HENRY COUNTY LIBRARY

BOARD OF TRUSTEES

April 30, 2024

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, April 30, 2024, at 4:00 pm in the boardroom of the Library.

Members present were, Tim Komer, Patty Dump, Luke Edwards, and Darla Hamilton. Absent was Shelly Acosta. Also present were, Director, Debbie Jones and Administrative Assistant, Stephanie Nichols.

**CALL TO ORDER:** President, Tim Komer called the meeting to order.

**PUBLIC COMMENTS:** None.

**BOARD COMMENTS:** None.

**EXECUTIVE SESSION:** Pursuant to Revised Missouri State Statute 610.021 an Executive Session will be held to discuss personnel matters. On a motion by Luke Edwards, seconded by Darla Hamilton, it was voted to go into Executive Session. Voting yes were, Luke Edwards, Darla Hamilton, and Patty Dump.

**AGENDA:** On a motion by Luke Edwards, seconded by Patty Dump, it was voted to accept the Agenda as presented by Director, Debbie Jones. Voting yes were, Luke Edwards, Patty Dump, and Darla Hamilton.

**MINUTES:** On a motion by Luke Edwards, seconded by Darla Hamilton, it was voted to accept the Minutes of the March 26, 2024, meeting as read. Voting yes were, Luke Edwards, Darla Hamilton, and Patty Dump.

**TREASURER’S REPORT:**

**APPROVAL OF DISBURSEMENTS:** On a motion by Darla Hamilton, seconded by Patty Dump, it was voted to approve the disbursements as presented by Director, Debbie Jones. Voting yes were, Darla Hamilton, Patty Dump, and Luke Edwards.

**CORRESPONDENCE:** None.

**DIRECTOR’S REPORT:** Library Director, Debbie Jones reported the following.

**Tax and Grant Funds Received:** Tax funds received were $12,097.15. A partial payment from the Missouri State Library of $736.00 was received for the 2024 Summer Reading Program Grant.

**Sunrise Optimist Meeting:** Administrative Assistant, Stephanie Nichols and Circulation Manager, Shelby Mehan, along with Library Board President, Tim Komer attended the Sunrise Optimist Meeting on Thursday, April 11th. Tim talked about the library’s history and introduced Stephanie and Shelby to the club. Stephanie discussed the new library databases and Shelby discussed upcoming library programming. These two ladies also provided each member with information about the databases and upcoming program flyers.

**National Library Week:** National Library Week was celebrated at the Henry County Library from Monday, April 8th through Saturday, April 13th.  The Eclipse Viewing Party kicked things off on Monday. Tuesday was National Library Workers Day and staff were rewarded with pizza for lunch and cookies and cake from Friends of the Library Board President, Roger Wombwell and his wife, Pat. Circulation Manager, Shelby Mehan, and Youth Services Librarian, Ryan Muiller came up with a fun game of Clue library style for the patrons and staff to play. At the Lenora Blackmore Branch in Windsor Circulation Clerk II, Amavi Tayaotao, and Circulation Clerk, Savanna Schietzelt held a Scavenger Hunt for patrons. Patrons and staff were encouraged to play the entire week. All winning patrons in both buildings were rewarded with library swag. Press releases were sent out inviting Henry County residents to enroll in the library’s “new” Book Express program. Shelby also created a historical library display for the gallery that was viewable through April 25th.

**Eclipse Viewing Party:** On Monday, April 8, 2024, from 12:15-3:15 pm the library hosted an “Eclipse Viewing Party” on the north side of the parking lot. A total of 1,700 eclipse glasses were given out to Henry County residents for this event. Over one hundred twenty-five (125) people attended the party.

**Wyatt Shield Visit and Book Reading:** Eight-year-old Author, Wyatt Shield visited and read his book, *Wyatt’s Big Adventures with Shriners,* on Thursday, April 18th. This is Wyatt’s story about being born with two extra thumbs, one on each hand, and all the surgeries he went through at the Shriner’s Hospital in St. Louis, Missouri. We didn’t have but a few days to advertise that Wyatt was going to be here, so only a handful of people attended the actual program. However, we posted the entire program on Facebook and as of today, April 26th, it has been viewed over 300 times!

**Earth Day Program:** Circulation Manager, Shelby Mehan created a take-home program for Earth Day, Monday, April 22nd. Shelby created wildflower seed bombs. These wildflowers used are native to Missouri. We asked patrons to plant them and watch them prosper so they may attract and feed our important pollinators such as bees and butterflies. Spreading the seeds will help to protect our planet. All wildflower seeds were graciously donated by Green Streets Market. **Addition 4/30:** Patty Dump requested that a Thank You card be sent to Green Streets Market.

