

Scenic Regional Library
Board Minutes – July 15, 2014

Scenic Regional Library Board of Trustees met at the Union Library on July 15, 2014, at 7:02 pm. Bob Niebruegge presided at the meeting. Those attending the meeting were Diann Wacker, Louise Baker, Karen Holtmeyer, Susan Richardson, Kathleen Ham, Jim Davis, Carol Bell, Paula Sutton and Joy Dufrain. Absent were Carla Robertson, John Barry, John Cheatham, and Carol Leech. Steven Campbell, Library Director, Jamie Summers, Administrative Assistant, Diane Disbro, Union Branch Manager, Tim Otten, and Charlotte Chitwood were also present.

Karen Holtmeyer made the motion to approve the Minutes of the June 24, 2014 meeting. Louise Baker seconded the motion. All voted Aye. The motion carried 10/0. Louise Baker made the motion to approve the Minutes of the May 20, 2014 Executive Session. John Barry seconded the motion. All voted Aye. The motion carried 10/0.

Approval of Minutes

The Financial Report was reviewed. *Joy Dufrain made the motion to approve the Financial Report and the transfer of funds. Susan Richardson seconded the motion. All voted Aye. The motion carried 10/0.*

Financial Report & Transfer of Funds

Tim Otten commented that he is aware all real estate discussions will take place during Closed Session but wanted to provide the Board with an update on the Stonehurst location in New Haven. He is on a city board that just voted to extend the sidewalk to the Stonehurst location by 2018. He added that he has spoken with many community members and they aren't as concerned with the location as they are with getting an updated branch. He brought up the point that many Board members discuss being fiscally responsible with taxpayer money and he agrees that is what the community expects and would like to see excess funds given to materials and programming rather than extravagant new buildings. Charlotte Chitwood, a New Haven resident and library patron, also addressed the Board. She said that the community is looking forward to seeing a new branch in New Haven and agrees it to be best fiscally responsible. She added that parking and a community/programming space are needed, as well as multiple restrooms and comfortable seating.

Public Comments

Bob Niebruegge exited the meeting at 7:25 pm. Paula Sutton presided over the remainder of the meeting.

Steven Campbell attended the board meeting for the Gerald Area Library after they did not attend the Scenic Regional Library Board of Trustee meeting in June. The Gerald Board president would like to see Scenic take over their volunteer library as they have trouble staffing with volunteers and fundraising. The next day, a board member called Steve Campbell to inform him that Gerald does not want a Scenic branch. She said they like the uniqueness of the volunteer library. She suggested waiting until Gerald has a full board to discuss the issue further.

Gerald Area Library

The A/C unit at the Warrenton branch has a coil that needs replaced. The Director is in the process of getting three quotes for the condenser coil. The Board agreed to get quotes rather than placing the repair up for bid in the newspaper. Joy Dufrain asked if quotes could be obtained to replace the whole unit as well to make the price comparison and decision. The Board agreed to receive the quotes via email and proceed in the most reasonable manner.

Warrenton A/C Unit

Steven Campbell brought the current purchasing policy to the attention of the Board. With all of the current renovations and future building projects, it would save valuable time if the limit was raised for advertising bids and bringing the information to the next Board meeting. *Jim Davis made the motion to adjust the amount requiring advertising and Board approval to \$15,000 as well as raising the limit to \$10,000 for obtaining quotes without advertising. Susan Richardson seconded the motion. All voted Aye. The motion carried 9/0.*

Purchasing Policy Amended

Steven Campbell provided the Board with a visual representation of 2015 personnel additions and changes. The Board appreciates the presentation and agrees it to be easier to follow. Susan Richardson commented that it makes sense to require additional staff since the current, heavy, workload will soon be doubling. Carol Bell was concerned that the additional administrative staff would be providing relief to the branch managers and branch staff. Jim Davis suggested hiring a few of the positions by mid-November to get acclimated before implementing the changes in January. The Director has spoken with the branch managers about the current staff interest in covering the additional hours effective in January. Some branches have part-time staff that is interested in additional hours but a few branches do have any current employees that want more hours. None of the Board members object to the proposed new or altered positions.

Personnel Budget and Salary Range Recommendations for 2015

Steven Campbell informed the Board that he has been in contact with an attorney for a timeline for consolidation. He will provide the information to the Board as it becomes available.

Consolidation

Carol Bell made the motion to nominate Paula Sutton (Franklin County) as President of the Regional Board. Jim Davis seconded the motion. All voted Aye. The motion carried 9/0. Joy Dufrain made the motion to nominate Karen Holtmeyer (Warren County) as First Vice President of the Regional Board. Diann Wacker seconded the motion. All voted Aye. The motion carried 9/0. Diann Wacker made the motion to nominate Carol Leech (Gasconade County) as Second Vice President of the Regional Board. Jim Davis seconded the motion. Kathleen Ham abstained from the vote. All others voted Aye. The motion carried 8/0.

Election of Regional Officers

Steven Campbell provided the Board with the preliminary assessed valuation figures from Franklin and Gasconade counties. The figures are slightly higher than had been anticipated. The Director pointed out that this difference makes up the increase in MoreNet costs.

Preliminary Assessed Valuation Figures

The Director forwarded interest from the Warrenton and Union branch adult programmers to the Board concerning gun safety programs. Both branches have expressed interest in providing this type of program. The Board had discussed the issue a few years ago and had decided that it is best to stay away from gun issues and that there are many other outlets if patrons are interested in learning gun safety.

Gun Safety Program Requests

Steven Campbell informed the Board of a recent vacancy to the Foundation Board. Cathy Engelage from Warren County has stepped down due to not being able to attend the meetings. The Scenic Regional Library Board of Trustees must appoint another member to the Foundation Board. Karen Holtmeyer suggested including the Foundation Board members in the search for a replacement. Paula Sutton has a previous coworker that lives in Warren County that might be interested and would be a tremendous asset to the Board.

Library Foundation Board Vacancy

Steven Campbell advised the Board of an incident at the Warrenton branch. The police found a stolen DVD from the library on a twelve year old patron. The Director did not believe it to be necessary to press criminal charges at this point. He suggests banning the patron for a year, which requires Board approval. The Board agrees to send a letter to the parents explaining the ban rather than pressing charges for the first issue.

Warrenton Theft Incident

Jim Davis made the motion to move into Executive Session. Diann Wacker seconded the motion. There was a roll call vote: Jim Davis—Aye, Louise Baker—Aye, Diann Wacker—Aye, Karen Holtmeyer—Aye, Kathleen Hamm—Aye, Carol Bell—Aye, Susan Richarson—Aye, Joy Dufrain—Aye, and Paula Sutton—Aye. The Board moved into Executive Session at 9:35 pm.

The Board returned from Executive Session.

There being no further business, Paula Sutton adjourned the meeting at 10:15 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____