

Minutes

October 9, 2023

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

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

Absent: Jackie Marshall, Byron Matson, Reva Woodward

Billie Dunn called for a motion to approve the August Financial Summary, September Minutes and Statistical Report as presented.

Motion: Dana Foster moved that the August Financial Summary, September Minutes and Statistical Report be accepted as presented; seconded by Lakin Janke. All approved.

President's Remarks: Billie shared how pleased she was with the beautiful fall weather. She also shared and invited the Board to an upcoming event coordinated with her neighbors on Sixth Street the evening of Halloween, October 31st.

Director's Report: Building & Technology: The air conditioning unit on the east side of the building recently was serviced for minor updates to the thermostat. Power failures and phone issues are still ongoing. Lamm Tech has begun the installation of the new server.

Continuing Education & Meetings: The library staff met on September 28 to review and discuss the Missouri Library Standards, Sections 5 and 6. Jamie will be attending the Missouri Library Association Conference on October 4-6. Upcoming meetings include: ALA Elearning Webinar: *Beyond Late Fees* and Amigos Library Services PD: October 10th, *Libraries and the Letter of the Law*.

Collection and Materials: Statistical Report: September 2023: total circulation was 4430, compared to 4895 last year. Jamie noted a steady increase of circulation on DVD's and electronic media. The Large Print collection weeding and rearranging project is now completed, so the computer room now has space for seating.

Programming and Outreach: A flier was distributed to the Board illustrating upcoming library programs. **Library Card Sign-Up Month:** As of September 29th, the library obtained 105 new borrowers and renewed 21 cards. The Open House held on September 18th was a success with many first-time visitors. Approximately 75-100 people were in attendance. The Summer Reading 2024 Theme has been announced, "*Adventure Begins at the Library*".

News and Marketing: Library Card Sign-Up Month was advertised in the *Sedalia Democrat* on September 13th.

Other: Minor Cards: All minor cards that have not been updated with the new form have now been transferred to the 'expired' status as of October 2nd.

Committee Reports: none

Old Business: none

New Business: Summary of Survey on Library Standards: Section 5: Collections: Review of this section revealed our library meets all essential needs for collection development; with recommendation to better define methods for weeding outdated and uncirculated materials.

Standard 6: Services & Programs: This survey was an evaluation of areas where our library can improve on serving the community through supporting adult basic literacy needs and special populations. Our programs meet the essential standards as recommended by the state library standards.

Policy Approval: Lost and Found Policy: An updated Lost and Found Policy was proposed to the Board for approval.

Motion: Linda Sundy moved the Board accept the proposed Lost and Found Policy as written; seconded by Emily Schmidt. All approved.

The Library and Overdue Fines: Jamie provided each board member a different article on forgiveness of overdue fines. Each board member present shared in a discussion on the topic noting the merits of fine forgiveness.

Short Takes Video: Library Policies: The Board of Trustees viewed a video on Library Policies sponsored by ALA.

Other Business: Jamie offered an opportunity to any board member interested in a webinar on Parliamentary Procedure offered through Amigos Library Services. The webinar is scheduled for Tuesday, October 17th.

Public Comments: none

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

Motion: Lakin Janke moved the meeting be adjourned at 5:47 p.m., seconded by Elisabeth Tessone. All Approved.

The next regular meeting will be Monday, November 13, 2023 at 5:00 p.m.

Respectfully submitted,
Stephanie Sneed, Recording Secretary

