of Trustees and that she will be greatly missed.

Director's Report: Building & Technology: AC Unit to Children's Dept.: On August 13th, the AC Unit to the Children's Department was not coming on at all and Premier Climate Control determined a phase monitor located in the basement unit had tripped. The unit was reset and worked properly again until August 23rd, when the unit tripped again. It was determined a wire needed to be bypassed in the phase monitor. Since making that adjustment, there have been no further issues. **Building Inspection:** On August 19th, the Carnegie Building was inspected. A report will not be available for several months, but there did not appear to be any known issues with the building. **Nightwatch:** On August 14th, we had a 'walk through' with a representative from Nightwatch Security to go over the burglar alarms and smoke detectors. The representative provided thorough clarification on functions of each system, asked questions, and made sure everything was working properly. It was determined a new keypad was needed at the elevator door and it was installed on August 26th. To date, there have not been any occurrences of false alarms. **Window Cleaning:** The Sedalia Public Library Foundation is funding the washing of the building's exterior and interior windows which will take place on September 11th and 12th. **Commercial Insurance Update:** The library finalized the application with CHUBB, which includes the Cyber Security policy for an annual cost of \$35,911.

Staff & Volunteers: As of August 23rd, the Children's librarian, Samantha Setzer, is no longer employed at the library. Kristen Whisnant, weekend library clerk, expressed interest in the position and is currently filling in part-time for the Children's programs over the next few weeks.

Continuing Education & Meetings: Jamie will be attending webinars on ‘Setting Appropriate Boundaries without Writing Anyone Off’ and the Missouri State Library Survey, which will be coming due soon.

Collection and Materials: The August Statistical Report showed a total circulation of 5,342, an increase of 523 more materials circulated compared to August, 2023. It was also noted there was a decrease of 1,397 materials circulated in August compared to July due to the ending of the Summer Reading Program.

Programming and Outreach: Adult Outreach Upcoming Programs: Kaylee is now providing Outreach deliveries to 41 patrons. A total of 68 adults received library services and participated in other monthly programs was 68 during the month August. The Children’s Dept. had recessed for the month of August. Monday night programs for kids are also postponed for now. Our library will be observing ‘Library Card Sign-up Month’ throughout September.

News & Marketing: An ad was placed in the *Sedalia Democrat* promoting our upcoming events for Library Card Sign-up. Our library has partnered with the Sedalia #200 to help promote Teacher Cards.

Committee Reports: none

Old Business: none

New Business: 2024-25 Tax Levy: A Public Hearing was held in Council Chambers in the Municipal Building on August 19, 2024 to adopt the tax levy for taxing entities of the City. The 2024 Assessed Valuation for the Library District is set for \$239,507,936. The Sedalia Public Library’s tax levy for the upcoming year will be \$0.2443 (regular tax levy) and \$.0700(temporary tax levy) for a total \$0.3143 of per \$100 assessed valuation. Estimated amount of property tax revenue for 2024 would be \$752,772.

Motion: Byron Matson moved that the Board accept the Sedalia Public Library tax levy as presented; seconded by Linda Sundry. All approved.

Policy Update: Americans with Disabilities Act (ADA) Policy approval: Jamie presented a proposed updated policy to meet compliance with the Americans with Disabilities Act along with a request form to be available for persons desiring reasonable accommodations.

Motion: Jackie Marshall moved the Board of Trustees adopt the proposed policy and request form; seconded by Lakin Janke. All approved.

Board Seat Opening: Jamie presented Reva Woodward with a fall mum with gratitude and thanks for her service to the library and community with an aggregate total of 20 years and 9 months. Reva began her first term on the library’s Board of Trustees in October, 1999. Reva leaves a vacancy on the Board. Mayor Dawson will be reviewing applications submitted to fill the vacancy.

November Board Meeting date change: Library will be closed on Monday, November 11 due to Veteran's Day observance. Suggestion was made that the Board meet on Tuesday, November 12th. The Board of Trustees mutually agreed to meet on suggested date.

Other Business: none

Public Comments: Jeffthan Glaster, guest and student of Smith-Cotton High School, asked questions and shared suggestions regarding the library grounds and specific programs.

Motion: Byron Matson moved the meeting be adjourned at 5:26 p.m., seconded by Lakin Janke. All Approved.

The next regular meeting will be Monday, October 14, 2024

Respectfully submitted,
Stephanie Sneed, Recording Secretary