

# **Lebanon-Laclede County Library District Minutes of Board of Trustees Meeting**

**Jan 21, 2025**

The Lebanon-Laclede County Library District Board of Trustees met Tuesday, January 21, 2025, at the Lebanon-Laclede County Library. President Christine Hutson called the meeting to order at 5:01pm.

**Trustees present:** Christine Hutson, Helen Sosniecki, Mark Campbell, Mike Simpson, Susan Sellers, Michael Kinion, Bob Scoby and Glenn Lawrence.

**Trustees absent:** Sam Allen

With eight of nine Trustees present, a quorum was established.

Also present: Tina Chaney, Library Director; Erica Semsch, Library Assistant Director; Christal Haueter, Circulation Manager; Christy Dieman, library staff; Jennifer Early and Mark Spangler.

## **Agenda**

Susan Sellers made a motion to approve the agenda. Glenn Lawrence seconded. Motion passed 8-0.

## **Minutes from December 17, 2024**

Mike Simpson made a motion to approve the December minutes as presented to the Board. Helen Sosniecki seconded. Motion passed 8-0.

## **Financial Report**

Mike Simpson made a motion to approve the December 2024 financial report. Christine Hutson seconded. The motion passed 8-0.

Mike Simpson requested the 2024 to 2025 comparison be added to the information presented to the Board. Mike requested Tina recap 2024 expenses. Tina explained a \$20,000 purchase from Modern Marketing—taken out of “Supplies,” t-shirts and metal signs added for Gift Shop Inventory, library building maintenance and telephone/laptop upgrades account for over expenditures.

Mike Simpson recommended Tina to request an annual general ledger from library accountant, Kevin Allen for the January Board meetings.

## **President’s Report**

Christine Hutson welcomed Bob Scoby to the Library Board of Trustees for the remainder of Greg Turner’s term—ending in June 2025.

Christine Hutson thanked everyone for coming to the Board Retreat on Monday, January 20. Mark Campbell said he doesn't think the Board should push back deadlines made during the retreat but wanted to take regular staff tasks into account as well.

Christine Hutson said she would send out clarifying emails to the Foundation and Friends Boards pertaining to changes in bylaws and vision statements. Helen Sosniecki said library staff need to review the timeline proposed by Group 1 to decide on an attainable timeframe to achieve their goals. Helen said these topics should be discussed during the staff meeting held on Friday, January 31 and Tina should relay staff thoughts to the Board.

Bob Scoby made a motion to send a \$400 donation to The Drury Foundation as a 'Thank You' to Brian Fogle for his work on the Board Retreat. Glenn Lawrence seconded. The motion passed 8-0.

Ryan Jaynes and Debbie Schaffer were temporarily added to the Facility Management Committee to help discuss the addition of an advertising screen in the library.

Christine Hutson made plans for an all-Boards meeting on March 11 at 5:15—the Route 66 Committee and Historical Committee members will be invited.

### **Director's Report**

Library Director, Tina Chaney emailed her report to the Board in advance.

Tina said she is waiting for a quote for a new magazine shelving unit. Tina asked the Board to approve an updated Emergency Closing policy. Michael Kinion made a motion to approve the Emergency Closing Policy as presented to the Board and to add it to the manual—changing the notification time to 6am and removing the last line. Helen Sosniecki seconded. Motion passed 8-0.

Tina asked the Board to discuss a money market account. Helen Sosniecki made a motion to put \$20,000 in a 7 month CD. Bob Scoby seconded. Motion passed 6-1. Mark Campbell abstained, and Mike Simpson voted no.

The Board recommended Tina look into grants for technology. The Board requested she email them information regarding the status of the public access computers, laptop purchases (cost), expectations and liability by Tuesday, January 28.

### **New Business**

Staff Email Addresses: Christine Hutson asked Tina to check prices for all staff to have a library email address for time-keeping purposes.

Helen Sosniecki asked Tina to renegotiate payroll dates with Chris Meckem.

## **Old Business**

Parking Lot Striping: Glenn Lawrence talked with Mark Scott with the city about the fire lane. Glenn said the yellow striping needs to be 20 feet wide and one handicapped spot must be removed to make the parking lot up to code. Glenn is waiting to hear back from the city about the exact requirements regarding a firetruck being able to access the building from all sides. Glenn said he would ask about the cost of adding speed bumps. Willard Asphalt will be asked to make changes when they are finalized.

Lockers: Tina said the service contract for the lockers would need to be paid to have the lockers turned back on—to give Susan's tech contact time to investigate. Bob Scoby recommended Tina ask for three months of service to allow more time.

Committee Reports: Historical Committee Chair, Glenn Lawrence asked if the doors to the Missouri Room might be reinstalled for security. Glenn asked that the Friends' white door be re-keyed, and the key be kept at the front desk.

Personnel Committee: Helen, Christine and Sam met to discuss the new Board Officers for 2025. Mark Campbell was nominated for President. Glenn Lawrence was nominated for Vice President. Mike Simpson was nominated for Treasurer. Michael Kinion was nominated for Secretary. Bob Scoby made a motion to approve the nominations for the 2025 Board Officers. Susan Sellers seconded. Motion passed 8-0.

## **Public Comments**

Helen Sosniecki told the Board of an upcoming American Library Districts Summit in Springfield. Helen said Kole Karr is facilitating the training and it would be beneficial for staff and the Board.

## **Closed Session**

Mark Campbell made a motion to go into Closed Session at 6:42pm for contractual discussion. Mike Simpson seconded. Motion passed 8-0.

## **Adjournment**