

The Sedalia Public Library Board met in regular session in the Board Room on April 10, 2023. The Board did not meet for regular session in March. Billie Dunn, President, called the meeting to order at 5:00 p.m.

Present: Alice Clopton, Billie Dunn, Dana Foster, Emily Schmidt, Linda Sundy, Elisabeth Tessone, Reva Woodward, Jamie Sparks, Director, and Stephanie Sneed, Recording Secretary

Absent: Jackie Marshall, Byron Matson

Billie Dunn called for a motion to approve the February Minutes, February and March Statistical Report, and the January and February Financial Summary.

Motion: Elisabeth Tessone moved that the February Minutes, February and March Statistical Report, and the January and February Financial Summary be approved as presented. Seconded by Alice Clopton. All approved.

President's Remarks: Billie Dunn hoped everyone had a Happy Easter. Billie also expressed her appreciation to Elisabeth Tessone for her time and work as Chairman of the Long Range Planning Committee.

Director's Report: Building and Technology: The library lawn had significant wind damage from fallen limbs of some of the trees resulting in one of them falling into the staff park lot. Thankfully, the library was closed at that time. Tim's Tree Service promptly scheduled us for removal of three trees which were damaged and posed a potential safety risk. S & T Landscaping will follow with filling the holes and planting new grass in those areas.

The library will be closed on Good Friday, April 7th and on Easter Sunday, April 9th.

One of the goals for this fiscal year is to complete a full inventory of the library's collection and materials. A library laptop and scanner has been ordered as a needed tool to initiate and complete this task.

Shortly after the elevator was inspected and received state certification, it suddenly stopped working on April 4th. It was serviced on April 5th and a part has been ordered. The elevator is temporarily out of service, but should be in full operation by April 12th.

The library received a new projector which was donated by Walgreens. We now have computer access which can be used by the community and for other library programs in the Queen City Room.

Staff and Volunteers: Our new Children's Librarian is Samantha Setzer. Samantha's first day was April 3rd. Her bio is available in the April newsletter. She will be training the month of April and slowly transitioning into taking on all aspects of her new role.

Patty Long's last day is April 20th. She has agreed to assist with the Summer Reading Program and will stay on as a library sub.

Valorie Reynolds, one of our weekend clerks, resigned and her last day was March 18th. Richard Jackson has agreed to take over Valorie's shift.

Continuing Education and Meetings: Annual staff reviews were completed on February 23rd. Jamie met with library staff individually to review updated job descriptions and discuss goals for the new fiscal year. Library staff also participated in Anti-harassment and a Distracted Driving training on March 29th hosted by the City's Human Resource Director.

Jamie attends online monthly meetings with the Missouri Directors and the State Library which is the first Tuesday of each month.

Summer Reading Program Team met on April 6th to discuss details of the upcoming event. Samantha Setzer and Sarah Harper are both participating in various training opportunities for the Summer Reading Program. A full staff meeting will be held in the near future before Summer Reading begins.

Collections and Materials: There was a slight overall decline of circulation during the month of February, 2023, but picked up again in March, 2023. Book displays in the library for the month of April are featuring Autism Awareness, National Poetry Month, and Spring.

Programming and Outreach: The "I Love My Library" February event included a fine forgiveness event. A total of 264 visiting patrons had fines waived from their library accounts. The Winter Reading Program activities included reading logs of which 245 logs went out to participating patrons of which 87 logs were completed and returned for drawings for prizes.

Our Spring Book Sale was a success with total proceeds of \$668.45. Leftover large print books were donated to the "Free Matter for the Blind" through the Missouri State Library and the remainder of books were donated to Josey's Book Store inside the Lamy's Building.

Upcoming April Events include Adult Mini Book Club and National Public Library Week. Smith-Cotton Student Library Advisory Committee will be promoting the library at school and will hold a student library card sign-up event on April 19th from 4-6 P.M. April 25th is National Library Workers Day. Sedalia Public Library will also be attending the SSD #200 Resource Fair on April 11th.

Other: New Services: Notary Services - Starting April 1st, Sarah Harper will be providing a notary service for patrons and the community. **Book Match (Reader's Advisory):** Started April 1st with Ashley Beck. The monthly library article in the *Sedalia Democrat* featured this new service. Information on using Book Match is also provided on the library's website.

Policy Development: Collection Development Policy and Reconsideration of Materials Form: This is on hold for now, as we wait for the direction from the Missouri State Library. The

Missouri State Library is providing the latest updates and news on the status of State Funding. There is a link available through the MLA for contacting your State Senators and Representatives.

Committee Reports: Long Term Planning Committee: Elisabeth Tessone, Chairperson reported the committee met on February 13th and has finalized the Board Survey for Goal Setting. Surveys were included in Board Packets. All Board Members are asked to complete and submit by next regular monthly meeting on May 8th.

Old Business: none

New Business: Nominating Committee- Slate of Officers for FY23-24. Nominations will be presented for vote at next monthly meeting on May 8th.

Policy Approval – Patron Behavior/Conduct: Updated policy on patron behavior and conduct was proposed to the Board for approval.

Motion: Reva Woodward moved to approve the proposed updates on Patron Behavior/Conduct Policy; seconded by Emily Schmidt. All approved.

Other Business: Jamie shared April 23-29 is Library Workers' Week. The Board plans to acknowledge the library staff with a gift card and a note of appreciation.

Public Comments: none

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

Motion: Alice Clopton moved the meeting be adjourned at 5:40 p.m., seconded by Linda Sundy. All Approved.

The next regular meeting will be Monday, May 8th at 5:00 p.m. in the Board Room.

Respectfully submitted,
Stephanie Sneed, Recording Secretary