

Scenic Regional Library
Board Minutes – May 19, 2009

The Scenic Regional Library Boards of Trustees met on May 19, 2009 at the Union Library. Jim Davis presided at the meeting. Those attending the meeting were Joy Dufrain, John Cheatham, Susan Richardson, JoAnn Schweissguth, Carol Bell, Carla Robertson, John Barry, Vivienne Beckett, Christy Schink, and Ken Rohrbach. Peggy Hammer, Dan Wilson, Diann Wacker, Jim Verhulst, Karen Holtmeyer and Christine Schmidt were absent.

Joy Dufrain made the motion to approve the Minutes of the April 21, 2009 meeting. Susan Richardson seconded the motion. The motion was approved unanimously.

Approval of Minutes

The Financial Report was reviewed. Ken Rohrbach noted that State Aid monies had been received by each county and that \$22,443.63 from the A & E tax will be forthcoming. Certificates of deposit expiring before the next board meeting were highlighted. Expenditures to date in budget categories were reviewed. *John Barry made the motion to approve the Financial Report and transfer of funds. Joy Dufrain seconded the motion. The motion was approved unanimously.*

Financial Report- Approval of Financial Report & Transfer of Funds

Christy Schink gave an enthusiastic presentation on the summer reading program and the multitude of activities being held for Kids' Club, teens and adults. Ken Rohrbach reported that the progress on the Warrenton Parking Lot expansion is still delayed pending the receipt of the recorded easement from the adjoining property owner. Final details of the legislative session were not available. It was noted that the State Library and MOREnet will be subscribing to several Gale databases and this will save the library \$15,238.53 per year. Results from the spring book sale were distributed. Library events were highlighted.

Reports

A draft of the Cooperative Service Agreement between the Washington Municipal Library District and Scenic Regional Library was distributed. Ken Rohrbach noted that elements of the existing reciprocal lending agreement with Washington and other reciprocal agreements Scenic were incorporated into the draft, as well as the services that Scenic has agreed to supply. The library's attorney has reviewed the draft and the next step in the process is to have the Washington staff and library board review the document.

Washington Cooperative Service Agreement

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Plans for the 50th anniversary celebration of Scenic Regional Library were again highlighted. Activities will be held at branch facilities during the first week in June culminating with a larger event in Union on Saturday, June 6th. Promotional efforts were also highlighted. A feature article in the Missourian will be published on May 20th, the actual anniversary date. Vivienne Beckett reviewed the participants in the event.

50th Anniversary Plans

Bids for replacing the front awning at the St. Clair Library were presented. Ken Rohrbach reviewed the history of the project which has now stretched over two years. Bolte Construction of St. Clair submitted two bids: a 13' standing seam metal awning for \$3,242, with painting the underside at \$531, and a 28' standing seam metal awning for \$4,934, with painting the underside at \$945. The 28' awning would provide the same coverage as the existing awning. There was concern that two front windows would still be exposed to afternoon sunshine. ***John Cheatham made a motion to allow \$1,500 above the bid of \$4,934 for the 28 foot awning to provide coverage of the additional windows on the front of the St. Clair building. Carol Bell seconded the motion. The motion was approved unanimously.***

St. Clair Awning Replacement

Vivienne Beckett presented the Marketing Plan for Scenic Regional Library that she has recently completed. The document analyzes existing services and targeted audiences, more specifically library services for senior citizens, teens, and immigrants. Further, the strengths, weaknesses, opportunities, and threats to achieving this plan were outlined. Finally the marketing goals and strategies were presented. The board was very impressed with the document and the direction it gives to the library. Mrs. Beckett noted that the library currently engages in many of the activities in the plan but having the plan in writing will keep focus and assist in evaluation. It will also help the library staff expand their marketing efforts

Marketing Plan

Ken Rohrbach reported that the Insurance Reserve CD of \$12,062.21 and the Automation Reserve CD of \$116,050.41 are both coming due on June 12, 2009. It was suggested that consideration be given to combining these CD's into one Automation Reserve CD. The insurance reserve account was initiated when the deductibles to the library's insurance policies were extremely high for theft and vandalism. The insurance policies have had a uniform \$1,000 deductible for several years, and this amount does not necessitate a separate reserve fund. ***John Barry made the motion to approve combining the Insurance Reserve CD with the Automation Reserve CD and invest the total amount at the highest and best rate. Susan Richardson seconded the motion. The motion was approved unanimously.***

Combine CD's and Reinvest

State Aid Trustee listing forms were distributed and signed by the Franklin Library Board president, the Warren County Library Board president, and the Scenic Regional Library board president.

Sign State Aid Trustee Listing

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Bids on computers & monitors for Hermann & Owensville were presented. Funds for this purchase will be coming from the Equalization monies received for Gasconade County. These computers will replace older units which will then be used for library catalog and database computers. *John Cheatham made the motion to purchase 8 computers for \$3,592 and 8 monitors for \$952 from AQM Computer Help. Joy Dufrein seconded the motion. The motion was approved unanimously.* Other funds from the Equalization monies have been encumbered for three children’s book browser bins and new furnishings for the adult seating area at Owensville.

**Equalization
Fund Bids &
Purchases**

John Cheatham requested that the library staff work toward getting a photographic display of all of the Scenic Regional facilities placed in each branch location.

Library Display

John Cheatham made a motion to adjourn the meeting. John Barry seconded the motion. The meeting was adjourned.

Secretary

Approved: _____
President, Scenic Regional Library Boards of Trustees

Date: _____