HENRY COUNTY LIBRARY

BOARD OF TRUSTEES

October 29, 2024

The regular meeting of the Henry County Library Board of Trustees was held Tuesday, October 29, 2024, at 4:00 pm in the boardroom of the Library.

Members present were, Tim Komer, Luke Edwards, Shelly Acosta, and Kathy Cooper. Absent was, Patty Dump. Also present were, Director, Debbie Jones and Administrative Assistant, Stephanie Nichols.

**CALL TO ORDER:** President, Tim Komer called the meeting to order.

**PUBLIC COMMENTS:** None.

**BOARD COMMENTS:** None.

**EXECUTIVE SESSION:** None.

**AGENDA:** On a motion by Luke Edwards, seconded by Kathy Cooper, it was voted to accept the Agenda as presented by Director, Debbie Jones. Voting yes were, Luke Edwards, Kathy Cooper, and Shelly Acosta.

**MINUTES:** On a motion by Kathy Cooper, seconded by Shelly Acosta, it was voted to accept the Minutes of the September 24, 2024, meeting as read. Voting yes were, Kathy Cooper, Shelly Acosta, and Luke Edwards.

**TREASURER’S REPORT:**

**APPROVAL OF DISBURSEMENTS:** On a motion by Shelly Acosta, seconded by Kathy Cooper, it was voted to approve the disbursements as presented by Director, Debbie Jones. Voting yes were, Shelly Acosta, Kathy Cooper, and Luke Edwards. Additionally, the board discussed the purchase of additional Certificates of Deposit for FY2025.

**CORRESPONDENCE:**

1. **Statistical Reports:** The September 2024 statistical reports were presented for the board’s review. The board requested that library statistics for additional services offered be incorporated into the report as well as a comparison of the previous year’s statistics.
2. **Director Correspondence:** Boss’s Day thank you messages from staff members to Director, Debbie Jones were shown to the board.

**DIRECTOR’S REPORT:** Library Director, Debbie Jones reported the following:

**Tax Funds Received:** $3,132.88 in tax funds were received in October.

**Grant and State Funding Received:** The library received a 2025 Collaborative Summer Reading Program grant for $250.07. These funds will be used to purchase promotional materials for the 2025 Summer Reading Program from the Collaborative Summer Reading Program website. The 2024 Summer Reading Program Grant Payment two (2) of $736.00 has been received. State Aid funds of $7,811.97 for 2025 quarters one (1) and two (2) have been deposited. $8,900.20 in State Aid Athletes and Entertainers Tax Funds have been received. The Truman Lake Community Foundation granted the library $1,868.72 to purchase Tonieboxes for patron checkouts. Administrative Assistant, Stephanie Nichols and I will be submitting grant application paperwork for a 2025 Summer Reading Program Grant. Grant paperwork has been submitted for a Missouri State Library Tech Mini-Grant to update all computers with the mandatory Windows 11 update. We have asked for $8500.00.

**Missouri State Library Annual Survey Completed:** The 2023 Missouri State Library Annual Survey has been completed, submitted, and approved before the November 30, 2024 deadline.

**Book Express at Cloy Estates Followup:** Administrative Assistant, Stephanie Nichols and Circulation Clerk, Mikayla Whitaker signed up seven (7) people for the library’s Book Express program. Mikayla and Stephanie have continued to advertise and will return with materials for these seven (7) new library patrons and attempt to sign up more on November 12, 2024. Each new patron provided information to obtain a library card, and library staff assisted them in completing the information sheet of each patron’s likes, dislikes, favorite genres, etc. This will make it much easier for staff to pull items for these patrons who cannot come into the library independently.

**ScareFair on the Square Community Trunk or Treat:** Youth Services Librarian, Katie Hunter will hand out bookmarks and candy at this event on Saturday, October 26th, from 4 to 6 p.m. This program is sponsored by KDKD FM, Clinton Main Street, and the Guardians of the Children Motorcycle Club.

**Trunk or Treat Windsor:** Circulation Lead, Amavi Tayaotao will hand out bookmarks and treats at the Windsor Area Chamber of Commerce Trunk or Treat event at the Lenora Blackmore Branch on Thursday, October 31, 2024, from 5-7 pm.

**Mr. and Mrs. Claus Windsor Chamber of Commerce Program:** The Windsor Area Chamber of Commerce will again sponsor Mr. and Mrs. Claus at the Lenora Blackmore Branch on Saturday, November 30, 2024. A time for this event has not been determined.

**OLD BUSINESS:**

1. **Skylight Replacement:** Director, Debbie Jones reported that SpecPro, Inc. will be delivering a lift to the library on November 4th, and construction is scheduled to commence on November 11th, weather permitting.

**NEW BUSINESS:**

1. **2025 Proposed Budget:** The 2025 Proposed Budget was reviewed. On a motion by Luke Edwards, seconded by Shelly Acosta, it was voted to approve the 2025 Proposed Budget as presented. Voting yes were, Luke Edwards, Shelly Acosta, and Kathy Cooper.
2. **Saturday and Evening Hours:** Director, Debbie Jones and Administrative Assistant, Stephanie Nichols requested adjustments to some of the existing library hours. It was asked that the Lenora Blackmore Branch Saturday hours of 10:30 a.m. – 1:30 p.m. be changed to 9:00 a.m. – 12:00 p.m. to provide staff the opportunity to utilize the full afternoon. On a motion by Luke Edwards, seconded by Kathy Cooper, it was voted to move the Lenora Blackmore Branch Saturday hours to 9:00 a.m. – 12:00 p.m. Voting yes were, Luke Edwards, Kathy Cooper, and Shelly Acosta. An appeal was made to lower the Fall/Winter closing time on Wednesdays from 8:00 p.m. to 7:00 p.m. in the interest of staff safety. On a motion by Luke Edwards, seconded by Kathy Cooper, it was voted to reduce the Fall/Winter closing time on Wednesday to 7:00 p.m. Voting yes were, Luke Edwards, Kathy Cooper, and Shelly Acosta. A request was also presented to reduce Saturday hours in Clinton from 8:00 a.m. – 5:00 p.m. to 8:00 a.m. to 2:00 p.m. due to light foot traffic and the ability to reduce the number of staff needed to work the shift. The board felt that it was in the best interest of serving patrons to remain open until 5:00 p.m. at this time.

**ADJOURNMENT:** On a motion by Luke Edwards, seconded by Shelly Acosta, it was voted to adjourn. Voting yes were, Luke Edwards, Shelly Acosta, and Kathy Cooper.

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Tim Komer Shelly Acosta

President Secretary