

The Sedalia Public Library Board met in regular session in the Community Meeting Room on January 9, 2023. Billie Dunn, President, called the meeting to order at 5:00 p.m.

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

Absent: Alice Clopton, Byron Matson

Guest: Sarah Harper, Outreach and Adult Services Librarian

Presentation: Jamie introduced Sarah Harper to the Board. Sarah gave a summary of the Outreach Service and Adult Programs of the library. The Outreach Services consists of book deliveries to patrons in assisted living, as well as private residences. Sarah discussed the interview process of potential outreach patrons which aids her in providing materials for their specific needs and interest. The Adult Programs which are held monthly at the library include two Book Clubs, Craft Meet-up, and Chair Yoga. Upcoming program events include 'Realistic, Sustainable, and Healthy New Year's Resolutions' and a popular cookie decorating class as well as a Winter Reading Program for all ages. Sarah concluded her presentation to the Board with informative illustrations of the services the library provides to adult patrons and the community. Sarah is also in the process of obtaining her notary public license as an additional service the library can offer.

Approval of December Minutes, Statistical Report, and November Financial Summary.

Motion: Jackie Marshall moved that the December Minutes, Statistical Report, and November Financial Summary be approved as presented; seconded by Reva Woodward. All approved.

President's Remarks: Billie Dunn remarked that it was nice to see everyone in 2023.

Director's Report: Building and Technology: The library building passed Fire Inspection on January 4th. Future January inspections will include an annual elevator inspection and fire alarm control panel. The boiler was successfully started for the winter season.

The library was closed on December 22nd due to extreme cold temperatures. The library was also closed on January 1st and 2nd for the New Year's holiday and will be closed on January 16th for Martin Luther King, Jr. Day.

Staff and Volunteers: The Children's Librarian position will be posted again in February. The ad will run for two weeks.

Continuing Education and Meetings: Missouri State Library, Dr. Diana Very, Library Administration and Management Consultant, met with Jamie on December 21st. Dr. Very summarized the New Director's notebook with Jamie and discussed setting goals for the library.

Collections and Materials: Jamie discussed year end comparisons on the December Statistical Report. Overall circulation increased by 1899 (2021 to 2022). Jamie also noted there was increased usage of Hoopla, ILL, Magazines, and Tumblebooks. Decreased usage was noted in the large print collection, juvenile collection, and hotspots.

Programming and Outreach: Adult Services: Program attendance was consistent throughout the month of December. The Christmas Card Event had 40 participants. In addition to the regular monthly services, a future program titled, “Realistic, Sustainable, and Healthy New Year Resolutions” will be presented on January 14th.

Youth Services: The visit with Santa Claus was well attended. Families were very appreciative that the library held the event. Monday Kids Night and Preschool Storytime continue to have good attendance. Library services to Sacred Heart students Kindergarten through 3rd Grade continue with monthly visits servicing an average of 40 to 60 children each month.

February Event: Sedalia Public Library will once again observe ‘National Library Lover’s Month’ with special events including the “Winter Reading Program” and “Fine Forgiveness” for patrons using the library throughout the month.

News and Marketing: Jamie circulated a brochure to the Board which she created that provides a self-guided tour of our beautiful Carnegie building for patrons and visitors to use while visiting the library. The brochures will be available at the front lobby circulation desk.

A recent compliment by a patron at the Santa Claus event, “I’m so glad you promote the importance of literacy to children and families”.

The library will continue with the ‘*Sedalia Democrat*’ monthly column in 2023. Jamie was also a recent guest on a “Let’s Talk Sedalia” interview.

Other: Missouri State Library: Jamie mentioned a recent article of interest pertaining to the proposed rule from the Secretary of State, John Ashcroft. The article discusses Ashcroft’s disappointment on responses by public libraries on the proposed ruling.

Committee Reports: none

Old Business: none

New Business: Website Update: The new website for Sedalia Public Library launched on Wednesday, January 4th. Jamie presented an overview of the website providing its new added features as well as demonstrating the ease of navigation and tools added to enhance services to patrons and the community.

The 2022 publication of ‘**Missouri Public Library Standards**’ was distributed to each member of the Board.

Policy Approval: Food and Drink Policy: Two options were presented to the Board regarding the policy of food and drinks in the library. Option 1: The current policy, allows no food or drink in the library, with the exception of light refreshments in the meeting rooms and library programs. Option 2: Food is not permitted, but drinks are permitted except in areas near computers and other electronic equipment. All drinks must be covered and disposed of properly. Light refreshments may be served by a group or organization using the library meeting rooms. Exceptions are made for Library programs.

Discussion ensued on the two options proposed.

Motion: Elisabeth Tessone moved the Board adopt Option 2, permitting covered drinks in the library with the restrictions proposed; seconded by Dana Foster. Motion passed.

Interlibrary Loan Policy: A proposed Interlibrary Loan Policy was presented to the Board to provide clarity on the guidelines for the service. The guidelines were already in place, but formal adoption by the Board was needed.

Motion: Jackie Marshall moved that the Board adopt the Interlibrary Loan Policy as proposed; seconded by Linda Sundy. All approved.

Other Business: Reminders: Long Term Planning Committee: Meeting on Monday, January 23rd at 5:00 p.m.

Budget Committee Meeting: Budget Committee will meet Monday, February 6th at 5:00 p.m. for approval of proposed budget for FY23-24.

Public Comments: none

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

Motion: Emily Schmidt moved the meeting be adjourned at 6:07 p.m., seconded by Jackie Marshall. All Approved.

The next regular meeting will be Monday, February 13th at 5:00 p.m. in the Board Room.

Respectfully submitted,
Stephanie Sneed, Recording Secretary