

Scenic Regional Library District
Board Meeting – November 15, 2011

The Scenic Regional Library Boards of Trustees met on November 15, 2011 at the library in Union. Susan Richardson presided at the meeting. Those attending were, Carol Bell, John Cheatham, Susan Richardson, Louise Baker, Kathi Ham, Bob Niebruegge, Diann Wacker, Dan Wilson, John Barry, Joy Dufraim, Karen Holtmeyer, Carla Robertson, JoAnn Schweissguth, and Vivienne Beckett. Jim Davis and Paula Sutton were absent.

Susan Richardson asked if there were any corrections to the minutes of the previous board meeting. *Dan Wilson moved to approve the October meeting minutes. Joy Dufraim seconded the motion. The motion was approved unanimously, and the meeting minutes of the October 18, 2011 meeting were approved.*

Approval of Minutes

The Financial Report was reviewed. Library Director, Vivienne Beckett noted the payments to Overdrive for the amount of \$9,194.28 for ebooks, payment to Tutor.com in the amount of \$7,000 for the online tutoring subscription, and payment to JSL Enterprises in the amount of \$1,577 for delivery services. *John Barry 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

Reports

Vivienne Beckett gave a description of the upcoming programs and also reported on the outcome of the Trivia Night, Battle of the Branches program, a collaborative event held with Washington Public Library. Over one hundred people attended the event, and Scenic Regional Library received \$120 in income from this event. Susan Richardson and Kathi Ham commented on the success of the event and that a good time was had by all.

Program Highlights

Vivienne Beckett reported on the book sale income which increased slightly since the spring sale. She noted that more marketing for the event took place by posting signs on the exterior of the branches and the book sale was shortened by one week. The total income for the fall book sale was \$5,982.69.

Fall Book Sale Totals

An update on ebook usage was given which YTD totaled 3,348. The statistics on ebooks and audiobooks are now being reported within the circulation statistics. Patrons are satisfied with this service and are glad the library offers ebooks in its collection.

Ebook usage update

The Preliminary Budget and Income Message for 2012 were presented by Vivienne Beckett. She explained that she prepared the preliminary budget assuming an estimated 1% growth in property assessments. The estimates show a decrease of 10.2% in the operating income from 2011 to 2012. She explained that she has made some cuts in all major areas of the operating budget and explained the estimates.

Preliminary 2012 Budget Review

Vivienne Beckett also explained that interviews were underway for the full time position of Manager of Cataloging/Collection Development. She recommends promoting Chris Brown, the current Branch Coordinator/IT Supervisor to Assistant Director, beginning January 1, 2012. Also noteworthy, she has revised the title for the position of Children's Librarian to Youth Services Librarian, due to the nature of the job responsibilities. In addition, she explained that she would be looking to fill a new position, Adult Services/Reference Librarian, in early to mid 2012. The professional in this position will help with providing solid library services and with scheduling more programming as the library is trying to offer services important to the public. If necessary, hiring a part time human resources professional may be necessary in mid to late 2012.

The budget committee reported on the proposals received from the accounting firms who responded to the request for proposals advertisements to outsource the accounting/payroll functions of the library. John Cheatham reported that since the budget committee had sought out bids for accounting services in order to cut costs, the library has received four to select from. There was discussion on bids ranging from \$5,535 (plus fees)/year to \$20,700/year. Vivienne Beckett explained that there would be some duties that she and the assistant director will perform during and after a transition, which will be evaluated and reported on to the board each month, if this were outsourced.

**Budget Committee
Update & Preliminary
Budget for 2012**

Vivienne Beckett stated that as a result of her evaluation of the 2012 personnel budget changes, plus any changes the budget committee might recommend, and due to the recent and upcoming retirements, she recommends the library offer a 2% increase to most employees and a 1% increase to top-level staff. With the recommended changes, and by utilizing an existing staff person to fill a position at the Pacific branch, the library would be cutting costs. She also explained the recommended changes leave some room to, hopefully, fill a full time position at the Warrenton branch later in 2012. After some discussion, ***John Cheatham made a motion to eliminate the position of Business Manager/Bookkeeper as of January 1, 2012 and to select the accounting firm of Langenberg, Strubberg & Arand, LLC to outsource the library's accounting/payroll services and to approve the recommended changes to the 2012 personnel budget. Dan Wilson seconded the motion. The motion passed unanimously.*** The board instructed the library director to report on the progress of the accounting/payroll transition during the beginning months of implementation.

The next item discussed was the Wright City Project Grow Redevelopment Project. Vivienne Beckett explained how this would affect the tax income of the Warren County Library District and that normally the library states their position on tax abatement projects to the city administrators involved in such projects. ***Susan Richardson moved to submit a letter to the Wright City officials stating the library's position on the project. Bob Niebruegge seconded. The motion passed unanimously.***

**Wright City
Redevelopment Project**

There being no further business, Susan Richardson adjourned the meeting.

Secretary

Approved: _____
President, Scenic Regional Library Boards of Trustees

Date: _____