

Hamilton Public Library
Board of Trustee Meeting
Wednesday March 4th, 2026

Members in attendance: Susi Pipkin, Joy Durbin, Sarah Connelly, Bridget Foreman, Sarah Crawford, and Director Sonja Farnsworth

Call to Order: 6:01 pm

- Business:
 - Approval of Minutes from January Meeting- made a motion to approve Bridget and seconded Sarah Crawford. Motion Passed
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- Treasurer's Report:
 - Motion to approve by Sarah Crawford, seconded by Bridget. Motion Passed.
- Director's Report - Sonja Farnsworth
 - New logo for the library
 - Summer Reading Program
 - 55 books processed and in circulation
 - Waiting for first installment of payment.
 - Assignments for staff assigned
 - Local funds raised \$2175 and 10 passes for golf
 - Cover prizes for pizza and game night
 - Everyone who completes will receive gift card or free book.
 - Cut tax for the Athletes & Entertainers Tax
 - Possible cut since professional sports teams are leaving the state.
 - Last year \$2293.76
 - If cut \$1146.88 if what we will receive
 - Sent email to Mazzie our representative, expressing concern if funds are not approved. (Budget for buying things for circulation)
 - County Taxes
 - On budget with the income predicted
 - Budget will start working on in April and approve in June
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- Technology Ladder Grant
 - Due April 1
 - Can use the funds for hiring a company to make the website ADA approved.
 - Lora and Lisa will work extra hours so Sonja can write grants.
 - Need an IT person to help evaluate the new check out computer.

- New Business
 - ADA Updated Rules: ADA new restriction guidelines. We have someone who does our website and is looking to up the charge from \$2000 to \$3000.
 - Libraries don't have to be compliant until next April 2027.

- Old Business
 - Friends of the Library
 - 1st Board Members, Offices are full, Could use more Board Members.
 - Legal is all done
 - Website is made and can manage members
 - Kick off for friends of the library for anniversary celebration
 - Raising funds for improvements.
 - 50th Anniversary Planning
 - Bob Lund wants to get together and figure something out for April.
 - Could do something little but we want to wait until later.
 - Bob Hughes said there are 2 buses coming for the April anniversary.
 - Still doing something later in the year also.
 - Discussed ways to get more board members.

- Adjournment was motioned by Bridget and seconded Sarah Crawford by - Motion Passed. Time: 6:46 pm

Hamilton Public Library
Board of Trustee Meeting
Wednesday February 4th, 2026

Members in attendance: Susi Pipkin, Joy Durbin, Sarah Connelly, Bridget Foreman, and Director Sonja Farnsworth

Call to Order 6:02

- Business:
 - Approval of Minutes from November Meeting- Joy Durbin made a motion to approve and Bridget seconded- motion passed.
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- Treasurer's Report:
 - Will be reported in March which will be quarterly.
- Director's Report - Sonja Farnsworth
 - January taxes were down a little bit by \$3,000.
 - OCLC works for some but is still working on issues.
 - Cameras are in!
 - Blind date with a book.
 - Summer reading grant (\$3625)
 - Part time employees 20 hours each. (\$600)
 - Meeting tomorrow to divide responsibilities.
 - Supplies (\$800 books about Dinos, \$400 about America) All books can stay in library
 - 3 Events
 - Mesozoic Adventure
 - Science Heroes;;
 - Leonardo Music

- With Community contributions
 - Entertainment (C3Brix Show)
 - Jim “Stinky Feet” Cosgrove
 - Activities
 - 10 weekly activities
 - 4 craft activities
 - Reading Prizes
 - Bin of sand, dino items to dig in.
 - Finish the reading program and get a card for books.
 - Changes: Instead of a pool party, do game night and pizza/desserts.
 - No grand prizes, use money to complete program prizes.
 - Sonja vacation in March and Fall.

- New Business
 - Director’s Wages

- Old Business
 - Friends of the Library
 - first info meeting tomorrow night at 6pm at the Library.
 - Christmas Gifts- Thank you card.
 - 50th Anniversary planning
 - Try to coordinate with Friends of the Library in September.
 - Discussed ways to fill board member positions

- Adjournment was motioned by Bridget and seconded by Joy- Motion Passed. Time: 6:39

Hamilton Public Library
Board of Trustee Meeting
Wednesday December 3rd, 2025

Members in attendance: Susi Pipkin, Joy Durbin, Sarah Connelly, Bridget Foreman, Sarah Crawford, Sydney Ernat, and Director Sonja Farnsworth

Call to Order 6:02

- Business:
 - Approval of Minutes from November Meeting- Sarah Crawford made a motion to approve and Bridget seconded- motion passed.
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- Treasurer's Report:
 - Motion to approve- Sarah Crawford, Sydney seconded, motion passed.
- Director's Report - Sonja Farnsworth
 - Cameras did not get installed yet
 - OCLC cloud live in January (notified by email)
 - Replaces boundless
 - State money for small municipalities
 - Games and bags purchased
 - A&E funds used and books and ebooks
 - Used for things that circulate
 - ILL (interlibrary loan)
 - 500% increase in use thanks to homeschool families, staff and patrons
 - Summer Reading Grant (due December 1st) waiting to hear if we get it.
 - MPLD held twice a year

