

Scenic Regional Library  
Board Minutes – August 21, 2012

The Scenic Regional Library Boards of Trustees met on August 21, 2012 at the Union Library. Joy Dufrain presided at the meeting. Those attending the meeting were Susan Richardson, John Barry, Karen Holtmeyer, Kathleen Ham, Dan Wilson, Louise Baker, Carol Bell, Bob Niebruegge, Jim Davis, Paula Sutton, Steven Campbell and Ken Rohrbach.

***Jim Davis made the motion to approve the Minutes of the July 17, 2012 meeting. Susan Richardson seconded the motion. The motion was approved unanimously.***

Approval of Minutes

The Financial Report was reviewed. Steve Campbell noted an error on the July Financial Report. The total expenditures for Improvements – Branches showed \$0, when the figure should have been \$9,661.67. The error did not reflect on the August Financial Report. Jim Davis said that he would present some suggestions for format changes to the Financial Report at the September Board meeting. ***Louise Baker made the motion to approve the Financial Report and transfer of funds. Jim Davis seconded the motion. The motion was approved unanimously.***

Financial Report &  
Transfer of Funds

Steven Campbell distributed the 2012 Assessed Valuations for Franklin, Gasconade, and Warren County library districts to the Board.

Assessed Valuations

Steven Campbell reported that Kimberly King from Langenburg, Strubberg & Arand is compiling a list of bills that can be paid through auto-draft per the Board's request.

Auto-draft

***Dan Wilson made the motion that the authorized signers on all Scenic Regional Library financial accounts currently bearing signatures—Operating Account at United Bank of Union, the Gift and Endowment account at United Bank of Union and the Vossbrink Bequest Account at United Bank of Union and on CD accounts as they mature—as well as the safety deposit box, as of September 1, 2012, should be and two of the following individuals, Steven W. Campbell, Jim Davis, Paula Sutton, Susan Richardson, and Ruth Lord. Certified public accountants Melissa Arand and Kimberly King from Langenburg, Strubberg & Arand are to be authorized non-signers to all the Scenic Regional Library Accounts. John Barry seconded the motion. The motion was approved unanimously.***

Authorized Contacts  
for Scenic Regional  
Library Financial  
Accounts

Steven Campbell recommended that the 2012 Annual Budget be amended to more accurately reflect the updated revenue figures (based on updated assessed evaluation figures). Steven Campbell stated that revenue was \$24,719 higher than estimated. In the proposed budget revision, the additional revenue, as well as funds transferred from Branch Improvements, would be placed in Automation for new computers. Budget adjustments were also made to accurately reflect the equalization funds received for Gasconade County and the LSTA grant for a new server that had been awarded to Scenic Regional Library. ***Jim David made the motion to approve the amended 2012 Annual Budget. Dan Wilson seconded the motion. The motion was approved unanimously.***

Amended 2012 Annual  
Budget

Steve Campbell provided the Board with a report about a building for sale in New Haven that could be renovated to replace the existing New Haven branch. There was discussion about the need for a new building in New Haven. ***Jim Davis made the motion to have the library director follow the same course of action that was undertaken prior to purchasing the St. Clair building to evaluate the building for sale in New Haven. This includes a (1) general inspection, (2) general appraisal, (3) asbestos inspection (if necessary), and (4) preliminary feasibility study to be conducted by an engineering firm. The preliminary feasibility study would identify any potential issues with remodeling the building, including (a) whether the concrete slab could withstand the weight of books and (b) whether the duct work issue could be resolved. Paula Sutton seconded the motion. The motion was approved unanimously.***

**New Haven Building Proposal**

As requested, Steve Campbell provided the Board with an analysis of staffing levels and proposal for staffing changes and additions. The recommendations included the addition of a part-time administrative assistant, full-time facilities manager, and eight part-time desk clerk and shelver positions. Dan Wilson expressed concern about the proposal's lack of an assistant director (second-in-command) as a point of contact for the Board in the director's absence. Susan Richardson suggested that a member of the professional staff, such as Christy Schink, be given the title of assistant director, while maintaining their current duties. ***Susan Richardson made the motion to accept the director's staffing recommendations. Karen Holtmeyer seconded the motion. The motion was approved unanimously.***

**Staff Analysis and Recommendations**

Steve Campbell requested that the Board increase the pay rate for the part-time page/shelver position from \$7.32 per hour to \$7.50 per hour. He reported that the statewide average pay rate for the position was \$7.51 per hour. ***John Barry made the motion to increase the pay rate for the part-time page/shelver position from \$7.32 per hour to \$7.50 per hour. Kathleen Ham seconded the motion. The motion was approved unanimously.***

**Shelver Pay Rate**

Steve Campbell asked the Board to approve a Lost and Paid Refund Policy for the library. Ken Rohrbach interjected that the library did have a procedure for handling lost and paid refunds. Steve Campbell explained that the current practice was that patrons could be refunded for lost and paid items no matter how many years ago they had been paid. The library maintained an entire card catalog of records pertaining to these items which spanned decades. Many libraries didn't provide refunds at all. ***Paula Sutton made the motion to approve the Lost and Paid Refund Policy: "Refunds on items which have been lost and paid will be made if the item is returned in good condition within one (1) year of the date of payment." Jim Davis seconded the motion. The motion was approved unanimously.***

**Lost and Paid Refund Policy**

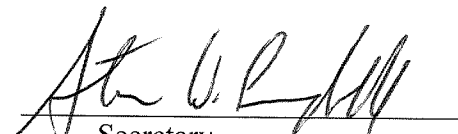
Steve Campbell informed the Board that the library's certified public accountants from Langenburg, Strubberg & Arand had requested that the library have the Franklin County Library funds direct deposited each month, opposed to having checks signed by the Board members. The Gasconade and Warren County Library funds could be transferred through auto-demand each month. The library's auditors, Unnerstall & Unnderstall, CPA, were contacted about the matter. They said that many of their clients were moving to direct deposit and that it would be acceptable, in terms of the annual audit. The transfer of funds would still be approved by the Board each month and be reflected in the minutes. ***John Barry made the motion to allow the funds for all three counties to be transferred electronically each month. Louise Baker seconded the motion. The motion was approved unanimously.***

**Direct Deposit of County Library Funds**

Susan Richardson said that the bookmobile was a wonderful library service. She asked what we were doing to promote the bookmobile. Steve Campbell responded that the first priority was to address the bookmobile's Internet access issues and that he was investigating some possible options.

**Bookmobile**

There being no further business, Joy Dufrain adjourned the meeting.

  
Secretary

Approved:   
President, Septic Regional Library Boards of Trustees

Date: 9/18/12