

CAPE GIRARDEAU PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, June 30, 2022 @ 7am
Cape Girardeau Public Library

**CALL TO
ORDER**

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

ATTENDANCE

Present: Amy Trueblood, Jessica Hill, Stacy Lane, John Voss, Dave Diveley,
John McGowan, Rekha Patterson, Red Redinger
Also present: Director Katie Earnhart, Linda Bailiff
Excused Absence (special meeting): Crystal Cerny

MINUTES

The minutes were reviewed. **John V. made a motion to approve the minutes, seconded by Amy. Motion passed.**

**PUBLIC
COMMENTS**

None.

**PRESIDENT'S
REPORT**

Slate of Officers for the upcoming year.

President: John McGown

Vice President: Eric Redinger

Treasurer: John Voss

Secretary: David Diveley

Amy made a motion to approve the 2022-2023 Slate of Officers, seconded by Rekha. Motion passed.

The 2022-2023 Board calendar was presented for review. **John V. made a motion to approve the calendar, seconded by Jessica. Motion passed.**

**DIRECTOR'S
REPORT**

1. Staff Update:
 - a. Ethan Dall has resigned from the AS department. He was recruited by a tech company for a fulltime job. His replacement has been hired. Sophie Gitlin will start in that position on June 29th.
2. Technology Update:
 - a. The interactive projector was installed on June 13th in the YS department.
 - b. The library received a grant for \$4,000. The grant money will be used to purchase STEM kits for circulation.
3. 100-year Committee Update:
 - a. The 100-year Open House was a huge success. Robin Westphal, state librarian, Stacy Kinder, Cape mayor, and Stacy Lane, board president all made remarks. We had media coverage from two TV stations and KRCU. Our door count numbers show that over 350 people were in attendance for the event.
4. Building Update:

- a. Professional window washers were hired in preparation for the 100-year Open House. They washed the exterior and the interiors of the tall windows. They also power washed the side walks and the exterior of the building.
 - b. A few landscaping improvements were also made in early June to remove dead plants/trees.
 - c. The parking lot lines were restriped in early June.
5. Misc Update:
- a. The library hosted two smaller groups of Missouri library directors on June 1st and June 3rd. There were 63 library directors from the state in town for the June MPLD meeting that was held at the Drury Plaza Conference Center. The conference was held on Thursday and Friday morning with smaller groups meeting at the library for breakout sessions and tours of our facility.
 - i. My year-long term as President of MPLD officially began at the conclusion of the June MPLD meeting.

April & May Director Activities:

- April 4th: KVVSToo Interview
- April 5th: KRCU Coffee—library presentation
- April 12th: PEO Chapter LY—library presentation
- April 13th: MO Public Library Standards Committee Meeting
- April 18th: PEO Chapter JN—library presentation
- April 19th: Radio Interview with Faune Riggins
- April 20th: Chamber Government & Public Policy Committee Meeting
- April 27th: MO Public Library Standards Committee Meeting
- May 3rd: Public Library Forum via the State Library.
- May 6th: First Friday Coffee Presentation
- May 11th: Lions Club—library presentation
- May 13th: 3D meeting in Caruthersville
- May 17-20th: Leadership MO in St. Louis

**BUILDING &
GROUNDS
COMMITTEE**

None. Planning to meet in July.

**BYLAWS &
POLICY
COMMITTEE**

Personnel Manual:

Misc. policies – grammatical and clarifying changes as well as the addition of a sentence about meal breaks. **John M. made a motion to accept these policies, seconded by Amy. Motion passed.**

Performance, grievances, and remedial – no changes recommended. **Jessica made a motion to accept this policy, seconded by John V. Motion passed.**

Library Policies:

Volunteer Policy – grammatical changes and amending section about volunteers driving personal vehicles. **John M. made a motion to accept this policy, seconded by Red. Motion passed.**

Meeting Room Policy- grammatical changes and removal of reference to how far in advance rooms can be booked. **John M. made a motion to accept this policy, seconded by Amy. Motion passed.**

Digital Video Surveillance Policy- grammatical changes and amending length of time recordings are stored. **John M. made a motion to accept this policy, seconded by Jessica. Motion passed.**

Board Bylaws:

Open Meeting Policy- grammatical and typographic error correction. **John M. made a motion to accept this policy, seconded by Amy. Motion passed.**

**BUDGET &
PERSONNEL
COMMITTEE**

John V. and the board thanked Katie for her work in putting together the new budget. John V. presented the draft budget to the board. **John V. made a motion to accept the proposed budget for fiscal year 2022-2023. John M. seconded the motion. Motion passed.**

With the creation of the Capital Improvement fund money now needs to be transferred in the account from our General Fund. Katie calculated how much of our reserves should be transferred. This equals roughly \$320,000.00. **John V. made a motion to move \$320,000 from general revenue to the capital improvement fund. John M. seconded the motion. Motion passed.**

**PUBLIC
RELATIONS**

The 100-year celebration was a great success. The library will continue to offer programming related to the centennial. The celebration will be archived for future generations.

**STRATEGIC
PLANNING
COMMITTEE**

None.

**UNFINISHED
BUSINESS**

None.

NEW BUSINESS

None.

**FRIENDS
FOUNDATION**

The next Friends meeting will be Tuesday, July 19th at 4pm. Red and Stacy will attend.

ADJOURNMENT

Meeting adjourned at 7:45 am.

NEXT MEETING

Thursday, August 4, 2022 via ZOOM and in person at 7am

Recorder: Linda Bailiff