

Minutes

February 10, 2025

The Sedalia Public Library Board met in regular session on Monday, February 10, 2025 in the Board Room. Billie Dunn, President, called the meeting to order at 5:00 p.m.

Present: Tessa Childers, Billie Dunn, Dana Foster, Lakin Janke, Jackie Marshall, Byron Matson, Emily Schmidt, Linda Sundy, Elisabeth Tessone, Jamie Sparks, Director, and Stephanie Sneed, Recording Secretary **Guest:** Jeffthan Glaster

Absent: none

Billie called for motions to approve the following reports:

January Minutes: Motion: Linda Sundy moved the January Minutes be approved as presented; seconded by Byron Matson. All approved.

December Financial Summary: Motion: Jackie Marshall moved the December Financial Summary be approved as presented; seconded by Tessa Childers. All approved.

January Statistical Reports: Motion: Lakin Janke moved the January Statistical Report be approved as presented; seconded by Elisabeth Tessone. All approved.

President's Remarks: Billie shared she was glad to see everyone and hoped everyone has stayed safe and warm during the inclement weather.

Director's Report: Building & Technology: The library received its annual fire inspection on January 28th and annual elevator inspection on January 29th. No issues were noted on either inspection. **HVAC:** The frequency drive was replaced on the East HVAC unit on January 13th. A power outage occurred in the area resulting in the library experiencing a brief outage on January 21st. This incident created a surge which blew up the frequency drive just installed on December 30th. The damaged frequency drive was bypassed so the library would have heat until the installation of the replacement on January 31st. Since the damaged frequency drive was under warranty, the library only had to pay for the labor of the installation. We are exploring other options to protect against this incident happening again.

An additional security camera was added and installed in the Community Meeting Room on February 4th.

Continuing Education & Meetings: Continuing Education: In-house training continues for full-time library staff on the recent software purchase, 'Library Aware'. Kristen Whisnant, Children's Librarian, attended training on 'Teaching Books'. Kristen, Kaylee, Jamie, and Judy attended Inventory Training on February 3rd. **Contributing Efforts towards Library Goals:** Ongoing efforts on weeding books, inventory, and promotion of program/events.

Collection and Materials: Statistical Report Notes: January 2025 Statistical Report was summarized with comps showing an overall increase of 72 circulated materials over totals from January 2024. January 2025 stats were down with 5000 circulated materials compared to 5131 in December 2024.

Programming and Outreach: Programs for Adult Services and Children during January had a total of 178 participants. **Adult Services and Children's Upcoming Programs:** Winter Reading has begun with a sign-up of 60 patrons as of February 4th. The Winter Reading program introduces new upcoming events: 'Blind Date with a Book'; 'Book Tasting' on Saturdays; 'Take Your Child to the Library'; and 'Reading with Rosie and Raymond'. The monthly Create and Connect Event will have patrons learning how to make a hand knit blanket.

'World Bookmark Day' is February 25th. Patrons will participate in a 'Book Mark Swap' the last two weeks of February.

News & Marketing: The Annual Spring Booksale is planned for the month of March in the Reference Room.

Other: none

Committee Reports: none

Old Business: none

New Business: Proposed Options for Website Redesign: Jamie shared proposals from three website designers to the Board for consideration. The library's current website is a 'Ploud' (Public Libraries in the Cloud) cloud-based website service and is generic on the design and capabilities it offers. Jamie shared the library is ready to upgrade to a website which provides enhancements allowing designated staff to maintain and create a more interactive web design. This would also include a more informative based calendar for patrons. Following questions and discussion on the three bids, Billie called for a motion.

Motion: Jackie Marshall moved the Board accept the bid from Discover Identity for \$5,976; seconded by Byron Matson. All approved.

Policy approval: Petitioning, Solicitation, and Distribution of Materials: The Board reviewed the proposed policy. Following discussion, Billie called for a motion to approve the proposed policy with a minor spelling correction.

Motion: Elisabeth Tessone moved the Board adopt the proposed policy as corrected; seconded by Lakin Janke. All approved.

Other Business: none

Public Comments: The Board welcomed guest, Jeffthan Glaster. Jeffthan inquired on the status of the window cleaning project of the Carnegie Building. The window cleaning was accomplished in October, 2024, and funded by the Sedalia Public Library Foundation.

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

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Motion: Emily Schmidt moved the meeting be adjourned at 5:26 p.m.; seconded by Jackie Marshall. All approved.

The next regular meeting will be Monday, March 10, 2025.

Respectfully submitted,
Stephanie Sneed, Recording Secretary