

Minutes

November 12, 2024

The Sedalia Public Library Board met on Tuesday, November 12, 2024 in the Board Room. Billie Dunn, President, called the meeting to order at 5:00 p.m. The November regular session meeting was rescheduled in observance of Veteran's Day on Monday, November 11th.

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

Absent: Jackie Marshall, Emily Schmidt

Billie asked for a motion to add an item under New Business to the agenda, LED Lighting Project.

Motion: Byron Matson moved the agenda be amended under New Business to add the LED Lighting Project; seconded by Linda Sundy. All approved.

Billie called for motions to approve the following reports:

October Minutes: Motion: Byron Matson moved the October Minutes be approved as corrected; seconded by Lakin Janke. All approved.

September Financial Summary: Motion: Lakin Janke moved the September Financial Summary be approved as presented; seconded by Tessa Childers. All approved.

October Statistical Report: Motion: Byron Matson moved the October Statistical Report be approved as presented; seconded by Elisabeth Tessone. All approved.

President's Remarks: None

Director's Report: Building & Technology: Heating on the West Unit: Jamie reported the HVAC system on the west unit continues to not function properly. Premier Climate Control made a service call and recommended a new motor be installed to resolve the issue. Jamie has requested a quote on costs of a new motor and installation to the unit.

Staff & Volunteers: Bridget Lenhardt is our new Saturday morning Library Clerk, replacing Kristen Whisnant, now our Children's Librarian. Bridget's first day with us was October 18th. Sydney Whittall is our new Sunday afternoon Library Clerk replacing Deana Pomajzl. Sydney's first day of training began November 3rd.

Continuing Education & Meetings: Jamie attended webinar, 'How to Maximize the Value of Your Strategic Plan' (Consultants for Libraries); Kaylee attended an ALA grant webinar, notary study; Kristen is doing weekly training sessions with various staff members learning other operations of the library. **Contributing Efforts towards Library Goals: Services 3:** Continued adult programs with Donna Wright to improve attendance at Create & Connect events.; **Communication 3:** Event flyers, social media posts, and calendar. **Communication 4:** Pride picnic; Downtown Trick or Treating event.

Collection and Materials: Statistical Report Notes: Circulation comps: October 2023 had total of 4800 circulated materials compared to October 2024 had 5166, an increase of 366. September 2024 was 4656 compared to 5166 in October 2024, an increase of 510.

Programming and Outreach: Adult Outreach-Upcoming Programs: In addition to the regular monthly programs, Kaylee attended the Pride Picnic event at Hubbard Park providing information on our library services. Total adults reached in the month of October were 209. The Excel High School Program currently has six actively enrolled students with one qualified applicant awaiting a scholarship and one applicant waiting for an interview. **Children's Department:** Weekly preschool storytimes, Sacred Heart School visits, Fire Safety Event, and 3rd Saturday Family Pumpkin Decorating were all well attended with a total of 105 children and 41 parent/caregivers attending. Visiting author and illustrator, Colter Jackson, introduced her newest book, "*Everyday Brave*" with a program on Saturday, November 9th, enjoyed by approximately 40 children and adults.

News & Marketing: KSIS news article appeared on October 14th covering the Fire Safety Event. Faith Bemiss-McKinney of the *Sedalia Democrat* attended and wrote an article on Colter Jackson's event on November 9th.

Other: The Public Library & Survey was submitted to the Missouri State Library on November 6, 2024.

Committee Reports: none

Old Business: The Library Board will not meet in regular session for a December meeting, but members will meet at Volker's Eatery on Monday, December 9th for a Christmas gathering.

New Business: Review of Meetings & Records Policy: A copy of the Meetings and Records Policy as written in compliance with Section 610.028 was distributed to the Board of Trustees for review. No changes had been made since the adoption of the policy on August 26, 1996. Following review, Billie called for a motion to accept the written policy as presented.

Motion: Byron Matson moved the Board accept the Meetings & Records Policy as written; seconded by Lakin Janke. All approved.

LED Lighting Project: Budget plans for FY24-25 included retrofitting the remaining lights in the library converting them to LED. It has become more difficult to locate and purchase florescent tube light bulbs for the areas in the library that have not yet been converted to LED. Evergy is offering a \$1600 rebate on a conversion before December 31, 2024. With the limited time to be eligible for the rebate, a quote was offered to do the conversion before the end of the calendar year. Total cost of the bid was \$10,083.75 for labor and materials.

Following a discussion, Billie called for a motion to accept the quote.

Motion: Linda Sundy moved the Board accept the quote of \$10,083.75 with \$1600 estimated Evergy rebate to be completed by December 31st; seconded by Dana Foster. All approved.

Other Business: none

Public Comments: none

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

Motion: Tessa Childers moved the meeting be adjourned; seconded by Lakin Janke. All approved.

Meeting was adjourned at 5: 24 p.m.

The next regular meeting will be Monday, January 13, 2025.

Respectfully submitted,
Stephanie Sneed, Recording Secretary