

Scenic Regional Library
Board Minutes – August 19, 2014

Scenic Regional Library Board of Trustees met at the Union Library on August 19, 2014, at 7:00 pm. Paula Sutton presided at the meeting. Those attending the meeting were Diann Wacker, Louise Baker, Kathleen Ham, Carol Leech, Carol Bell, John Barry, John Cheatham, Joy Dufrain and Bob Niebruegge. Absent were Carla Robertson, Karen Holtmeyer, Susan Richardson and Jim Davis. Steven Campbell, Library Director, Jamie Summers, Administrative Assistant, and Tim Otten were also present.

Tim Otten spoke to the Board about considering the additional materials and locations that could be provided to patrons rather than building a new building in New Haven. He also is willing to offer \$40,000 to the Board for the existing library building. He pointed out that he has been a member of the New Haven community and will continue to support New Haven for the years to come.

Public Comments

Carol Bell would like the July 15, 2014 minutes changed to reflect her asking if relief would be provided to branch staff under the section of “Personnel budget and salary range recommendations for 2015.” *Joy Dufrain made the motion to approve the Minutes of the July 15, 2014 meeting, with the discussed amendment. Kathleen Ham seconded the motion. All voted Aye. The motion carried 9/0. made the motion to approve the Minutes of the July 15, 2014 Executive Session. seconded the motion. All voted Aye. The motion carried /0.*

Approval of Minutes

The Financial Report was reviewed. *Louise Baker made the motion to approve the Financial Report and the transfer of funds. John Barry seconded the motion. All voted Aye. The motion carried 9/0.*

Financial Report & Transfer of Funds

Steven Campbell informed the Board about Maureen Willmann’s last day with the Library. Denise Hohenstreet will be taking on those responsibilities for the remainder of the year to gauge staffing needs after the new positions are filled next year. The Director also pointed out figures for new materials added to the Library’s collection through the past month as well as 1,200 donations added since January. Diann Wacker commented that she thinks it is great to add donations that are in good condition.

Librarians Reports

Carol Bell had suggested the Board getting together outside of the regular monthly meetings to discuss some of the large issues that are facing the Board. This planning session would have to take place as full day event on a Saturday and/or Sunday due to work schedules of some of the Board members. Steve Campbell mentioned that information is given and discussed for multiple months before a decision is asked to be made. Louise Baker added that she likes having the information presented a few times to give time away from the meetings to process the information before deciding about an issue. Carol Bell commented that all of the decisions are being rushed and adequate time is not being

Possible Board Planning Session

provided for discussion. Steve Campbell questioned what had changed in the two years that he has been serving here. He explained that when he was initially hired he recommended adding multiple part-time employees with no questions, but now after two successful years his recommendations are being questioned in detail. John Barry added that some hesitation arises because the Board is yet to see the additional funds come in. John Cheatham spoke up that the increased revenue and additional staff was anticipated but at time difficult to wrap their heads around. He said that in previous years the Board has begged the Director to fill some positions when the Library didn't have the additional funding. He pointed out to the Board that shortly after Steve came to Scenic, the Board realized how far behind our libraries were, so decided to go for the tax levy, which passed mostly due to Steve's efforts. Now that the levy has passed, he believes, the Board should support Steve's vision for moving the Library forward, adding that if staffing mistakes are made they can be fixed. John added that the Board is looking too closely into the details and the administration needs to be trusted for operations, saying that the Board needs to stop nit-picking every detail. Kathleen Ham spoke up that she seconds what John Cheatham said. John Cheatham also added that the Board approves to amend the budget because situations change, but the information to see the fluid changes. Carol Bell added that she feels that issues are being pushed, rushed and wanting a vote quickly.

Bob Niebruegge entered the meeting at 7:34 pm.

Paula Sutton asked the Board if anyone was interested in a separate planning meeting. Kathleen Ham commented that if the Board starts with additional meetings at this point, then a separate meeting would need to be held each time that a new issue, such as real estate, comes up. She likes having the break between meetings to think about the provided information. Joy Dufrain commented that she isn't worth anything for decision making late at night, not saying an additional meeting should be required, but that maybe some portions of the meetings could move a bit quicker. John Barry said that he has been convinced by John Cheatham that a planning session isn't necessary. Paula Sutton commented that she wasn't sensing anyone interested in fitting in another meeting into everyone's busy schedules. The Board passes on this issue unless needed at a later date.