**Bricks, Books, and Beyond . . . A Chapter 30 Years in the Making:** Several library patrons, library board members, and former and present library staff attended this celebration. Circulation Clerk, Shelby Mehan decorated the library gallery with enlarged historical photos of the construction of the building. The library’s display case was also full of items about the library’s history. Christmas ornaments of the former library building that was located on Franklin Street and of the present 30-year-old building were given away to attendees. Punch and cake were served. Everyone enjoyed the conversation and refreshments.

**Friends of the Library Semi-Annual Book Sale:** The presale was scheduled for Saturday, April 27th from 9:00 am to 12:00 pm. To attend the presale you must have purchased a Friends of the Library Membership. A one-year membership for $10.00 includes a 10% discount on books and a lifetime membership for $100.00 includes a 50% discount on books. The regular book sale will start Monday, April 29th, and end Saturday, May 4th.  The hours are 8:00 am to 5:00 pm Monday through Friday and 8:00 am to 12:00 pm on Saturday.

**Part-time Clerk Interviews:** Stephanie and I will be conducting interviews in the next couple of weeks. We are hoping to hire two (2) part-time clerks to assist with summer activities and after school.

**MOLAGERS (LEARN) Conference:** Administrative Assistant, Stephanie Nichols and I will attend the MOLAGERS (LEARN) Conference on Thursday, May 23rd in Camdenton, Missouri. The LEARN Conference is an educational and networking event hosted by MOLAGERS for employers and administrators of a MOLAGERS benefit. The conference features an extensive program, including expert-led sessions and thought-provoking discussions, tailored to empower administrators with the latest information and best practices for administering LAGERS. The LEARN Conference also provides ample opportunities for networking and collaboration, making it an excellent occasion for professionals seeking to enhance their LAGERS knowledge.

**Staff Development Day:** Staff Development Day is an annual event. It will be held on Friday, May 24th, and is mandatory for all library staff members. The library will be closed to the public. The morning session will include a review of the newly approved library policies and the personnel policies. We will discuss library procedures. The afternoon session will be all about the 2024 Summer Reading Program and the 2024 Summer Reading Program Kick-Off plans and tasks.

**Passport Acceptance Oversight Audit:** Kenneth Kimich, a Program Analyst for the U.S. Department of State’s Passport Services will be here on Tuesday, May 7th, to perform a Passport Acceptance Oversight Audit.

**Excellence in Library Services for Older Adults Webinar:** Administrative Assistant, Stephanie Nichols and I will attend this two-hour webinar on Wednesday, May 8th. The older adult population is a fast-growing population in the United States, with a range of interests and levels of engagement. Participants will discover what older adults want from their local library, and we both hope this will help us to develop programming for adults that they will actually participate in.

**OLD BUSINESS:**

1. **Skylight Bids:** President, Tim Komer opened sealed bids for Clinton location Skylight System Replacement from SpecPro, Inc. and Springfield Glass Company. SpecPro, Inc. provided a bid in the amount of $93,335.00. Springfield Glass Company provided a bid in the amount of $135,000.00. The proposals were reviewed and discussed by the board. On a motion by Luke Edwards, seconded by Patty Dump, it was voted to accept the SpecPro, Inc. bid. Voting yes were, Luke Edwards, Patty Dump, and Darla Hamilton.
2. **Concrete Project Bids:** President, Tim Komer opened sealed bids for Clinton location Concrete Driveway Repair and Replacement, Addition of ADA-Compliant Concrete Ramp, and Possible Grade Repair of Driveway Entrance/Exit. Septagon Construction Company provided a bid in the amount of $22,690.00. The bid excluded the grade repair of driveway entrance/exit due to city ordinance. The proposal was reviewed and discussed by the board, and it was requested that the contractor provide a written statement acknowledging all repairs that will be performed within the scope of the bid. The board will hold an electronic vote after receipt of the statement.
3. **Director Evaluation and Salary Review:**Pursuant to Missouri State Statute 610.021 an Executive Session was held to discuss the director evaluation and salary review.

**NEW BUSINESS:**

1. **Discussion of Abart Genealogy Funds:** A discussion was held as to whether a request for the transfer of Henry County Library Abart genealogy funds to the Henry County Museum was appropriate. This request was deferred due to the longstanding cohesive relationship between the library and museum and the fact that all library materials and databases are accessible by the museum to serve the needs of the public.
2. **Air Conditioner/Furnace Replacement:** Director, Debbie Jones informed the board that upon recent inspection by Logan’s Heating & Cooling, LLC, it was determined that an air conditioning unit and the furnace are due for replacement. Logan’s will be forwarding an estimate to the library.

**ADJOURNMENT:** On a motion by Luke Edwards, seconded by Patty Dump, it was voted to adjourn. Voting yes were, Luke Edwards, Patty Dump, and Darla Hamilton.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tim Komer Darla Hamilton

President Secretary