

Minutes

August 14, 2023

The Sedalia Public Library Board met in regular session on August 14, 2023 in the Community Room. Billie Dunn, President, called the meeting to order at 5:00 p.m.

Present: Billie Dunn, Dana Foster, Lankin Janke, Jackie Marshall, Byron Matson, Emily Schmidt, Elisabeth Tessone, Reva Woodward, Jamie Sparks, Director, and Stephanie Sneed, Recording Secretary **Absent:** Linda Sundy

Billie Dunn called for a motion to amend the agenda to include review and approval of the July 2023 Financial Summary. **Motion:** Byron Matson moved to amend the agenda to add the July Financial Summary; seconded by Elisabeth Tessone. All approved.

Motion: Jackie Marshall moved that the May, June, and July Financial Summaries; the July Statistical Report; the July Minutes all be approved as presented. Seconded by Lakin Janke. All approved.

President's Remarks: Billie expressed appreciation to the library for the outstanding Summer Reading Program, as well as the 'Birthday Bash' having a total of 30 gift bags for Open Door.

Director's Report: Staff & Volunteers: Kristen Whisnant is our new Saturday library clerk. Kristen is experienced working in school libraries and will be a great addition to our staff. Mackenzie Vigil was a student volunteering during July for a couple hours each week from the SCJH National Jr. Honor Society. Mackenzie assisted with shelving books and organizing Large Print, Fiction, & Children's Department.

Judy Poole, Technical Services Librarian, recently celebrated 35 years with Sedalia Public Library. We congratulate her and appreciate her dedication to the library.

Continuing Education & Meetings: Jamie will be attending the MLA Conference in Columbia, MO in October.

Programming and Outreach: Jamie gave a summary of the Summer Reading programs. The program attendance increased over last year's attendance as there were many popular presenters. Jamie shared a slideshow presentation featuring the many programs offered.

Excel Adult High School Update: Jamie and Sarah interviewed three qualifying candidates for the scholarship. Two of those candidates have been offered and accepted the scholarship. One is currently working on completing the program and one has decided not complete the program. The library will be offering the second scholarship to someone else.

News & Marketing: The Library Birthday Bash was featured in the Sedalia Democrat on August 1st. The Community Surveys are still coming in and the library has received 180 responses thus far. The deadline for the surveys is August 31st.

Other: ALA with State of Missouri: The Secretary of State has decided to stop supporting ALA, so we will no longer have a state subscription to this organization. This means the library

will lose access to the eLearning with United for Libraries, which also includes the professional development programs for the Board.

Throughout the month of September, we will observe National Library Card Sign Up Month. Activities are being planned for this event including Outreach to the Farmer's Market, First Thursday event downtown, and possibly an Open House here at the library. Additional events will include incentives for patron visits with giveaways, as well as fee waivers for non-residents (first time card holders only).

Minor Library Card Updates: We continue to work through updating the minor cards that do not have the updated form signed yet and how to contact families. Deadline to complete this project is October 1st.

Committee Reports: none

Old Business: none

New Business: Budget Amendment/ Replacement Cost for 2012 R2 Server: Jamie was notified by Lamm Technical Resources regarding the library's current server noting that the server will soon be reaching the end of life in October. Lamm Tech submitted a proposal with a quote to Jamie for presentation to the Board for approval. Since Jamie was not aware of this upcoming replacement need during budget planning for FY 23-24, Jamie also presented a proposed budget amendment to include the costs of the project. **Motion:** Byron Matson moved the Board approve the amended budget request to FY23-24 and proposal by Lamm Tech to replace the current server; seconded by Emily Schmidt. All approved.

Policy Update: Anti-Discrimination & Anti-Harassment Policy: This updated policy was presented to the board for approval. **Motion:** Lakin Janke moved the Anti-Discrimination & Anti-Harassment Policy be approved as written; seconded by Reva Woodward. All approved.

Library Standards Reviews – Sections 1 & 2: Jamie has scheduled meetings with library staff to review standards the state committee has formulated to assist with the growth and development of public libraries. This will be an ongoing process as our library will continue to set goals to optimize services to the community. Jamie presented a summary of Section 1: Administration and Governance and Section 2: Finances.

Short Takes Video: What It Means to Run and Effective Board Meeting. The library board viewed video sponsored by ALA.

Other Business: none

Public Comments: none

Motion: Byron Matson moved the meeting be adjourned at 5:48 p.m., seconded by Jackie Marshall. All Approved.

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The next regular meeting will be Monday, September 11, 2023 at 5:00 p.m.

Respectfully submitted,
Stephanie Sneed, Recording Secretary