

Scenic Regional Library
Board Minutes – November 19, 2013

Scenic Regional Library Board of Trustees met at the Union Branch on November 19, 2013, at 7:00pm. Paula Sutton presided at the meeting. Those attending the meeting were, John Cheatham, Joy Dufrain, Louise Baker, Diann Wacker, Kathleen Ham, Susan Richardson, John Barry, Carol Bell, Karen Holtmeyer, and Carla Robertson. Jim Davis and Bob Niebruegge were absent. Also present were Steven Campbell, Library Director, and Jamie Summers, Administrative Assistant.

There were no public comments.

John Barry made the motion to approve the Minutes of the October 22, 2013 meeting. Kathleen Ham seconded the motion. All voted Aye. The motion carried 11/0. **Approval of Minutes**

The Financial Report was reviewed. *John Cheatham made the motion to approve the Financial Report and transfer of funds. Joy Dufrain seconded the motion. All voted Aye. The motion carried 11/0.* **Financial Report & Transfer of Funds**

The Librarians' Reports were reviewed. Steven Campbell reported information regarding the book sales on November 14-17 at all seven locations. There were numerous volunteers to work the book sale at most locations. The sales from the book sales had increased from the previous sales. Union Furniture loaned one of their moving vans to the Library to move books for one day for free. No groups were available to help move boxes in the middle of the day. All of the branch managers gave positive reports of the sale from all locations. The Missouri Library Association Conference was held October 2-4, 2013 in St. Louis. This was attended by the administration and all of the branch managers for the first time this year. It has been very beneficial for all who attended. State Representatives will be reading at Story Time at each branch location. Pictures will be in the Library newsletter as well as the local newspapers. Scenic Regional Library currently partners with Washington Public Library for author visits. Discussions are ongoing about alternating locations between Union and Washington to increase attendance rather than having the author at each location. **Librarians' Reports**

The lease for the Pacific Branch location has been reviewed and approved by the Library's attorney. The lease will need to be signed by the Board president and Director. **Pacific Branch Building Lease**

Steven Campbell reported that health insurance quotes were still unavailable as of November 1st. The Library withdrew the letter to leave Missouri Consolidated Health Care. **2014 Health Insurance**

The Scenic Regional Library Foundation Board of Directors were scheduled to meet on November 18 at 7:00pm. Only three members **Friends of the Library Update**

attended the meeting, not enough members were present for a quorum to approve the Friends of the Library group information. The Foundation is scheduled to meet again on December 9 at 7:00pm at the Washington Public Library meeting room, with hopes to approve the Friends brochure and registration information.

The tax levy campaign was discussed. A proof for window clings reading, "I ♥ Scenic Regional Library" and "I support Scenic Regional Library" were presented to the Board. The Board overall preferred the "heart" symbol to be easier to read and catches the eye. An order for the window clings will be placed in early January. The Board discussed options for distributing the clings. Susan Richardson suggested distributing some to the Washington Library for Scenic Regional Library patrons in the Washington area if approved by the Washington Director or Board. The Board is requesting an informational sheet for the tax levy campaign. Steven Campbell is working on compiling information and flyers for each county and community, each will contain the same basic information with some specific goals for each location.

Quotes are being collected for adding the Foundation Board members to the Crime Policy and D&O Insurance. Eventually the Library Board would be interested in the cost being covered by the Friends groups for the Foundation members.

Steven Campbell reported that the auto insurance policy does cover the damages for the bookmobile satellite. The insurance policy will cover the entire cost of the repair, with an additional amount of \$1200 for the difference due to being able to use some of the existing parts for the satellite.

Steven Campbell informed the Library Board that he had accepted a buyout with Aramark. The Library ended the contract for \$713 rather than remaining in the contract until May of 2015 for \$145 per month. The Library purchased dust mops for the locations that used the Aramark products for about \$40.

Missouri Evergreen, the new cataloging system, will be going live on January 13, 2014. Training will be given to all staff. The first wave of training will be in mid-December. The remaining staff will have training in early January.

Warren County had presented two names for possible Board members. Steven Campbell spoke with these individuals, but they are unable to serve on the Board at this time. Three additional names were given as possible members. Gasconade County has a possible member after the Thanksgiving holiday.

The Board discussed the cost of mailing overdue notices each week. Scenic Regional Library also mails the overdue notices for the

Tax Levy Measure

Crime Policy and D&O Insurance for Scenic Regional Library Foundation

Bookmobile Satellite Update

Aramark Contract

Missouri Evergreen Update

County Library Board Vacancies

Overdue Notice Information

Washington Public Library patrons as part of the contract. Missouri Evergreen is set by default to email overdue notices once per month. In the new system, a text message can also be sent to mobile phones. Evergreen allows neither option to be selected, allowing a print overdue notice to be mailed. The Board agrees this is a more efficient and cost effective way to utilize overdue notices. Information will be passed on to patrons at each of the branches over the next couple of months before the migration to Missouri Evergreen.

Second Vice-President

Steven Campbell brought up that a new Second Vice-President needed to be appointed from the Warren County Library District Board. The Board decided to elect a new official at the December 17th meeting.

Gerald Area Library

The Board discussed the Gerald Area Library. The Library delivers reserves for patrons to the Gerald Library. The Board suggested looking at doing a program in the Gerald area to promote the delivery to the library. The community has a very active Lion's Club and could help in promoting the library.

Outreach Opportunities

The Library will look into doing programs at senior centers or nutritional centers in each of the communities in the library districts to promote the libraries and things it has to offer.

Performance Reviews

Steven Campbell provided information to the Board about conducting the first performance reviews in the Scenic Regional Library system in 2014. The evaluation criteria consist of what employees are expected to do and to be recognized if they go above and beyond in different sections. Each supervisor should be taking notes throughout the year, using specific examples, and doing performance reviews quarterly with the employee.

Library Appreciation

The Board discussed providing an appreciation event for the library staff. It was mentioned to hold the event in the spring, during National Library Week, which is April 13-19, 2014. A committee could be formed with employees for the event. The Board thinks it would encourage morale among employees to have an appreciation event and for prizes or awards to be offered as well.

Proposed 2014 Budget

Steven Campbell provided the Board with an overview of the 2014 proposed budget. The Board will need to decide how to trim some of the expenses. The Board is interested in eliminating the mailing of overdue notices. Once migrated to Missouri Evergreen, patrons can be emailed and texted once per month regarding overdue materials. Louise Baker brought up the point that a final overdue notice should be sent in print requesting payment and notifying the patron their card cannot be used until the material is returned or paid for. The State Library is considering offering Tutor.com for free. Tutor.com does have regular patron usage statistics. John Cheatham pointed out that the Library weeds the print collection from time to time, so the databases that are not being used

regularly should be considered for weeding as well as very databases with very similar material to databases that do have good usage statistics. The Board will vote on the 2014 budget at the December 17 meeting.

Paula Sutton adjourned the meeting at 9:25pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____