

**Centralia Public Library**  
**Meeting Minutes**  
**September 12th, 2024**

**Trustees Present:** Suzanne Long, Katherine Butrum, Felicia Beckmann, Kristin Adams-Vargas, Marilyn Middleton, Melissa Maxwell, Angie Taylor & Larry Dorman.

**Trustees Absent:** Linda Luke

**Others in Attendance:** Director Amy Hopkins, Mayor Chris Cox and James Smith from the Guard.

Vice President Dorman called the meeting to order at 6:13 p.m.

**Public Comments/City Information:** Mayor Chris Cox - wanted us to know that the library brings great value to Centralia! He praised all the staff, the director and board for their dedication and that he appreciates all of our efforts. He said to ask him if we need help. Trustee Maxwell mentioned the Friends of the Library and their need for members to keep non-profit status. He suggested that we reach out to city hall so it could be added to the newsletter that is sent out with the utility bills.

**Minutes:** August meeting minutes were reviewed. Trustee Adams-Vargas made a motion to approve the August minutes and Trustee Beckmann seconded. All in favor, August minutes were approved.

**Treasurer's Report:** The August Treasurer's report was reviewed and discussed. The Bank of Missouri CD was added to the bank statement and the financial documents. The CD has earned \$1,316 in interest during a 6-mo period. Trustee Beckmann made a motion to approve the August Treasurer's report and Trustee Taylor seconded. All in favor, report approved.

**Old Business:**

**A. Prioritized library improvements and staff wish list** was discussed.

- a. Various plumbing & electrical improvements were approved including addition of a bottle-filling water fountain, improvements to the bathrooms in the building, and hardwiring the foyer fan to have a wall switch & control. New teen area chairs were also approved for purchase. Trustee Dorman made a motion to approve, Trustee Butrum seconded. All in favor, motion carried.
- b. Director Hopkins will gather bids on other improvements that are needed including a fence in the lot behind the library, shed refurbishments and back office storage. Jordan Bruce submitted a \$1,925 bid on chain link fencing. Trustee Taylor will contact James Fencing for an additional bid.
- c. Technology upgrades will be included in the LSTA library automation grant.

- d. A smart board on a mobile stand will be considered once other bids are gathered. This will be used in all areas of the library for various programming, presentations, movie days/nights, and instructional classes.
- e. Staff team building ideas were discussed as an alternative to the MLA conference this year, as well as “library pet” ideas.
- f. Shed cleanout will be done this fall. Friends of the Library will be asked to assist with a surplus sale in the back lot.

**B. Paperwork Reduction** - HDMI to VGA adapter was ordered so the director will be able to project BOT documents using the library laptop and projector during future BOT meetings.

**Director’s Report:**

- Circulation report for August was viewed & discussed.
- Grant reports submitted - SRP final report & 1st interim report for TLD hotspot grant.
- Summer Reading grant for next year - application is due Dec. 1st. The theme is ‘World of Color’.
- Library Automation grants (SFY2025) will be submitted soon. This is the grant that will enable CPL to migrate from Follett-Destiny card catalog to the Missouri Evergreen ILS. There is an additional grant which will help pay for related supplies, technology, software, payroll for additional staff hours, etc.
- 1st Amendment Auditor training - Library staff was invited to attend this training at city hall, put on by the city’s insurance carrier, Mirma. Many scenarios were covered and included the legal obligations of government employees in various situations.
- Upcoming author event - Saturday Oct. 5th at 11 am, Tonya Graham McQuade will be here to talk about her new book, *A State Divided*, which includes 1st person accounts of the Centralia Massacre and Battle (*which took place Sept. 27th, 1864*) by her ancestors.

**President’s Report:** N/A

**Closed Session:** N/A

Vice President Dorman made a motion to adjourn, Trustee Adams-Vargas seconded, motion carried. Meeting was adjourned at 7:12 pm.

The next regularly scheduled meeting will be at the Centralia Public Library on October 10th, 2024 at 6:15 pm.

Submitted by  
Felicia Beckmann, BOT Secretary