

The Sedalia Public Library Board met in regular session on Monday, January 13, 2025 in the Board Room. Billie Dunn, President, called the meeting to order at 5:03 p.m.

Present: Tessa Childers, Billie Dunn, Dana Foster, Lakin Janke, Byron Matson, Emily Schmidt, Linda Sundy, Elisabeth Tessone, Jamie Sparks, Director, and Stephanie Sneed, Recording Secretary

Absent: Jackie Marshall

Billie called for motions to approve the following reports:

November Minutes: Motion: Dana Foster moved the November Minutes be approved as presented; seconded by Lakin Janke. All approved. There was no meeting in December.

October and November Financial Summaries: Motion: Byron Matson moved the October and November Financial Summaries be approved as presented; seconded by Tessa Childers. All approved.

November and December Statistical Reports: Motion: Linda Sundy moved the November and December Statistical Reports be approved as presented; seconded by Elisabeth Tessone. All approved.

President's Remarks: Billie expressed how glad she was to see everyone survived the "Snowmageddon", and hoped all had a Merry Christmas and a Happy New Year.

Director's Report: Building & Technology: The LED light project was completed in December, 2024 and the rebate check from Evergy for \$1,626.00 was received. New public computer monitors were installed on December 17th, as well as new card catalog terminals on December 20th. The library website will be using a new software application, Library Aware beginning January 1st. Nightwatch Security performed the annual fire alarm inspection on December 16th.

The library was closed for holidays on December 24, 25 and January 1, as well as closed on the following days for inclement weather; January 5, 6, and 10.

There were ongoing issues with the HVAC unit on the west side of the building. New motor was ordered and installed. During the installation of the new motor, the frequency drive on the system went out and had to be replaced. It was also discovered that the thermostat had been set to "gas" instead of "electric" since the installation in 2021. This was adjusted and the unit appears to be working properly. The frequency drive for the east HVAC unit will also need to be replaced and has been ordered. The Rooftop Gas Unit is also being used for the first time and after minor adjustments made by the installer, it appears to be working properly.

The non-fiction section of the library now has a reading area with two new chairs and the front lobby has a new brochure display.

Minutes

January 13, 2025

Staff & Volunteers: The library staff enjoyed a holiday dinner on December 19th. Elizabeth (Betsy) Lewis has resigned as substitute library clerk effective December 17th.

Continuing Education & Meetings: Continuing Education: Jamie attended the MPLD Conference in Columbia on December 5th & 6th; Partnerships & Building Relationships: How, Why, What (Niche Academy) 12-4-24; Workplace Communications (Amigos) 12- 11- 24.

Kaylee Daniel and Kristen Whisnant attended the Summer Reading Workshop in Columbia on November 20th, as well as other training webinars including CREW Weeding Method, CSLPreads, and Baker & Taylor Summer Reading.

Collection and Materials: Statistical Report Notes: The statistical reports continue to reflect increases in circulation totals compared to reports in 2023 with a significant increase in December 2024 of 5131 materials compared to December 2023 of 3127 circulated materials.

Programming and Outreach: Program totals for Adult Services and Children during November had a total of 177 participants and December had 251 participants. **Adult Services and Children's Upcoming Programs:** New Monday evening programs in the Children's Department include Lego Club, Bookworms, and an evening Preschool Storytime. Adult Services will be offering a Budget 101 Class: January 28th along with the regular monthly programs of Book Clubs, Chess Club, and the Create & Connect Class.

News & Marketing: Kaylee sent letters to 24 local businesses regarding the Excel Adult High School Programs. We received donations from Starline and Nucor Steel for scholarship funding.

Other: The Public Library Survey was accepted by the State Library on November 26th. The Athlete and Entertainer's Fund Report for FY24 was submitted to the State Library and accepted on January 6th.

Committee Reports: Budget Committee members will meet tentatively on Monday, February 3rd. Long Range Planning Committee will meet tentatively on Monday, February 24th.

Old Business: none

New Business: Update ILL Policy: Jamie proposed a change to the current ILL policy on the number of check out items allowed. The amended policy will allow patrons to request two circulated materials instead of four circulated materials.

Motion: Byron Matson moved the Board adopt the amended ILL Policy; seconded by Tessa Childers. All approved.

Other Business: none

Public Comments: none

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

Motion: Elisabeth Tessone moved the meeting be adjourned at 5:29 p.m.; seconded by Byron Matson. All approved.

The next regular meeting will be Monday, February 10, 2025 at 5pm.

Respectfully submitted,
Stephanie Sneed, Recording Secretary