

CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, June 24, 2021 @ 7am  
Cape Girardeau Public Library

**ATTENDANCE** Present: Amy Trueblood, John McGowan, Red Redinger, Emily Vines, Stacy Lane, John Voss, Cindy Heischmidt, Dave Diveley, Rekha Patterson  
Also present: Director Katie Earnhart, Linda Bailiff  
President Stacy Lane called the meeting to order at 7am.

**MINUTES** The minutes were reviewed. **Dave moved to approve the minutes, seconded by Red. Motion passed.**

**BILLS**  
The bills were reviewed and discussed.

**PRESIDENT'S REPORT** Stacy, John V. and Katie attended the City Council Meeting where Stacy presented a report about the library, library board, etc.

2021/2022 Slate of Officers  
President: Stacy Dohogne Lane  
Vice President: Amy Trueblood  
Secretary: David Diveley  
Treasurer: John Voss

**John M. made a motion to accept the slate of officers, seconded by Red. Motion passed.**

Stacy called for a special meeting to vote on the Parental Leave Policy. It was decided to call the meeting on 6/25 @ 2:15pm via ZOOM.

**DIRECTOR'S REPORT**  
**KATIE HILL**  
While reviewing the upcoming board calendar the new federal holiday, "Juneteenth" (6/19) was discussed. The board is unsure if this should be a paid holiday and close the library, or to recognize this day in other ways. The Bylaws and Policy committee will convene and make a recommendation to the board. After discussing possible Board Retreat times/dates, **John M. made a motion to approve as presented with the exception to remove the October 7, 2022 Retreat from the calendar and add a 7am regular board meeting that day. Cindy seconded the motion. Motion passed.** Katie will send out a Doodle calendar to identify a date for the Board Retreat.

1. The Community WiFi Project:
  - a. The ribbon cutting was held on June 9<sup>th</sup> at Arena Park.
2. COVID restrictions lifted:
  - a. All COVID restrictions have been lifted as of now. Staff as well as patrons are now allowed to be in the library without a mask if they are vaccinated. Most staff still choose to wear a mask, especially those that work with the public.

- b. Programs for SRP will be held mostly virtual since they were planned earlier this spring and grant funded as a virtual format. All programs will resume in-person after the completion of SRP. We will continue some virtual offerings in the fall due to their popularity.
  - c. We had two staff members in May-June that had COVID exposure situations. They were required by doctors to quarantine.
3. Staff Update:
- a. We received a resignation for Sarah Vohsen in Adult Services. She has accepted a fulltime job at another business in town. Her last day will be June 25<sup>th</sup>.
  - b. We also will say goodbye to User Services staff member Cody Paulsen at the end of July. He recently graduated from SEMO with an education degree and will be moving for other employment opportunities in the Education field.
  - c. We have begun the hiring process for these two openings.
  - d. Our Tech Coordinator's role at the library will change. Barrett will be moving to Arkansas in late July. We have developed a plan, thanks to the remote-work experience we gained from the pandemic, that will have him splitting his time with remote work and in-library work. This, of course, is a trial situation. We will re-evaluate the situation later in the year to determine if the library's needs are being met by this plan.
4. 100-year Anniversary
- a. I would like to create an ad hoc committee comprised of board members, friends foundation board members, and library staff to plan for the library's 100 year anniversary. The library began operation on 4/1/1922. We would like to have a year-long celebration. Board members suggested to also invite any board of trustees applicants or past board members to help.
5. Budget Notes
- a. The proposed draft of the 2021/2022 budget has been approved by the Budget & Personnel committee at their 6/16 meeting.
  - b. Revenue: You will note that we included an anticipated tax revenue growth of 2% but with modifications to other revenue lines we are only anticipating an overall 1.4% increase from the current year.
  - c. Expenses: Overall, the budget has a 1.46% increase from the current year. The majority of this increase is coming from

the automatic increase of our Debt Payment (\$18,350 increase or 2.62%). We have a slight increase in materials expenses (we anticipate higher A&E revenue which can only be used on collections). And we dropped our operations line by 1.4%. Finally, our Payroll line is seeing an overall increase by 1.29%. This line includes a 5.39% increase in part time wages (due to minimum wage increases), a 1.57% increase for full time wages (for indirect minimum wage increases), and an anticipated 5.4% increase in health insurance costs. All other expenses associated with payroll, including the proposed elimination of Sunday overtime, result in a 13% decrease. Again, with minimum wage increases, health insurance costs, and the elimination of Sunday overtime we see a net increase in the payroll line of 1.29%. The proposed payroll line does not include any other wage increases for the budget year.

**BUDGET  
COMMITTEE**

The 2021/2022 draft budget was reviewed. **John M made a motion to accept the budget, seconded by Red. Motion passed.**

**FRIENDS**

The next Friends meeting is scheduled for Tuesday, August 17th at 4:30pm at the library. Amy or John M will attend.

**NEXT MEETING**

The next board meeting will be August 5, 2021 @ 7am at the library.

**ADJOURNMENT**

**John M made a motion to adjourn at 7:53am, seconded by Stacy. Meeting adjourned.**

Recorder: Linda Bailiff