- Typically attended in June but it is in Popular Bluff. Do not plan to attend next year
 - Huge increases in Business Property Tax
 - Payment under protests
 - Could affect tax money that we receive.
 - New Business
 - Christmas gifts: Asking different businesses in town
 - Winter Hours
 - For the last 2 months, only 1 person comes Thursday evening after 5.
 - Thursdays closing at 5pm from December 11th - March 5th
 - Motion to approve Sydney motioned, Susi second. Motion passed.
 - Old Business
 - Strategic Planning
 - Friends of the Library
 - Raise funds, Provide volunteers, Grow community connection and advocate for Library
 - Friends of library membership with cost
 - Looked over potential bylaws
 - Looked over 1st year plan
 - 50th Anniversary planning
 - Could do something at the park with free library
 - Birthday party in April
 - Discussed ways to fill board member positions
- Adjournment was motioned by Susi and seconded by Bridget- Motion Passed. Time: 6:53

Hamilton Public Library
Board of Trustee Meeting
Wednesday November 5, 2025

Members in attendance: Susi Pipkin, Joy Durbin, Sarah Connelly, Bridget Foreman, Sarah Crawford, Sydney Ernat, and Director Sonja Farnsworth

Call to Order 6:04

- Business:
 - Approval of Minutes from October Meeting- Sydney made a motion to approve and Bridget seconded- motion passed.
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- Treasurer's Report:
 - Due in February
- Director's Report - Sonja Farnsworth
 - Baker and Taylor going out of business
 - Boundless platform for ebooks and audiobooks
 - OCLC Cloud
 - \$100 a year for service (have not had to do)
 - \$100 a year for set up/Subscriptions per year
 - \$300 per year for ebook purchases
 - Beta testing- it looks good.
 - Training is set up
 - Rollout is end of month
 - Offer it out in mid-December
 - All Reports are done and filed
 - 2026 Summer Reading Grant due December 1st.
 - Unlimited paid presenters: 3-4 presenters
 - Toby (June 2)
 - Science Heroes (June 16)
 - Dino Experience (?)

- Yellow Balloon Dinosaur Magic Show (Middle July)
 - No Supplies allowed on Grant
 - Some Crafts on budget will be done
 - Allows up to \$600 for payroll (can cover helpers, not director)
 - Can request up to \$2000 for books and STEM kits for the library to keep.
 - Cameras installed in the building this week.
- New Business
 - 50th Anniversary Planning
 - 5K Race
 - Community participation with a poster of where they can give their “gifts” or book recommendation
 - Library Wish List
 - Bench or Cross Walk painted
 - April 11th (Saturday)- Free library will be installed
- Old Business
 - Friends of the Library
 - Stay under Caldwell County Foundation for a period of time
 - Need by-laws, values, mission statements
 - Use strategic plan to help form this
 - Been looking at grants and fundraisers (for Friends of the Library)
 - Sarah Crawford will bring info to the next meeting
 - In December find people for the Board
 - Kickoff FYI session in January
 - Form Board in February
 - Strategic Planning
 - Tabled for another month
 - Discussed ways to fill board member positions
- Adjournment was motioned by Susi and seconded by Sydney- Motion Passed. Time: 6:47

Hamilton Public Library
Board of Trustee Meeting
Wednesday October 1, 2025

Members in attendance: Susi Pipkin, Joy Durbin, Sarah Connelly, Bridget Foreman, Sarah Crawford, and Director Sonja Farnsworth

Call to Order 5:59

- Business:
 - Approval of Minutes from September Meeting- Joy made a motion to approve and Susi seconded- motion passed.
 - 9 New card members in the Month of September
 - Almost complete with organizing the juvenile section
- Treasurer's Report:
 - Report done in September. No report for October.
- Director's Report - Sonja Farnsworth
 - \$750 from the paperpie fundraiser (pick up on Friday)
 - This will offset the Junior Library Guild that was dropped from the budget.
 - Still waiting on State Library Reimbursement check from Summer Reading Grant
 - Government is in shutdown so this is delayed
 - No Mini Tech Grant - no need for our library at this time
 - Maybe next year replace computer and monitor for check out
 - End of year fiscal Report due in November (plan to complete October 8)
 - Sams due October 15
 - Financial audit report due December
 - Getting a Debit Card for Regular Bank Account

