

The Sedalia Public Library Board met in regular session in the Board Room on Monday, August 12, 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, Reva Woodward, Jamie Sparks, Director, and Stephanie Sneed, Recording Secretary

**Absent:** Linda Sundy, Elisabeth Tessone

Billie called for motions to approve the following reports:

**July Minutes: Motion:** Reva Woodward moved the July Minutes be approved as presented; seconded by Byron Matson. All approved.

**June Financial Summary: Motion:** Dana Foster moved the June Financial Summary be approved as presented; seconded by Lakin Janke. All approved.

**July Statistical Report: Motion:** Jackie Marshall moved the statistical report be approved as presented; seconded by Emily Schmidt. All approved.

**Remarks by President:** Billie commented on the nice cooler weather and the much-needed rain.

**Director's Report: Building & Technology: Trees-**The Missouri Arborist Company recently treated two trees on the library lawn. The large Pin Oak tree on the north lawn was treated for an iron deficiency and the Green Ash was injected with an insecticide to treat for Emerald Ash Borer. **AC Unit for west side of building** – Continued issues from this unit not working properly again on July 8<sup>th</sup>. Service technician returned at the end of the day on July 15<sup>th</sup>, hosed down the outside unit and explained that the unit is having a hard time keeping up with the hot and humid weather. Following a repeated incident with the unit on July 26<sup>th</sup>, Jamie consulted with a different HVAC business. Technicians arrived and removed all refrigerant, replaced the filter drier, vacuumed system, and recharged it with correct refrigerant. The unit has been working properly since then. **Roof and Building Inspection** – The roof of the Carnegie Building was inspected on July 24<sup>th</sup> and the building is scheduled to be inspected on August 19<sup>th</sup>. This inspection is to comply with City Ordinance #10139. Jamie will receive results from the inspection once completed. **Faulty Smoke Detector** – A faulty smoke detector in the staff kitchen along with power surges and a tripped circuit breaker prompted visits from the fire department on July 24 and July 31. A new smoke detector was installed on August 5<sup>th</sup>. We are working with Nightwatch Security to make sure our system is working properly and have a walkthrough scheduled on August 14<sup>th</sup>. **Upcoming Library Closure** – The library will be closed for the Labor Day Holiday on September 1<sup>st</sup> and September 2<sup>nd</sup>.

**Continuing Education & Meetings:** Kaylee Daniel, Outreach Librarian, will be attending 'Creative Aging Webinar' and Jamie will be attending webinar on 'Effective Library Boards'.

**Staff Meetings:** A Summer Reading Reflection meeting and staff meetings will be held to plan for Library Card Sign Up Month in September. **Contributing efforts towards Library Goals for August:** Monthly Early Literacy Calendar in Children's Department; new signage installed in Main Stacks and Children's Department; patron survey to obtain feedback on the Summer Reading Program; create Social Media Calendar for August to help the library to stay intentional and focused with our content.

**Collections and Materials:** July Statistical Report – Notes: Compared to July 2023, circulation was 5247 with July 2024 report totaled 6739. An increase of 1492 circulated materials. July 2024 totals also showed an increase of 414 more items over the month of June 2024.

**Programming and Outreach: Summer Reading Program 2024 stats:** Jamie presented a summary sheet of Summer Reading totals for Adult and Children's Programs. Overall, we were pleased with the increase of participation this year with log sheets, program participation, and continued attendance throughout the month of July. **Upcoming Programs: '100 Years of Being a Tiger'** book signing on August 24<sup>th</sup> at 10 a.m.; September's event plans include: 'Pop-up Art Show' and a Bingo Family Night. Children's Department will recess from programs in August to plan programming which will begin in September. There will be a slightly different structure for Preschool Storytime to allow for more engagement and preschool skill focus through extension activities. Monday Night Kids will vary to include multiple age groups. Details can be found in the Children's Department newsletter.

**News and Marketing:** The new MO State Library Youth Services Consultant, Katie Dunne, visited the library on August 22<sup>nd</sup>.

**Committee Reports:** none

**Unfinished Business: Commercial Insurance Update:** Jamie received quotes from three insurance companies for submission to the Board for approval: Assured Partners, Town and Country Insurance, and Preuit Insurance Services. Preuit Insurance Services later withdrew their quote. After review of the remaining quotes, the Board elected to accept the quote from Assured Partners with Chubb Insurance with annual coverage for building, personal property, and risk management for \$35,911.00 annually. **Motion:** Jackie Marshall moved the Board formally accept the bid submitted by Chubb Insurance for \$35,911.00; seconded by Lakin Janke. All approved.

**New Business: Updated Circulation Policy to include Educator Cards:** Jamie submitted a suggested update to the current Circulation Policy which would give opportunity for educators that teach in Pettis County to check out books for classroom use. **Motion:** Byron Matson moved the Board adopt the updated Circulation Policy; seconded by Dana Foster. Motion carried.

**Other Business:** none

**Public Comments:** none

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

**Motion:** Byron Matson moved the meeting be adjourned at 5:25 p.m.; seconded by Lakin Janke.  
All approved.

Respectfully submitted,  
Stephanie Sneed, Recording Secretary