

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

Feb 25, 2025

The Lebanon-Laclede County Library District Board of Trustees met Tuesday, February 25, 2025, at the Lebanon-Laclede County Library. President Mark Campbell called the meeting to order at 5:00pm.

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

Trustees absent: Helen Sosniecki

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; Mark Spangler, Bruce Owen, Jack Silberberg, and Ally Dorris.

Agenda

Bob Scoby made a motion to approve the agenda with the correction of the meeting date to read February 25, 2025. Glenn Lawrence seconded. Motion passed 8-0.

Minutes from January 21, 2025

Mike Simpson made a motion to approve the January minutes as presented to the Board. Christine Hutson seconded. Motion passed 8-0.

Financials Report

Christine Hutson made a motion to approve the January 2025 financials report. Susan Sellers seconded. The motion passed 8-0.

Mike Simpson made note of property taxes being down \$40,000 so far this year.

President's Report

Mark Campbell explained he had a meeting with Tina and her staff advisory team on Tuesday, February 25 at 10am. The Board Retreat was discussed and how to improve staff training and communication. Tina will provide an agenda for staff meetings to the Board and create a staff survey to gauge needs concerning improvements in communication and training.

He set a deadline of May 1 to have the video wall/TV installed in the library for promotional purposes—part of the Retreat's Group 2 initiative. Mark reminded Group 3 of their assignment to help increase communication between the Boards (Trustees,

Foundation and Friends). The Boards' meeting minutes are to be distributed to each Board and meetings scheduled to maximize communication.

Director's Report

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

Tina showed the Board a quilt handmade by Jane Moore that was donated to help raise money for the library in a raffle fundraiser. The Quilt is Route 66 themed and museum guests are welcome to sign the quilt throughout the year.

Tina explained the printer on the floor by the Trout wall will need to be replaced--the ink is becoming obsolete. The Board will have to vote on a new printer lease. Tina also applied for a grant for a new microfilm machine.

Tina asked the Board to vote on the library's insurance policy. Mike Simpson made a motion to retain the policy with the \$10,000 deductible through Pillar Insurance. Sam Allen seconded. Motion passed 8-0.

Tina asked the Board to look at the employee PTO policy for clarification on how staff can use PTO. The Board did not change the policy and stated it is to be followed as it clearly reads. No vote was taken to edit the policy.

New Business

Tina told the Board the Periodicals Room has a large stain that can't be removed and she would like the carpet to be replaced. She provided two bids for the flooring replacement. Bob Scoby made a motion to accept the bid from 1Call Construction Co. for \$5,158.28. Mike Simpson seconded. Motion passed 8-0. This expense should be placed under "Maintenance."

Tina asked the Board to write and approve a marijuana policy. Christine Hutson made a motion to amend the library's existing policies and procedures to specifically state that we follow the city's public consumption of marijuana policy—and further prohibit the use of any vaping device on the premises. Bob Scoby seconded the motion. Motion passed 8-0. This policy should be placed under "Patron Behavior" on page 14 of the library rules and regulations.

Old Business

Staff Email: Mark Campbell asked Tina talk to tech employee Ryan Jaynes about creating email addresses for every employee by next Friday.

Tina said the Lebanon Police Department's Chief stopped by today to discuss suggestions on how to keep loiterers and illegal activity from taking place on library property after hours. This meeting was initiated after seeing a Facebook post showing a car illegally parked on the sidewalk, directly in front of the library's vestibule. The LPD recommended the library implement signs on the light poles, stating parking lot rules and for bollards to be installed in front of the building—preventing vehicles from driving

up on the sidewalk. Glenn Lawrence said he will get an estimate from Willard Asphalt on parking lot striping repairs, bollards and speed bumps by the end of the week. Mark Campbell created a task force to help accomplish this, including Glenn Lawrence, Susan Sellers and Tina Chaney.

Public Comments

Glenn Lawrence asked if Tina had received a bid for patron computer replacement and she said she had not.

Glenn asked for an update on accessibility of the new periodicals. Tina explained magazines and newspapers have been ordered and will be available for check out as soon as the new shelving unit is finished and installed.

Closed Session

Adjournment

Susan Sellers made a motion to adjourn at 6:40pm. Sam Allen seconded. Motion passed 8-0.