- Switched to Amazon Business that would be cheaper but needs a card.
 - Could pay bills online so it saves on storage.
 - To keep transparency issues, a plan can be set up for accountability with the treasurer.
 - TV donated to the library
- New Business
 - Bridget motion to obtain a debit card for the Regular Bank account, Sarah Crawford seconded. Motion Passed.
 - Observed Holidays for the 2026 year
 - 12 days off
 - Closed December 26th and July 4th with no pay. Off on June 19th as a Holiday. Everything else is as normal (option b on Observed)
 - Bridget motioned to approve, Sarah Crawford seconded, Motion Passed.
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- Old Business
 - Strategic Planning - Tabled until more board member present
 - Friends of the Library
 - Sarah Crawford is willing to be a founder
 - Caldwell County Foundation and use their 501C3 (talk to Kelly Pingleton)
 - Going to double check on a conflict of interest
 - Going to have a meeting on October 20th
 - Discussed ways to fill board member positions
 - MSQC will donate \$250 for letting them use the front of the library. It is going to go to the free library.
 - April we will put the new book box in.
 - 50th Anniversary- in April
- Adjournment was motioned by Joy Durbin and seconded by Bridget - Motion Passed. Time: 6:33pm

Hamilton Public Library
Board of Trustee Meeting
Wednesday September 3, 2025

Members in attendance: Susi Pipkin, Joy Durbin, Sarah Connelly, Bridget Foreman, Liz Gubernatis and Director Sonja Farnsworth,

Call to Order 6:03

- Business:
 - Approval of Minutes from August Meeting- Liz made a motion to approve and Joy seconded- motion passed.
- Treasurer's Report:
 - Liz Motioned to Approve Treasurer's Report, Susi seconded, motion passed
- Director's Report - Sonja Farnsworth
 - September is Library Card Month
 - New card members will be put in for a drawing for a prize
 - Existing card holders are encouraged to use their cards
 - Final Report on Summer Reading Grand has been finished and final payment has been sent
 - Started on the 2025 Public Library Survey
 - Currently collecting data which will take 2-3 months
 - Still working on organizing the Juvenile section that is being separated into genres.
 - Story time is back at normal meeting time
- New Business
 - Meeting schedule
 - No documentation on there being a switch to every other month meetings. Current bi-laws state that meetings are going to be every month on the first Wednesday of the month at 6pm except for January. The board decided to leave this as is and not make a motion to change it.
 - Discussed ways to fill board member positions
 - Friends of the Library Start-up
 - Discovered that we can partner work with coalition through Caldwell County Foundation and use their 5013C to get started
 - Foundation will meet on October 20th
 - A member of the board can stay on the board while helping get Friends of the Library started
 - Sarah Crawford was mentioned as possibly being a person to start the Friends of Library Foundation
 - Library Building's 50th Anniversary is next year on April 11th
 - Take books to the Farmer's Market to sale starting Saturday Sept. 6th.
 - Holiday Calendar will be discussed at next board meeting

- Adjournment was motioned by Susi and seconded by Bridget - Motion Passed. Time: 6:50pm

Hamilton Public Library
Board of Trustee Meeting
Wednesday, August 06, 2025

Members in attendance: Susi Pipkin, Joy Durbin, Sarah Connelly, Sarah Jo Crawford, Bridget Foreman, Liz Gubernatis and Director Sonja Farnsworth, Sydney Ernat

Call to Order 6:00

- Business:
 - Approval of Minutes from April Meeting- Susi made a motion to approve and Sarah Connelly seconded- motion passed.
- Director's Report - Sonja Farnsworth
 - Missouri Ethics Commission Political Subdivision Filing completed
 - State Farm Policy Audit Completed
- Summer Reading Program Completed
 - Less Participants but higher completion rate
 - More Activities and better attendance
- State Library coming Friday to check grant paperwork and Summer Reading Program
- Budget Changes
 - Green Hills alarm stopped working- \$906 repair cost
 - Will be \$40/month up from \$29.95
 - Min. Wage Mandatory \$15/hr
 - Sr. Property Tax Freezes will affect funding for library
 - City is paying garbage bill
- 2026 is 50th anniversary of Library and Museum
 - Think of Ideas
- Reports due
 - Summer Reading Grant Final Report
 - State Public Library Annual Report/Survey
 - Political Subdivision Financial Report
- New Business
 - Elect Offices
 - Nominated Sarah Connelly for President (Liz nominated, Sarah Crawford seconded Board Passed)
 - Nominated Liz Gubernatis for Vice President (Sydney nominated, Sarah Crawford Second Board Passed)
 - Nominated Joy Durbin for Secretary (Sarah Crawford nominated, Sarah Connelly Seconded Board Passed)
 - Nominated Susi Pipin for Treasurer (Liz seconded, Sarah Crawford Nominated, Board Passed)
 - Discussed adding work sessions on some odd months to work on strategic planning
 - Treasury Reports

- Needs to be done quarterly
 - Working Session Added September 3rd @6pm
 - 2 Open spots for Board Members
 - Strategized ways to fill this
 - Talk about Friends of the Library
 - Think of people who can help with this
- Adjournment was motioned by Susi Pipin and seconded by Sarah Crawford - Motion Passed. Time: 7:04pm