

The Sedalia Public Library Board met in regular session on May 9, 2022. Billie Dunn, President, called the meeting to order at 5:04 p.m.

Present: Billie Dunn, Mitch Callis, Alice Clopton, Jackie Marshall, Byron Matson, Linda Sundy, Reva Woodward, Jamie Sparks, Director, and Stephanie Sneed, Recording Secretary

Absent: Norman Bell, Chris Paszkiewicz

Motion: Mitch Callis moved that April Minutes, April Statistical Report, and March preliminary financial statement be approved as presented; seconded by Byron Matson. All approved. The April Financial Report was not yet available from the City.

President's Remarks: none

Director's Report: Jamie distributed a spreadsheet to the Board summarizing participation of Adults and Children's programs throughout the month of April. The report showed overall community participation was very good and we look forward to upcoming events.

Upcoming Events for May: **Adult Programs:** will include Book Club on May 9th and 10th; Downton Abbey event – May 21st. **Children's Programs:** Kids Build Class-May 14th; Preschool Storytimes each Thursday at 9:30 a.m. The Library will be closed in observance of the Memorial Day Holiday on Sunday, May 29th and Monday, May 30th. Summer Reading is just around the corner for both Adults and Children beginning June 6th.

Around the Building: On April 29th, an issue developed with a large chunk of concrete (sinkhole) in the alley by the book drop had fallen and opened a large hole. Fortunately, it missed a gas line and network cable. The City placed a steel plate over it on May 2nd as a temporary measure to open the alley way back up, so the book drop is now accessible. Jamie will follow up with the City on when they can schedule permanent repair to the area.

Jamie reported a new relay switch will need to be installed on the HVAC system for the Mezzanine. The item has been ordered and will be installed once it has arrived.

We are proceeding with the LED light project through Medallion Electric and the lights have been ordered. Jamie contacted Doug Roberts, the City's Building Maintenance Supervisor as requested by the Board. Jamie visited with Doug regarding the project and they set a date for Doug to visit the library and assess the LED light project. Doug did not show up for the meeting.

The Sedalia Public Library's monthly newsletter has 78 people registered.

A student from Smith-Cotton High's FIT Internship Program, MacKenzie Engles, interned at the Library for two days. MacKenzie is interested in a career in the library field and spent time with each staff member learning about their job tasks and assisted with those tasks.

We continue to make lots of progress in the non-fiction area downstairs. We are currently moving the non-fiction area toward the south end of the building. Uncirculated books in the Children's area are also being purged so that the books aren't so full. Labeling shelves will also make books easier to find. Decorating and preparing for the Summer Reading Program is also underway.

Staff: We had a great staff meeting on May 2nd. It was a time for part-time and full-time staff to get together to review policies and day to day operations. Jamie plans to hold staff meetings every four months. The Summer Reading staff will be meeting again at the end of May to finalize plans.

Committee Reports: Newspaper Room Committee: Billie Dunn and Byron Matson reported the committee has successfully weeded many items. Some of the local organizations which have boxes of historical memorabilia stored in the newspaper room will send a representative to pick up those items. The Committee feels they have cleared what they can and have made great improvement. Their time and effort is greatly appreciated.

Personnel Committee: Billie Dunn spoke on behalf of the Personnel Committee. The committee met on Monday, April 25th.

Old Business: Amended Salary Schedule FY2022-23. Billie Dunn gave recommendation that the Board adopt the new salary schedule with COLA increase as proposed effective April 1, 2022- March 31st, 2023 and amended budget for FY2022-2023.

Motion: Jackie Marshall moved that the Board adopt the new COLA Salary Schedule effective April 1, 2022- March 31, 2023; seconded by Reva Woodward. Motion carried.

Motion: Byron Matson moved that the Board adopt the amended budget for FY2022-23; seconded by Jackie Marshall. Motion carried.

New Business: Public Comments Policy: Discussion ensued regarding addressing questions from guests during open monthly meetings. Jamie will research and write a policy for the Board to review.

Service Animal Policy: Jamie presented an updated policy proposal with regards to service animals in the library. The policy covers an introduction of the American Disabilities Act (ADA), along with specifics on what is lawful for a staff member to ask regarding a service animal. This policy will be a guide for staff to confidently know that their acknowledgement and addressing any questions about the animal follows the ADA.

Motion: Linda Sundy moved the Board adopt the proposed Service Animal Policy; seconded by Jackie Marshall. All approved.

New Board Member Suggestions: Jamie presented a recommendation to the Board and the Mayor in a formal letter. The person contacted by Jamie is an active patron of the library and participates in library programs, which would be a great asset to the Board. Discussion ensued.

Motion: Jackie Marshall moved the Board accept the new member recommendation and present to the Mayor; seconded by Alice Clopton. Motion carried.

Other Business: Other business items were introduced, but will need to be placed on agenda for further discussion.

Motion: Alice Clopton moved the meeting be adjourned at 6:08 p.m., seconded by Reva Woodward. All Approved.

The next regular meeting will be Monday, June 13, 2022 at 5:00 p.m. in the Board Room.

Respectfully submitted,
Stephanie Sneed, Recording Secretary