Steven Campbell provided the Board with the bids received for the remodel of the administration building. The bids were double the amount of the quotes gotten last year due to prevailing wage. Steve asked the Board for direction with the project since it will run at least \$40,000-\$50,000 over budget. Bob Niebruegge commented that the project should not be looked at as only a four to five year fix, but as to be used indefinitely for administration and the possibility for sale or lease. ***John Barry made the motion to continue with the administrative office space project. Louise Baker seconded the motion.*** Carol Bell asked if moving the administration out of the Union branch would provide extra space for materials. John Barry thinks the branch should be remodeled after the administration leaves to allow the branch additional useable space. ***All voted Aye. The motion carried 10/0.***

Administrative
Office Space
Renovations

The 2013 audit was received a month later than usual due to working with a new auditing firm. The auditors suggested creating a capitalization policy, fraud policy and fund balance policy. Steve Campbell informed the Board that these topics would be placed on the agenda later this fall. The Board will vote to approve the audit at the September meeting to allow adequate time to review the hard copies.

2013 Audit

Steven Campbell had spoken with Paula Sutton and John Cheatham prior to the Board meeting about posted information regarding the tax levies. Both Board members agreed to roll back Gasconade and Warren Counties to set the rates to the same rate for consolidation. All three county rates are higher than the voted rate of \$0.20 due to the Hancock Amendment. John Barry is concerned about a lawsuit in Warren County over the donation if the library district consolidates. Steve Campbell spoke to the attorney about this specific issue and was told the library would be acting in the exact same manner that it currently does. The information sent to the estate is sent from Scenic Regional Library rather than Warren County Library District, so nothing would change. Carol Bell asked again about the pros and cons of consolidation. Steven Campbell provided a quick summary of what was provided in the June 2014 Board packet. The Board discussed this information. If consolidated, one rate will be used for all three counties by an average assessed valuation. The attorney informed Steve Campbell that a vote to consolidate can take place any time after the tax rate is set at the August 2014 meeting through the July 2015 meeting. A sample resolution has been provided to the Board. John Cheatham asked for consolidation to be put on the agenda for the September 2014 meeting.

2014 Tax Levy and Consolidation

Steven Campbell has been approached by the Washington Public Library about the increase due to the tax levy increase. Washington approves the budget, created by the city, in October. The Board discussed this issue. The Washington Library Board asked to have representatives from the Scenic Regional Library Board of Trustees as well as the Director present for discussion at the Washington August 27th Board meeting. The Board will be informed of the discussions at this meeting at the September meeting.

Washington Library Cooperative Agreement

The Board reviewed the revisions that were provided for the 2014 budget. These revisions include the three new positions in November 2014 as well as the three changed existing positions effective September 1, 2014. *John Cheatham made the motion to accept the budget revisions as well as moving ahead with staffing and the building project. Carol Leech seconded the motion. All voted Aye. The motion carried 10/0.*

2014 Annual Budget Revisions

Bob Niebruegge made the motion to move into Executive Session. Diann Wacker seconded the motion. There was a roll call vote: John Cheatham—Aye, Kathleen Hamm—Aye, Carol Leech—Aye, Louise Baker—Aye, Diann Wacker—Aye, John Barry—Aye, Carol Bell—Aye, Bob Niebruegge—Aye, Joy Dufrain—Aye and Paula Sutton—Aye. The Board moved into Executive Session at 9:05 pm.

The Board returned from Executive Session.

Joy Dufrain made the motion to eliminate the Stonehurst location as an option for the future New Haven branch. John Cheatham seconded the motion. John Cheatham-Aye, Kathleen Ham-Aye, Carol Leech-Aye, Louise Baker-Aye, Diann Wacker-Aye, John Barry-no, Bob Niebruegge-Aye, Joy Dufrain-Aye, Carol Bell-Aye, Paula-Aye. The motion carried 9/1.

Votes from
Executive Session

John Cheatham made the motion to put in a bid of \$50,000 for the Owensville school lot. Diann Wacker seconded the motion. All voted Aye. The motion passed 10/0.

John Barry made the motion to match the salary offered to retain Bill Snow. Louise Baker seconded the motion. All voted Aye. The motion carried 10/0.

John Barry made the motion to approve a 15% raise for Steven Campbell. John Cheatham seconded the motion. All voted Aye. The motion carried 10/0.

There being no further business, Paula Sutton adjourned the meeting at 9:46 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____