

CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, May 5, 2022 @ 7am in person & via ZOOM
Cape Girardeau Public Library

CALL TO ORDER

President Stacy Lane called the meeting to order at 7:00am.

ATTENDANCE

Present: Amy Trueblood, Jessica Hill, Emily Vines, Stacy Lane, John Voss, Dave Diveley, John McGowan, Rekha Patterson, Red Redinger
Also present: Director Katie Earnhart, Linda Bailiff
Absent: none

MINUTES

The minutes were reviewed. **Jessica made a motion to approve the minutes, seconded by Stacy. Motion passed.**

PUBLIC COMMENTS

None.

PRESIDENT'S REPORT

John V, Dave and Emily's current terms will expire June 30, 2022. Stacy asked if these members of the board would like to be re-appointed for another term. They indicated they would like to serve another term and will fill out another application through the City's website.

Slate of Officers for the upcoming year. John V. will serve another year as Treasurer. Dave will serve another year as Secretary. The board had further discussion about who will be President and Vice-President. A nominating committee was formed, consisting of Stacy, Rekha, Emily, Dave, John V., John M. and Amy. This committee will meet and bring recommendations for President and Vice-President at the next board meeting.

DIRECTOR'S REPORT

1. Staff Update:
 - a. Library Supervisors have instituted quarterly meetings to discuss resources and strategies to increase staff retention and morale.
 - b. A staff social committee has been created to help plan staff events and activities for both during hours and after work socializing.
2. Technology Update:
 - a. The library was recently awarded a \$6,300 Tech Ladder Grant from the State Library. This matching grant will pay for 80% of the cost of an interactive beam projection system in the youth department. The unit has been ordered and will be scheduled for installation in the coming months.
3. 100-year Committee Update:
 - a. A Senate Resolution from Senator Rehder has been received. We hope her schedule changes, but as of right now she is unavailable to present it to us on June 15th.
 - b. T-shirts have been ordered.

- c. We have worked with the City to have a proclamation honoring our anniversary, to include an announcement in utility bills, and to rent equipment for the Open House.
 - d. Catering has been ordered and invitations will be mailed soon.
4. Building Update:
- a. The tall, motorized blinds at the end of the River were repaired. The service company from St. Louis was called in to look at them. Repairs were made, but we should plan to replace the units in the next 10 years.
5. Misc Update:
- a. The library received a wonderful donation from a Mr. Gerald Fortner. Mr. Fortner is a local woodworker and enjoys making scale models of buildings. He chose the library for his latest project. He surprised us by bring it by a few weeks ago. We plan to unveil it to the public at our June 15th Open House, as well as recognize Mr. Fortner for his generosity.

**BUILDING &
 GROUNDS
 COMMITTEE**

None.

**BYLAWS &
 POLICY
 COMMITTEE**

John M. is traveling and asked Katie to make the report. As part of the Personnel Manual, the board reviewed a draft of the “Separation from Service” policy. **John V. made a motion to accept the draft policies, seconded by Jessica. Motion passed.** The board reviewed the “Personnel Records” policy and accepted without changes. As part of the Library Policies, the “Solicitation” draft policy was submitted to the board. **After review, John M. made a motion to accept the draft policy, seconded by Amy. John V. abstained from the vote. Motion passed.** The “Author Visit”, “Code of Ethics” and the Proxy Form were all accepted without changes.

**BUDGET &
 PERSONNEL
 COMMITTEE**

The committee met and discussed employee “perks”, such as forming a social committee to create after hours fun for the employees, discounted snacks, library branded clothing and mental health services. Also talked about a collection analysis tool, new website and personnel costs. There will be a “first look” at the new budget at the May 24th meeting at noon.

**PUBLIC
 RELATIONS**

Emily reported that the 100-year committee have met and finalized the designs for T-shirts, invitations, and catering. Katie will make a presentation at the Chamber’s first Friday coffee event on May 6th.

**STRATEGIC
 PLANNING
 COMMITTEE**

None.

**UNFINISHED
 BUSINESS**

None.

NEW BUSINESS None.

**FRIENDS
FOUNDATION** The next Friends meeting will be May 24th at 4pm. Dave will attend.

ADJOURNMENT Meeting adjourned at 7:55 am.

NEXT MEETING Thursday, June 30, 2022 via ZOOM and in person at 7am

Recorder: Linda Bailiff