

Scenic Regional Library
Board Minutes – May 18, 2010

The Scenic Regional Library Boards of Trustees met on May 18, 2010 at the Warrenton Library. John Barry presided at the meeting. Those attending the meeting were JoAnn Schweissguth, Diann Wacker, Joy Dufrain, Christine Schmidt, Kathi Ham, Carla Robertson, Dan Wilson, Jim Davis, Karen Holtmeyer, Susan Richardson, Vivienne Beckett and Ken Rohrbach. Jim Verhulst, Bob Niebruegge, John Cheatham, and Carol Bell were absent.

Jim Davis made the motion to approve the Minutes of the April 20, 2010 meeting. Joy Dufrain seconded the motion. The motion was approved unanimously.

Approval of Minutes

The Financial Report was reviewed. Ken Rohrbach noted the following: the receipt of 3rd and 4th quarter state aid with no reduction, reserve certificates of deposit maturing, and the balances in various budget categories. Expense items in the programs category were explained. *Christine Schmidt made the motion to approve the Financial Report and transfer of funds. Karen Holtmeyer seconded the motion. The motion was approved unanimously.*

Financial Report & Transfer of Funds

Final status on legislation affecting libraries was reviewed. The library board had the opportunity to view the nearly complete Warrenton Parking lot project prior to the meeting. Progress on the website redesign was outlined. Ken Rohrbach explained the technical solution that Chris Brown has developed for completely integrating the bookmobile into the library's automation system. Pending a final field test of connectivity, the only issue remaining will be the ability to track statistics by individual bookmobile stops. Findings on the feasibility of interested libraries forming a health insurance consortium were presented. The requirements virtually rule out this approach. Several libraries are interested in pursuing open source automation software but Ken Rohrbach stated the reasons that Scenic is not currently interested. Vivienne Beckett gave an overview of the upcoming summer reading program and special events. Again, the upcoming author visit from Ridley Pearson was highlighted.

Reports

Ken Rohrbach reported that Sean Barton, head of the ECC graphic design department, had no response from current or former students in submitting logo designs. There was discussion of the proposal submitted by Neil Krueel for logo redesign and of the advantages of using a professional firm. *Christine Schmidt made a motion to accept the bid of \$1,650 from Neil Krueel for a complete custom design for a logo. Susan Richardson seconded the motion. The motion was approved unanimously.*

Logo Redesign

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The state of Missouri's recent reduction of its mileage rate to 37 cents to compensate for expenses connected to paying staff in conjunction with the Truman Day state holiday was discussed. The state's practice prior to this had been to reimburse at 3 cents below the federal rate. The library adopts the rate the state has in effect as of July 1st each year. Since the state's rate is now based on its budgetary problems rather than the federal rate, the board directed the library staff to develop a revised mileage reimbursement policy that would reflect a rate of 3 cents below the federal rate in effect July 1st of each year.

Mileage
Reimbursement
Rate

The existing format of the Gift and Endowment account was discussed. A portion of the funds are in a certificate of deposit and the other are in a money market account. After an extensive reconstruction of the G & E account, it became apparent that having all of the funds in one account would make tracking the approximately 134 accounts easier and also make expenditures easier. *Joy Dufrain made a motion to combine all the Gift and Endowment funds into the money market account when the current certificate of deposit matures. Dan Wilson seconded the motion. The motion was approved unanimously.*

Format of Gift
and Endowment
Account

The issues of instituting a \$15.00 fee on checks returned for insufficient funds and, if the library's collection efforts fail, turning the matter over to the prosecuting attorney were raised. Dan Wilson noted that any other fees charged by banks should also be included. Further, the individuals writing checks would need to have notice of these charges and the possible involvement of the prosecuting attorney. Ken Rohrbach stated that all branches currently have a laminated explanation of the proper entity to make a check out to, and that this could be revised to include the new provisions. *Dan Wilson made a motion to institute a \$15.00 fee on checks returned for insufficient funds and to also charge for any bank fees that are incurred. Jim Davis seconded the motion. The motion was approved unanimously. Dan Wilson made a motion to have uncollected accounts turned over the prosecuting attorney. Kathy Ham seconded the motion. The motion was approved unanimously.*

Charge for
Returned
Checks

Uncollected
Accounts to
Prosecuting
Attorney

Christine Schmidt made a motion to reinvest the Automation Reserve certificate of deposit of \$131,639.93 at the best rate for the shortest term. Diann Wacker seconded the motion. The motion was approved unanimously.

Automation
Reserve CD
Reinvestment

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Karen Holtmeyer made a motion to reinvest the Automotive Reserve certificate of deposit of \$66,214.61 at the best rate. Dan Wilson seconded the motion. The motion was approved unanimously

Automotive
Reserve CD
Reinvestment

There being no further business, John Barry adjourned the meeting.

Secretary

Approved: _____
President, Scenic Regional Library Boards of Trustees

Date: _____