

Scenic Regional Library
Board Minutes – August 27, 2013

Scenic Regional Library Board of Trustees met at the Zion United Church of Christ in Union on August 27, 2013, at 8:04pm. Bob Niebruegge presided at the meeting. Those attending the meeting were, John Cheatham, Jim Davis, Joy Dufrain, Louise Baker, Diann Wacker, Paula Sutton, Karen Holtmeyer, John Barry, Carol Bell, and Carla Robertson. Susan Richardson, Kathleen Ham, Dan Wilson and JoAnn Schweissguth were absent. Also present were Steven Campbell, Library Director, Jamie Summers, Administrative Assistant, and April Fundell, full-time library associate at the Union branch.

There were no public comments.

Jim Davis made the motion to approve the Minutes of the July 16, 2013 meeting. Paula Sutton seconded the motion. All voted Aye. The motion carried 11/0. **Approval of Minutes**

The Financial Report was reviewed. An emergency transfer of funds was approved by Bob Niebruegge, Board President, and made prior to the meeting due to the Board meeting being rescheduled for the following week. ***Karen Holtmeyer made the motion to approve the Financial Report and transfer of funds. John Cheatham seconded the motion. All voted Aye. The motion carried 11/0.*** **Financial Report & Transfer of Funds**

The Librarians' Reports were reviewed. Steven Campbell reported the full time clerk position at the Union branch, available with Judy Brock's retirement, was filled internally by April Fundell, a part time circulation clerk in Union. She started the new position on Monday, August 12, 2013. **Librarians' Reports**

The proposed library survey was discussed. The Board would like to have the library's website address listed on the survey. A discussion was held over how many surveys needed to be sent out to gain an accurate representation from the community about the library branches. The Board feels that being able to identify results by county is necessary and the best way to achieve this goal will be to use a different color paper for each county's survey. ***Jim Davis made the motion to send the survey to 30% of people who voted in the last April election. John Cheatham seconded the motion. All voted Aye. The motion carried 11/0.*** **Library User Survey**

The Board discussed quotes for the New Haven building. The basement needs structural attention. The Board feels it will help with mold having the basement gutted. It was also mentioned placing fans in the basement to help with drying when leaking. The Board will continue to discuss the options for the New Haven location. **New Haven Branch Building**

Steven Campbell gave information that was available at the time regarding 2014 insurance options. Insurance companies will not begin posting their 2014 rates until September. MCHCP requires a 90 day **Health Insurance**

notice to leave the group. The Board agrees to put in a 90 day notice and rescind it within 60 days if they are still the library's best option. If they are not the best option, then will change companies effective in January 2014.

Steven Campbell provided the Board with information about four time clock systems. The cost would be \$100 to \$250 per month for any of the options. All of the systems are compatible with the current accounting system as well as with QuickBooks. Time Force II appears to be the best option for what the library needs. It provides levels of approval for each employee's time as well as files being able to be uploaded for administrator, branch manager and the employee to view. Time Force II also provides set up and training for usage of the system. The cost for this option is \$3 per employee per month for the first year and \$2 per employee per month the second year, with an initial set up fee of \$195. ***Carla Robertson made a motion to accept using Time Force II as the library time system. Louise Baker seconded the motion. All voted Aye. The motion carried 11/0.***

Time Clock System

Steven Campbell explained to the Board that there were several budget lines that were over budget. A few lines, including AV and e-books were already completely expended. The library has added many additional services this year, including programing, and the costs were difficult to project. E-books are also in much higher demand and DVDs needed to replace VHS tapes that were withdrawn from the system. The Board feels that the Youth Services Librarian and the Cataloging and Collection Development Manager need separate budget accounts for planning spending when purchasing new material. The Board decided to vote to amend the budget when additional documents were available at their September meeting.

Budget

Jim Davis made the motion to move into Executive Session to discuss real estate matters. John Cheatham seconded the motion. There was a roll call vote: Jim Davis—Aye, John Cheatham—Aye, Louise Baker—Aye, Diann Wacker—Aye, John Barry—Aye, Karen Holtmeyer—Aye, Carla Robertson—Aye, Paula Sutton—Aye, Carol Bell—Aye, Joy Dufrain—Aye, and Robert Niebruegge—Aye. The Board moved into Executive Session at 9:18pm.

Closed Session

The Board returned from Executive Session.

Bob Niebruegge adjourned the meeting at 9:34pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____

