

Scenic Regional Library
Board Minutes – November 18, 2014

Scenic Regional Library Board of Trustees met at the First State Community Bank in Owensville on November 18, 2014, at 7:00 pm. Paula Sutton presided at the meeting. Those attending the meeting were Diann Wacker, Louise Baker, Bob Niebruegge, Carol Leech, Kathleen Ham, Karen Holtmeyer John Barry, Joy Dufrain, Carla Robertson, John Cheatham, and Susan Richardson. Absent were Jim Davis and Carol Bell. Steven Campbell, Library Director, Jamie Summers, Administrative Assistant, Brenda Allee-Bates, Business Manager and Human Resources Manager, Stacy Emerson, Trainer and Adult Education Instructor, and Linda Little, Owensville Branch Manager, were also present.

There were no public comments.

Public Comments

John Barry made the motion to approve the Minutes of the October 21, 2014 meeting. John Cheatham seconded the motion. All voted Aye. The motion carried 12/0.

Approval of Minutes

The Financial Report was reviewed. ***Bob Niebruegge made the motion to approve the Financial Report and the transfer of funds. Carol Leech seconded the motion. All voted Aye. The motion carried 12/0.***

Financial Report & Transfer of Funds

Steve Campbell introduced Brenda Allee-Bates, Business Manager and Human Resources Manager, and Stacy Emerson, Trainer and Adult Education Instructor, to the Board. Steve also updated the Board on discussions with the Franklin County Commissioners regarding consolidation. The Commissioners are supportive of Library consolidation and will vote to approve the request. As the county district certificates of deposit mature, the fund will be transferred to the operating account while being tracked “on paper”. Steve Campbell also informed the Board that the new Collection Development and Interlibrary Loan Librarian, Paul Schroeder, will be starting on January 5, 2015.

Librarians Reports

The Board reviewed the proposed budget for 2015. Detailed information was provided in the budget narrative on which items would be paid from each account line. The current fiscal years runs from January to December, but consolidated law requires a fiscal year of July to June. The Board will approve the new budget in May or June. ***Susan Richardson made the motion to approve the entire 2015 budget. Louise Baker seconded the motion. All voted Aye. The motion carried 12/0.***

2015 Operations Budget

Steven Campbell relayed information to the Board about the potential reciprocal borrowing agreement with St. Charles City-County Library. St. Charles does a money transfer with other St. Louis area libraries. The cost per year is based on the activity of out of district cards. This agreement would most likely be completely one sided, with Scenic always paying St. Charles. Steve Campbell is still in discussions with St. Charles administration about this concern. Currently, Scenic does not exchange money for any of the other reciprocal borrowing agreements it offers patrons. The Warren County members are concerned that many patrons would use St. Charles rather than Scenic if given the option at no cost to

Reciprocal Borrowers Agreements

them. Carla Robertson added that the new Warren County location might need to be reconsidered if patrons will be using the St. Charles library instead. ***Bob Niebruegge made the motion to table this issue until the December meeting when further information about the fund exchange is available. Joy Dufrain seconded. All voted Aye. The motion carried 12/0.***

Steve Campbell asked the Board for clarification on creating a relocation expense policy for the Library. Many libraries which have a relocation expense policy provide detailed information and offered the benefit automatically. Steve Campbell did not believe that was the Board's intent. Joy Dufrain said she is definitely against offering relocation expenses to all new employees automatically. John Cheatham suggested creating an advertising policy, that would state that the Board would discuss and decide, before posting a position, what negotiation options could be used for each individual position. John Barry and Susan Richardson agreed that the Board should decide ahead of time what options the Director can use in negotiations.

Relocation Expense Policy

Steve Campbell provided the Board with a Fund Balance Policy, Fixed Asset Policy, and Fraud Reporting and Preventing Policy that the auditor requested be approved and put in place. ***John Cheatham made the motion to approve the proposed Fund Balance Policy. John Barry seconded the motion. All voted Aye. The motion carried 12/0. Bob Niebruegge made the motion to approve the proposed Fraud Reporting and Preventing Policy. Kathleen Ham seconded the motion. All voted Aye. The motion carried 12/0. Carla Robertson made the motion to approve the proposed Fixed Assets Policy. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0.***

Policies

The Board previously discussed the time-sensitive nature of the certificate of participation bonds; the funds must be expended within three years. It was agreed to find and purchase land in multiple communities before issuing the bond. It was discussed that the Director and available Board members meet with community leaders as part of the property selection process. These meetings would be extremely helpful in some of the communities that are not known as well to the Board. Joy Dufrain and Susan Richardson agree that meeting with community leaders would be a good idea. John Cheatham agrees this opportunity would be beneficial if kept to an intimate group. ***John Cheatham made the motion for the Director to schedule the community meetings. John Barry seconded the motion. All voted Aye. The motion carried 12/0.***

Community Meetings About New Library Locations

Joy Dufrain said that she and Carla Robertson believe that the library should consider renting a small facility in Wright City at first because there is a large commuter population in the town which may not use a local library. Steve Campbell said that many of Scenic Regional Library's branches are in towns with commuter populations, like Pacific and Union, and people still use the library. He also said that Wright City has a population much larger than many other communities where the library already has branches. Joy Dufrain said that those communities have had libraries for decades.

Votes from
Executive Session

John Barry made the motion to move into Executive Session. Diann Wacker seconded the motion. There was a roll call vote: John Cheatham—Aye, Carol Leech—Aye, Kathleen Ham—Aye, Diann Wacker—Aye, John Barry—Aye, Bob Niebruegge—Aye, Susan Richardson—Aye, Carla Robertson—Aye, Joy Dufrain—Aye, Karen Holtmeyer—Aye, Louise Baker—Aye, and Paula Sutton—Aye. The Board moved into Executive Session at 8:10 pm.

The Board returned from Executive Session.

Susan Richardson made the motion to accept the land donation in New Haven from Agnes Meyer. Carol Leech seconded the motion. All voted Aye. The motion carried 12/0.

Bob Niebruegge made the motion to purchase the lot at the corner of Madison and Highway, the previous 3-5 School Building lot, contingent on soil testing. Louise Baker seconded the motion. The motion carried 11/1.

There being no further business, Paula Sutton adjourned the meeting at 9:02 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____