

Scenic Regional Library
Board Minutes – March 19, 2013

Scenic Regional Library Board of Trustees met at the Union Library on March 19, 2013, at 7:33pm. Joy Dufrain presided at the meeting. Those attending the meeting were Carol Bell, John Cheatham, Jim Davis, Susan Richardson, Paula Sutton, Kathleen Ham, Robert Niebruegge, Diann Wacker, Dan Wilson, John Barry, Karen Holtmeyer, Carla Robertson, JoAnn Schweissguth, Steven Campbell, Library Director, and Jennifer Slay, Administrative Assistant.

There were no public comments.

Paula Sutton made the motion to approve the Minutes of the February 19, 2013 meeting. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0. **Approval of Minutes**

The Financial Report was reviewed. John Barry commented that the report does not list revenue designations for Warren County. Steven Campbell will refer to the accounting firm for an explanation. ***John Cheatham made the motion to approve the Financial Report and transfer of funds. John Barry seconded the motion. All voted Aye. The motion carried 12/0.*** **Financial Report & Transfer of Funds**

The Librarians' Reports were reviewed. The board appreciates the monthly Programming and Outreach Statistics being included in the board packet. Steven Campbell updated the board on the database purchases. The new automotive repair database purchased, ChiltonLibrary.com, has been replaced by AllData. The difference between the two is that ChiltonLibrary does not include time and cost figures, but is available remotely, where AllData was not. John Barry commented that the Warrenton branch has heavy usage of the auto database and has some concerns about patrons being able to access the time and cost information. Steven Campbell stated that he found a free website to access this information - <http://www.automd.com/repaircost/> - and that each branch has been advised to refer patrons to this site. **Librarians' Reports**

The property insurance deductible increase was reviewed. ***John Barry made the motion to increase the property insurance deductible from \$1000 to \$2500, to keep the earthquake rider, and drop the terrorism rider. John Cheatham seconded the motion. All voted Aye. The motion carried 12/0.*** **Property Insurance Deductible**

The proposal to move forward with having an attorney develop the foundation bylaws was discussed. ***Jim Davis made the motion to have an attorney develop the foundation bylaws. Dan Wilson seconded the motion. Steven Campbell suggested we use Amy Hereford who specializes in this field. All agreed. All voted Aye. Motion carried 12/0.*** **Library Foundation Bylaws**

The possibility of relocating the New Haven branch was discussed at length. Two properties were presented to the board. The first was initially discussed in 2008, but the building structure did not meet the library's weight requirement of 100 lbs. per square inch. Since then, the structure has been reinforced and the library has been approached by the owner of the property. ***John Cheatham made the motion to cease discussion on this property. Dan Wilson seconded the motion. All voted Aye. Motion carried 12/0.*** The discussion continued on another location on the west side of town. This is a new strip mall structure, with two units available for purchase. All interior work would need to be completed. ***(Bob Niebruegge joined the meeting during this discussion at 8:05pm).*** Thoughts were presented on the location, price to purchase, costs involved to complete the interior work, as well as operation costs once completed. Joy Dufraim suggested Steven Campbell find out costs to complete the work. Bob Niebruegge suggested we also find out potential utility costs based on the size of the occupied space.

New Haven

Steven Campbell updated the board on the costs to upgrade lighting fixtures and bulbs at both the Union and New Haven branches. ***John Cheatham made the motion to upgrade lighting fixtures and bulbs at the Union branch and table the New Haven branch for a later date. Dan Wilson seconded the motion. All voted Aye. Motion carried 13/0.***

Lighting Upgrade at Union and New Haven Branches

Steven Campbell provided quotes obtained for renovating the Auto Parts Store building, as well as the design plan to convert the area into administrative offices. The relocation of administrative staff would allow for increased space to serve the public at the branch. Steven Campbell explained the costs would need to come from our reserve account, which will not be replaced due to recent staffing additions. Carol Bell asked if the renovation could be done in stages over a couple of years. Jim Davis asked if we could lease the building for five years. The discussion continued on options for keeping, leasing, or selling the property. Susan Richardson stated that, considering all the needs we have with our structures in New Haven, Union, and Owensville, we do not have the funds now to pursue these projects. The discussion changed course to the topic of a tax levy increase. John Cheatham commented that the needs of the library should be justified to the community why we need the funds. Carol Bell and John Cheatham both agree to look at a tax levy increase. Costs to get the initiative on the ballot were questioned, as well as timing. Discussion reverted back to the building. It was originally purchased to allow for expansion because the current space does not allow for any growth. The building will continue to deteriorate unless some renovations are completed. Bob Niebruegge suggested we add new siding to stop the exterior from deteriorating. Steven Campbell said the interior will continue to deteriorate without heating and cooling installed. ***John Barry made the motion add new siding, an HVAC system, exterior windows, and exterior doors for a total of \$20,500. John Cheatham seconded the motion. All voted aye. Motion carried 13/0.***

Proposed Renovation of Auto Parts Store Building

John Cheatham suggested Steven Campbell research a tax levy increase at each county level for April 2014 for informational purposes.

There being no further business, Joy Dufrain adjourned the meeting at 9:05 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____