

The Sedalia Public Library Board met in regular session in the Board Room on April 8, 2024. Jackie Marshall, Vice President, called the meeting to order at 5:00 p.m.

Present: Dana Foster, Lakin Janke, Jackie Marshall, Byron Matson, Emily Schmidt, Linda Sundy, Elisabeth Tessone, Jamie Sparks, Director, and Stephanie Sneed, Recording Secretary

Absent: Billie Dunn, Reva Woodward

Jackie called for motions to approve the following reports:

March Minutes: Motion: Lakin Janke moved the March Minutes be approved as presented; seconded by Elisabeth Tessone. All approved.

February Financial Summary: Motion: Byron Matson moved the February Financial Summary be approved as presented; seconded by Dana Foster. All approved.

March Statistical Report: Motion: Elisabeth Tessone moved the statistical report be approved as presented; seconded by Linda Sundy. All approved.

Director's Report: Building & Technology: The public restrooms on the second floor had new toilets installed last month.

Jamie contacted Home Heating to confirm acceptance of the bid for purchase and installation of a heating system for the remaining areas of the building which were heated by the boiler system.

Staff & Volunteers: Sarah Harper, Outreach & Adult Services Librarian, submitted her resignation on March 25th as her family will be moving from the Sedalia area in mid-June.

Continuing Education & Meetings: Planning program events for summer reading are underway. The library's Summer Reading Program kicks off with a special event on Monday, June 3 from 3 – 6 p.m.

Collections and Materials: Data on the March Statistical Report shows overall circulation continues to show a consistent increase over the library's previous fiscal year. Jamie also announced that inventory will be moving forward with completion of the Children's Department by the end of April. After all 'scanning' of books is completed, the next step will be to verify that all the 'missing' books are in fact missing. The final step of the inventory process will be deleting the missing materials off the library catalog.

Programming and Outreach: The library's monthly programs have been well attended with the newest program, Create & Connect, having a great start with 24 participants. The Children's Dept. hosted a Saturday event on March 16th, 'Make Your Own Fakemon Creature'. Eight children and seven adults attended this event.

Upcoming April Programs: Jamie circulated flyers on April's upcoming library events to include a Cookie Decorating Class, Create and Connect Theme- *Junk Journals*, Family Game Day, and Genealogy Guest Speaker.

News and Marketing: The spring book sale was successful with the library receiving a total of \$851.20 in proceeds. Books that were not sold were donated to a local business, Bazoo Books.

Sarah Harper visited the Essex, promoting Outreach Services and signed up 6 new outreach patrons.

The library will be represented at the *First Thursday* events in the Sedalia downtown area in May and June. We will also have a table at the Farmer's Market in May and June to promote the Summer Reading Program and other library services. A flyer will be inserted with the city water bill's April invoice to inform city residents of the Summer Reading Program.

National Public Library Week is April 7th – 13th.

Other: The library is excited to announce we have our first Excel High School Graduate. The Scholarship for this student was donated by the Sedalia Public Library Foundation. A reception to honor the graduate is planned for Monday, May 6th at 6 P.M. in the Board Room.

Former Board Member and Foundation Member, Susan Mitchell Callis, passed away March 25th, 2024. The library will have a few books by some of Mitch's favorite authors labeled in her memory.

Committee Reports: Personnel Committee: Linda Sundy, Chairman, reported The Personnel Committee met on Monday, April 1, 2024 for the purpose of reviewing job descriptions for the upcoming FY 24-25. Attending were Linda Sundy, Byron Matson, Elisabeth Tessone, Billie Dunn, Ex-Officio, and Jamie Sparks, Director.

Unfinished Business: none

New Business: Job Descriptions FY 24-25: Following the report given by Linda Sundy, Committee Chairman, Jackie called for a motion to approve the recommended to job descriptions for FY 24-25.

Motion: Byron Matson moved that the Board approve the Job Descriptions for FY 24-25 as recommended by the Personnel Committee; seconded by Linda Sundy. All approved.

Policy Update: Postings and Signs Policy: Jamie presented a proposed policy for approval of posting community flyers and brochures on library bulletin boards. Following review of the policy, Jackie asked for motion to approve.

Motion: Lakin Janke moved the Board adopt the Postings and Signs Policy as presented; seconded by Emily Schmidt. All approved.

Other Business: none

Public Comments: none

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

Motion: Byron Matson moved the meeting be adjourned at 5:19 p.m.; seconded by Lakin Janke.
All approved.

Respectfully submitted,
Stephanie Sneed, Recording Secretary