

# **Livingston County Library Board of Trustees**

## **Minutes of the April 18, 2024 Meeting**

### Call to Order

Crystal Narr, President, called the Livingston County Library Board of Trustees to order at 4:32 p.m. on Thursday, April 18, 2024 in the Court Room, 2nd level of the Main Library. Those in attendance were Crystal Narr, Sadie Beetsma, Sherry Parks, Daniel Savage, and Rachel Hershberger in person. Three (3) unidentified guests attended via Zoom. Member of the public in attendance numbered nine (9). A quorum was met. Library Director, Sue Lightfoot-Horine and Kirsten Mouton, Adult Services Coordinator, were in attendance. Jodi Moore, Youth Services Coordinator, was excused.

The President read a prepared statement to those in attendance as was done in the February and March 2024 regular session meetings concerning decorum and public comments. The President called for the first agenda item which was guest comments and correspondence.

### Guest comments & correspondence

There were no guests at the meeting listed on the agenda who asked for an audience in advance of the meeting's posting. Guests in the order of sign up in advance of the meeting's start included spoke for their allotted time whom included David Hershberger, Bruce Lindley (who passed on his opportunity to speak when called) and Janet Barnhart.

Correspondence included letters written to the Livingston County Library Board received by email to Sue Lightfoot-Horine, Library Director, as Public File Records Keeper. Correspondence was read by the Library Director from Denessa White and Retta Horn and her family thank you note.

### Approval of Previous Minutes

A motion was made and seconded to accept the March 21, 2024 meeting minutes as presented (Beetsma/Hershberger). The motion was unanimously approved.

### Bills and Financial Statements

The March 2024 bills and financial statements were presented. A motion was made and seconded to approve bills and financial statements (Parks/Savage). The motion was unanimously approved.

### Unfinished Business

- A. Kirsten Mouton, Adult Services Coordinator, discussed the Main Library building needs. She has reached out to contractors regarding the plaster repair in the Court Room for estimates. She talked about moving shelving units for the Non-Fiction collection and the bathroom remodel in the lower level. Landscaping, curb appeal, and digital signage were also discussed. Sue Lightfoot-Horine, Library Director, explained the Strata Report for the historic building and the timeline for building maintenance to those in attendance.
  
- B. Jodi Moore, Youth Services Coordinator, was absent. Sue Lightfoot-Horine, Library Director, talked about the spring HVAC maintenance at the Youth Library.

- C. The Personnel Policies were reviewed as edited and drafted. The Library Board discussed the nepotism policy which was added to Section A – Selection. The Library Board asked for the Missouri Revised Statutes number to include for reference before adopting this change. The Library Director will provide the Statute language and number at the next meeting. A motion was made and seconded to table the nepotism policy until the May 2024 meeting (Savage/Beetsma). The motion was unanimously approved.

The Personnel Policies were further reviewed to transition the title of the positions of “Manager” to Library Administration to be reflective of current Administration and their roles, Library Director, Adult Services Coordinator, and Youth Services Coordinator. A motion was made and seconded to affect those title changes (Hershberger/Parks). The motion was unanimously approved.

A motion was made and seconded to edit the wording to “social media” under Section C – Employee Conduct to further identify the various social media platforms available today (Parks/Beetsma). The motion was unanimously approved.

- D. No other unfinished business came before the board.

#### New Business

- A. The sealed bids for the Insurance were opened. Bids were received from Koehly Baker Insurance (JBLB Insurance Group) and Hutchinson & Co. Insurance. Auto Insurance, Hired & non-owned auto liability; Buildings including boiler, elevator, & machinery; Business Personal Property for both facilities; Electronic Data Processing & Technology for both facilities including Crime & Fidelity and Cybersecurity; Commercial General Liability; Commercial Umbrella; Employee Dishonesty; Directors & Officers Liability; and Workers Compensation are all included in the bid process. After the review of the bids, a motion was made and seconded to accept Koehly Baker Insurance bids in the total of \$19,567.00 as the lowest bid for a three-year term beginning May, 2024 (Savage/Beetsma). The motion was unanimously approved.
- B. No other new business was brought forward.

Daniel Savage left the meeting at 5:26 pm. A quorum remained to finish the meeting.

#### Reports

Due to time constraints, there was no reading of Reports by the Library Director, Adult Services Coordinator, Teen Services Coordinator and Youth Services Coordinator.

#### Adjournment

A motion was made to adjourn and was seconded (Beetsma/Parks) at 5.27 pm. The motion was unanimously approved.

The next meeting will be held on Thursday, May 16, 2024 at 4:30 p.m. in the Court Room, 2<sup>nd</sup> Floor, at the Main Library and via the recurring meeting Zoom link.

Respectfully submitted,

Sue Lightfoot-Horine, Library Director & Acting Secretary