

Scenic Regional Library  
Board Minutes – November 27, 2012

Scenic Regional Library Board of Trustees met at the New Haven Library on November 27, 2012, at 7:30pm. Joy Dufrain presided at the meeting. Those attending the meeting were Carol Bell, John Cheatham, Susan Richardson, Kathleen Ham, Robert Niebruegge, Dan Wilson, John Barry, Karen Holtmeyer, Carla Robertson, JoAnn Schweissguth, Steven Campbell, Library Director, Maureen Willmann, IT Supervisor, and Jennifer Slay, Administrative Assistant. One patron was also in attendance.

There were no public comments.

***Karen Holtmeyer made the motion to approve the Minutes of the October 16, 2012 meeting. Dan Wilson seconded the motion. All voted Aye. The motion carried 11/0.*** **Approval of Minutes**

John Barry joined the meeting at 7:33pm.

The Financial Report was reviewed. Steven Campbell explained the Franklin County Library warrant for this month's bills includes an additional \$9,330.35. According to County Treasurer Debbie Aholt, the CD that matured in October was too small to cover the full amount last month. There is enough money in the CD maturing in November (\$151,902.67) to cover the November bills plus the \$9,330.35 shortage from October. Steven Campbell also explained that United Bank of Union policy requires a copy of the signed minutes approving the electronic transfer of funds between Gasconade and Warren County libraries' accounts to the Scenic Regional Library account. These transfers were approved at the October board meetings and the minutes from those meetings will be forwarded to United Bank of Union. ***Dan Wilson made the motion to approve the Financial Report and transfer of funds. Susan Richardson seconded the motion. All voted Aye. The motion carried 11/0.*** **Financial Report & Transfer of Funds**

Steven Campbell reviewed the Librarians Report, including the option for all branches of Scenic Regional Library to provide public fax service. All branches now have a working fax machine. Steven Campbell explained that many requests are being made from the public for faxing. In some communities, there are no public fax machines. Beginning in December 2012, Steven Campbell would like to offer public fax service at all of the library's branches with a fee of \$1.00 per page. Patrons will only be able to send faxes, not receive them. ***Robert Niebruegge made the motion to approve public fax services at all branches for a \$1.00 fee per page. Kathleen Ham seconded the motion. All voted Aye. The motion carried 11/0.*** **Public Fax Service**

Beginning December 1, 2012, Steven Campbell would like to lower the amount charged to patrons to replace a lost library card. The current replacement fee is \$2.00, which would be reduced to \$1.00. This reduction is still sufficient to cover the costs incurred to provide a replacement card. ***Dan Wilson made the motion to approve the new fee of \$1.00 each for*** **Fee for Lost Cards**

***lost cards. Robert Niebruegge seconded the motion. All voted Aye.  
The motion carried 11/0.***

The Fall Book Sale was held Thursday, November 1, through Sunday, November 4, 2012, at the Union and Warrenton branches, and at the Gasconade County Historical Society Community Room in Hermann. Carol Bell reported that New Haven community members were not happy that the book sale was not offered at the New Haven branch. Steven Campbell explained that the cost and time involved in sorting and transporting books is very labor intensive, which was part of the reason for not having the Book Sale at each branch. Steven Campbell further explained that space limitations are an issue for the branches and that most library systems no longer offer book sales. The discussion continued with several suggestions such as gathering volunteers to help in April for the branches that would like to participate, rotate branch locations each season, and utilizing off site locations, although this last option could propose a problem due to lack of oversight. Carol Bell will check with the New Haven staff to see if they received any negative responses.

### **Book Sale Review**

Included in the Librarian's Report, Steven Campbell stated that the library will be having a Silent Auction at the Hermann, Warrenton, and Union branches as a fundraiser on Saturday, February 9, 2013. The event will be called "We Love the Library." Volunteers will be contacting local businesses for items to be auctioned at the event. Carla Robertson questioned why the library is doing this, why only three branches are participating, who was funding it, and what the proceeds would be used for. Steven Campbell explained that the volunteers who helped with the book sale would be helping with this to raise funds for specific items and programs needed at each of the branches hosting the event. John Cheatham objected to the library sponsoring its own fundraising and feels a foundation is better suited to do this, or pass a tax levy if this is what is needed. Susan Richardson suggested the exploration of developing a friends group. Because this was not a specific agenda item, the development of a friends group will be put on the December agenda for further discussion.

