

Scenic Regional Library  
Board Minutes – December 18, 2012

Scenic Regional Library Board of Trustees met at the Union Branch Library on December 18, 2012, at 7:30pm. Joy Dufrain presided at the meeting. Those attending the meeting were Carol Bell, John Cheatham, Jim Davis, Susan Richardson, Paula Sutton, Louise Baker, Kathleen Ham, Robert Niebruegge, Diann Wacker, John Barry, Karen Holtmeyer, Carla Robertson and Steven Campbell, Library Director.

There were no public comments.

*John Cheatham made the motion to approve the minutes of the November 27, 2012 meeting. John Barry seconded the motion. All voted Aye. The motion carried 13/0.*

**Approval of Minutes**

The Financial Report was reviewed. Steven Campbell reminded the Board that the storage shed recently purchased for the Warren County Branch was being paid from the Warren County Library Building Fund. *Robert Niebruegge made the motion to approve the Financial Report and transfer of funds. Carla Robertson seconded the motion. All voted Aye. The motion carried 13/0.*

**Financial Report & Transfer of Funds**

Steve Campbell reviewed the Librarians Report. He reported that a new sign had been installed at the New Haven Branch. Carol Bell said that the railing along the front steps also needed to be painted.

**Librarian's Report**

Steve Campbell talked about the library's newspaper digitization grant through the Missouri State Library and Missouri Historical Society. The library will be partnering with the Washington Historical Society and possibly some other historical societies in the district on the grant. The grant will digitize all of the library and Historical Society's newspapers holdings on microfilm prior to 1923 over a two-year period beginning in the summer of 2013.

Steve Campbell also briefly reviewed the revenue statistics for the library's November book sale, which were included in the Board packet. He said that he would consult the Board about locations for the spring book sale as some Board members indicated that they would like to see the sale held at additional locations.

Carla Robertson asked about the silent auction in Warrenton, Hermann, and Union. Steve Campbell explained that while some Board members had expressed that they didn't like the library fundraising, the Board never decided definitively on the issue. As a result, he contacted some Board members after the meeting about how he should proceed and they indicated that he should continue with the event. However, the volunteers working on the event should call themselves Friends of the Library. John Cheatham elaborated on his conversation with Steve Campbell.

Steven Campbell requested that the Board add Amazon.com to the Interim Check Policy's list of approved vendors. The library had experienced some late payment issues with the company. *Susan Richardson made the motion to approve the addition of Amazon.com to the Interim Checks Policy. Paula Sutton seconded the motion. All voted Aye. The motion carried 13/0.*

**Interim Checks  
Policy Amendment**

Steve Campbell announced that Library Legislative Advocacy Day was scheduled for February 5, 2013 in Jefferson City. He talked about the purpose of the event, including educating new legislators about libraries, and encouraged the Board members to attend. He asked that they let him know if they plan to attend at the January Board meeting. Joy Dufraim and some other Board members shared their experiences from past Library Legislative Days. John Cheatham requested that Steve Campbell send the Board members a list of their state legislators.

**Library Legislative  
Advocacy Day**

Steve Campbell reviewed some changes to the preliminary 2013 Annual Budget that was presented to the Board at their November meeting. The final estimate for the unexpended funds to be forwarded from the 2012 fiscal year to the 2013 budget were significantly lower than anticipated. As a result, \$85,000 had to be trimmed from the original proposed budget.

**2013 Annual  
Budget**

Steve Campbell recommended that the library change its revenue cycle to run parallel with its fiscal year. In the past, the library estimated its revenue from December 1 through November 30, while the fiscal year was from January 1 through December 31. He had spoken with the library's auditor, Sam Unnerstall, and he was fine with the change. The change would simply have to be reflected in the library's 2013 budget documents. The proposed budget indicated those changes. *Jim Davis made the motion to approve the 2013 Annual Budget. Louise Baker seconded the motion. All voted Aye. The motion carried 13/0.*

Steve Campbell talked to the Board about his meeting in September 2012 with an attorney about the creation of a library foundation. The attorney specializes in non-profit organizations and has several recommendations for the foundation's structure. Her proposal would create a foundation with nine Board members that would serve as an umbrella organization over Friends' groups in local communities. The Friends' groups would be standing committees of the foundation.

**Library  
Foundation**

Steve Campbell explained that a foundation and Friends' groups were needed due to the library's low tax levy. A few Board members said that the library should place a tax levy increase measure on the ballot if it needed additional revenue, opposed to soliciting for donations or holding fundraisers. Robert Niebruegge stated that he was concerned about a foundation soliciting local businesses for donations when they are already inundated with requests from other organizations. Susan Richardson said that organizations can raise funds without soliciting businesses for donations and cited the Union School District's annual craft fair as an example.

Some Board members expressed concern that it could be difficult to find people to serve on the foundation Board or Friends' committees. Jim Davis said that he thought that the initiative for the creation of a foundation should come from outside of the library. Other Board members suggested that volunteers could help the library without a separate organization actually being created. Paula Sutton said that she believed that there were potential liability issues for the library in the long-term with having volunteers simply calling themselves Friends of the Library without an entity actually existing.

Joy Dufrain requested that all the Board members talk to people in their local communities to gauge the interest in a foundation and Friends' group and the issue would be revisited at the January Board meeting.

The Board went into closed session (Missouri Rev. Statutes, Sec. 610.02(3) Personnel with a motion by Jim Davis, second by Diann Wacker; roll call vote: Louise Baker, aye; John Cheatham, aye; Bob Neibruegge, aye; Diann Wacker, aye; John Barry, aye; Kathy Hamm, aye; Karen Holtmeyer, aye; Susan Richardson, aye; Carla Robertson, aye; Carol Bell, aye; Paula Sutton, aye; Jim Davis, aye; and Joy Dufrain, aye.

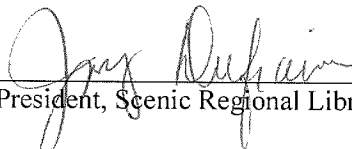
**Closed Session**

The Board returned from closed session.

Joy Dufrain announced that the Board had voted to give Steve Campbell a 5% raise effective January 1.

*There being no further business, Joy Dufrain adjourned the meeting at 10:07 pm*

  
Secretary

Approved:   
President, Scenic Regional Library Board of Trustees

Date: 1/15/12