

**O'Fallon Public Library  
Regular Board Meeting Minutes  
December 2, 2019**

President Dennis Grimmer called the meeting to order at 6:00 p.m. in the upstairs small conference room of the library. Also present were Board members Nancy Clark, Larry Morrison, Linda Gruchala, Harriet Baker, Suzanne Rupright, Betty Reed, Library Director Ryan Johnson and Shirley Seipp, recording secretary. Linda Kahley and Doug Distler were excused.

After roll call, Dennis welcomed Ryan as it was his first time attending as director of the library. The entire board congratulated him on his promotion. Ryan responded that he was always available and appreciated their support.

**Secretary's Report** A motion to accept the minutes was made by L. Morrison and was seconded by L. Gruchala. All ayes. Motion carried.

**Treasurer's Report** D. Grimmer reiterated that both the \$500,000 CD and the \$100,000 CD invested at Simmons Bank are restricted in that they are "Board Designated Reserve Accounts". After looking over the financial reports, H. Baker made a motion to file the November Treasurer's Report for audit. S. Rupright seconded the motion. All ayes. Motion carried.

**November Bills** A motion was made by H. Baker and seconded by N. Clark to approve payment of the presented bills. Roll call: L. Morrison, aye; D. Grimmer, aye; L. Gruchala, aye; N. Clark, aye; S. Rupright, aye; B. Reed and H. Baker, aye. All ayes. Motion carried.

**Additional bills that arrive before December 9, 2019 (the original date for this board meeting), will be listed and sent to the board via email for approval.** (As of December 10<sup>th</sup>, seven of the nine board members responded to this email with an "Aye" vote. Two did not respond. There were four additional bills totaling \$2056.25 approved to be added to the original bill list.)

**Librarian's Report** According to our quarterly Collection HQ circulation report, only 4 out of every one hundred items we purchase for the collection are considered "duds" (defined as items that checkout less than two times during their first year after purchase). The average number for libraries our size is 14.8 items.

Teri and Julie organized a going away party for Molly and Kasey has volunteered to write newspaper articles filling Molly's spot in the weekly rotation for the O'Fallon Weekly.

The process of hiring a new cleaning crew continues. The city accepted proposals until the deadline of November 22<sup>nd</sup>. They are now narrowing the field down to the ones they want to interview. Interviews should start shortly. The interviews are going to be conducted by a committee made up of representatives from each of the city departments. Shirley Seipp will represent the library. They are projecting that the new service should be in place by the first of the year.

**Friends of the Library** The Friends group has adopted new By-Laws.

**Book Discussion Group** The library book club is reading *The Warmth of Other Sons*, by Isabel Wilkerson for the January meeting. The group meets the fourth Monday of the month at 7:00p.m. at the library. The book club does not meet in December.

**Public Comment** None

**Topics for Future Consideration** Tracking the Strategic Plan

**Unfinished Business** Ryan is following up on the requirements for the per capita Grant to insure that all directives are completed. The parking lot traffic flow issue has been tabled for now. Ryan intends to speak with the mayor and get more information before proceeding with the discussion. No work will be done concerning the parking lot until the next "seal and stripe" is needed.

**New Business** D. Grimmer said that they would set a date and time for the budget committee meeting after he contacted D. Distler, who was not present at this meeting, and then contact the remaining committee members to confirm.

Ryan informed the board that he will be meeting with the city Finance Department and other city leaders. He also put in a request that the board allow the library to close on Friday, March 13<sup>th</sup>, for a Staff Development Day. H. Baker made the motion to allow the library to close on March 13<sup>th</sup> and S. Rupright seconded. All ayes. Motion carried.

There was a discussion about rewording the Patron Conduct Policy. Ryan is going to draft an updated version to present to the board for their review at a later meeting. Another proposed revision was to eliminate the position of Assistant Director and replace it with an Administrative Assistant position. The job description should be completed by the next meeting. L. Morrison made the motion for the change as stated and L. Gruchala seconded. All ayes. Motion carried.

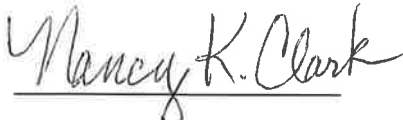
Two personnel changes were made. Louise Person was moved from the page position to circulation desk clerk and Jenna Astroph was hired to take the vacated page position. L. Morrison made the motion to approve both personnel changes and N. Clark seconded. Roll call: L. Morrison, aye; D. Grimmer, aye; L. Gruchala, aye; N. Clark, aye; S. Rupright, aye; B. Reed and H. Baker, aye. All ayes. Motion carried.

**Adjournment** There being no further business, the meeting was adjourned at 6:41 p.m.

Respectfully Submitted,

Shirley Seipp  
Recording Secretary

Approved by O'Fallon Public Library Board Action



Nancy K. Clark, Secretary