### **Silent Auction**

In November, the Library Board requested that Steven Campbell ask the library's auditor, Sam Unnerstall, to draft a policy for interim checks. These checks would be for emergencies or time sensitive payments that were resulting in late fees or service stoppages. ***John Barry made the motion to approve the Interim Check Policy. Dan Wilson seconded the motion. All voted Aye. The motion carried 11/0.***

### **Interim Check Policy**

Steven Campbell attended the Washington Library Board of Trustees October meeting and reported that they voted unanimously in favor of their using a portion of Scenic Regional Library's website. The Washington Board members all thought it would be a great idea and understood Washington Library's presence on the website would be determined solely by the Scenic Regional Library Board. They said that they did not need to have their logo on the header alongside that of Scenic Regional Library and that a section or web page on the website would adequately address their needs. A discussion was held on the

### **Library Website and Washington Library**

collaboration of the two districts, what effort is involved in Scenic Regional Library's part, and what impact this would have. Carol Bell does not believe this is a good idea because Scenic Regional Library already gives many free services to Washington Library. In addition, Washington Library was not interested in being a part of Scenic Regional Library. Susan Richardson explained that there are many Scenic Regional Library users who live in Washington and pay taxes, but who would not receive any service without the cooperative agreement. **Robert Niebruegge made the motion to provide Washington Library a tab on the Scenic Regional Library website. John Barry seconded the motion. 10 members voted Aye/1 member voted Nay. The motion carried 10/1.**

The Washington Library Board of Trustees, at their October meeting, approved the Memorandum of Understanding joining the Statewide Automation Consortium, pending Scenic Regional Library Board approval. The actual migration would happen in the fall of 2013. **Dan Wilson made the motion to join the Statewide Automation Consortium. Susan Richardson seconded the motion. All voted Aye. The motion carried 11/0.**

### **Statewide Automation Consortium**

Maureen Willmann, IT Supervisor, presented the board with the bids for 15 computers for new online catalogs throughout the library system. **Dan Wilson made the motion to approve the purchase of 15 new OPAC's in the amount of \$10,618.20. Kathleen Ham seconded the motion. All voted Aye. The motion carried 11/0.**

### **Bids for New OPAC's**

Steven Campbell provided an overview of Dental and Life insurance that would provide the library with an inexpensive way to improve its staff benefits package. Schroeder Insurance provided three quotes. Principal Life Insurance submitted the lowest premium costs for both dental and life insurance. The proposal called for the library to pay 100% of the employee premium costs. **Dan Wilson made the motion to provide full time staff with Dental and Life insurance as presented. John Barry seconded the motion. All voted Aye. The motion carried 11/0.**

### **Dental and Life Insurance for 2013**

Steven Campbell presented the Preliminary 2013 Annual Budget to the board. The preliminary budget was reviewed and discussion ensued regarding the increased allocation of funds to personnel and the reduction of funds to other areas. Because Steven Campbell has discussed these changes at prior Board meetings, there was no unexpected information. The preliminary budget will be finalized for review at the December 2012 meeting.

### **Preliminary 2013 Annual Budget**

An update on the New Haven building was presented by Steven Campbell. He reported that he still needs to contact the school district and parks department. Discussion continued about other options as well as the condition of the current building. Carol Bell who expressed concern about the condition of the current sign and other maintenance issues. Steven Campbell will continue to gather information.

### **New Haven Building**

***There being no further business, Joy Dufrain adjourned the meeting at 9:50 pm.***

\_\_\_\_\_  
Secretary

Approved: \_\_\_\_\_  
President, Scenic Regional Library Board of Trustees

Date: \_\_\_\_\_