

The Sedalia Public Library Board met in regular session in the Board Room on February 12, 2024. Billie Dunn, President, called the meeting to order at 5:00 p.m.

Present: Billie Dunn, Dana Foster, Lakin Janke, Byron Matson, Emily Schmidt, Linda Sundy, Reva Woodward, Jamie Sparks, Director, and Stephanie Sneed, Recording Secretary

Absent: Jackie Marshall, Elisabeth Tessone

Billie called for motions to approve the following reports:

November Minutes: Motion: Byron Matson moved the November Minutes be approved as presented; seconded by Lakin Jenke. All approved. There were no minutes for December, 2023 and January, 2024 as the Library Board meetings were cancelled.

October, November, and December Financial Summaries: Motion: Linda Sundy moved the financial summaries be approved as presented; seconded by Byron Matson. All approved.

November, December, and January Statistical Reports: Motion: Reva Woodward moved the statistical reports be approved as presented; seconded by Dana Foster. All approved.

President's Remarks: Billie commented how glad she was to see everyone as it had been three months since the last meeting.

Director's Report: Building: The outside lighting project was completed on December 26, replacing two front flood lights and flag pole light with LED; installed new light for staff parking lot; removed the timer off the front lights (dusk to dawn). New hot water heater was installed on January 16. Annual inspections were also completed last month for the elevator and the fire alarm system. Both elevator and fire alarm system passed inspections.

A snow plow accidentally moved the steel plate covering the alley sinkhole which has been located in front of the library book drop for the last two years. The city removed the steel plate and filled the sinkhole with gravel on January 10 and returned January 28 to fill the hole again and to repair with concrete. We are pleased that this has been resolved and seems to be fixed.

The boiler heat was turned on January 11 and regulating the temperature is a bit of a challenge with this type of heating system. We also had an occurrence where Bob, our custodian, had to come in on a Sunday to attend to a spewing water leak from a radiator on the 2nd floor lobby area.

The library closed early on January 8th and did not open on January 22nd due to inclement weather. The library was also closed on January 15th for Martin Luther King, Jr. Day and will be closed on February 19th for Presidents' Day.

Technology: Our library qualified for a grant through MoreNet and the State Library to replace and maintain the firewall at no cost to the library. The firewall was installed on January 14th and

will be an annual savings to our library of just over \$2500. The library will have this contract with MoreNet for a five-year period.

Collections and Materials: Jamie noted that the statistical report shows an increase of 250 in total circulation of materials of 4,928 in January 2024 compared to 4,678 in January 2023. Circulation totals for December 2023 were 4,127 and January 2024 totals were 4,928. A significant increase of 801.

Finances: The library continues to grow in patrons throughout the Pettis County area. There has been a 67% increase in non-resident households since 2019.

Programming and Outreach: The Winter Reading Program event, “We’re Smitten for Reading” will be happening throughout the month of February. Upcoming program events include: Open Door Mitten/Glove Drive, Take Your Child to the Library Day (February 17), Reading with Raymond and Rosie (February 17), Special Romance Book Club (February 24), and Chair Yoga (weekly on Tuesday mornings).

News and Marketing: The *Sedalia Democrat* featured a nice article on our library’s new fine free policy on January 30.

The annual Spring Book Sale will be held throughout the entire month of March. There will be an ad submitted to the *Sedalia Democrat* at the end of February.

Other: Jamie provided information in Board packets regarding House Bill #2498. The Bill is proposing Library Board members be an elected position. Updates will follow.

Committee Reports: Long Term Planning Committee: Meeting was held on January 31st. Elisabeth Tesssone, Dana Foster, and Jamie Sparks were in attendance. The committee met to review and finalize the library’s Strategic Plan for FY24-25 for presentation to Board.

Budget and Finance Committee: Meeting was held on February 5th. Billie Dunn, Dana Foster, Emily Schmidt, Linda Sundry, and Jamie Sparks were in attendance. Emily reported the committee approves and recommends the Proposed Budget and Salary Schedule for FY24-25.

Old Business: none

New Business: Proposed Budget FY2024-25: Jamie summarized the Proposed Budget FY2024-2025. A thorough summary was presented of projected revenue and expenses for the upcoming fiscal year.

Motion: Emily Schmidt moved the Proposed Budget FY2024-25 be adopted as presented, seconded by Dana Foster. All approved.

Proposed Salary Schedule FY2024-25. Jamie presented the Proposed Salary Schedule FY2024-25 as approved by the Budget and Finance Committee.

Motion: Byron Matson moved the Proposed Salary Schedule for FY24-25 be approved as presented; seconded by Emily Schmidt. All approved.

Proposed Policy-Patron Confidentiality & Privacy: This policy pertains to upholding and protecting a patron's right to privacy as established by the American Library Association's Code of Ethics.

Motion: Linda Sundy moved the Board adopt the policy as written and presented; seconded by Byron Matson. All approved.

Policy Review: Date was set for the Policy Review committee to meet on March 4th at 5:00 p.m.

Other Business: The regular scheduled meeting for December was cancelled. There was an agenda item to be addressed under New Business. Exterior lighting maintenance was needed and necessary for the safety of patrons and staff. Jamie had been waiting on a quote from a company since mid-September. A bid was presented to complete the project and Board approval was needed to proceed. An email vote was sent to the Board with the bid attached. The Board voted via email and accepted the bid. The lighting project was completed on December 26th.

Public Comments: none

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

Motion: Reva Woodward moved the meeting be adjourned at 5:44 p.m.; seconded by Byron Matson. All approved.

Respectfully submitted,
Stephanie Sneed, Recording Secretary