

Scenic Regional Library  
Board Minutes – October 16, 2012

Scenic Regional Library Board of Trustees met at the Union Library on October 16, 2012, at 7:30pm. Joy Dufrain presided at the meeting. Those attending the meeting were Carol Bell, John Cheatham, Jim Davis, Susan Richardson, Paula Sutton, Kathleen Ham, Dan Wilson, John Barry, Karen Holtmeyer, Carla Robertson, JoAnn Schweissguth, Steven Campbell, Library Director, and Jennifer Slay, Administrative Assistant.

There were no public comments.

A few board members requested that the prior month's minutes be included in the emailed board packet each month. *Dan Wilson made the motion to approve the Minutes of the September 18, 2012 meeting. Carol Bell seconded the motion. The motion was approved unanimously.*

**Approval of Minutes**

The Financial Report was reviewed. Steve Campbell explained that the Financial Report emailed with the board packet did not reflect the September budget amendments for Capital Expenses. The copies received at the meeting had been updated to reflect these changes. *Susan Richardson made the motion to approve the Financial Report and transfer of funds. Carla Robertson seconded the motion. The motion was approved unanimously.*

**Financial Report & Transfer of Funds**

The library professional staff, new Union branch manager Diane Disbro, and Library Board member Dan Wilson, attended the Missouri Library Association Annual Conference in Springfield, Missouri, on October 3-5. Steve discussed the "Libraries to Go" program implemented at Mid Continent and Daniel Boone libraries. Cost is approximately \$12,000 to \$15,000 to provide services to various locations in the community. Dan Wilson had a nice experience talking with the vendors as they are the best resource for learning what is going on with libraries. He also enjoyed the speaker at the Awards Banquet, Ms. Lauren Burnett. Dan Wilson stated that it would be nice to have more board members attend the conference next year which will be held in St. Louis. Joy Dufrain said the conference is held the first week of October with the vendors being present on Thursday. Joy Dufrain also explained that the conference committee sends out proposals in March for breakout sessions and suggested Scenic Regional Library make requests to the committee for any topics that may be of interest. For more information on the annual conference and for additional resources, members can refer to the Missouri Library Association website, or sign up for their listserv.

**Missouri Library Association Annual Conference**

Steve Campbell presented information on the New Haven building, including financing options provided by LJ Hart & Company. Micawber Appraisal Company, LLC, appraised the building at \$155,000. The city's biggest concern is the number of available parking spaces. Steve Roth, New Haven City Administrator, said the building would have to be re-zoned commercial and commercial buildings in New Haven require twenty parking spaces. Steve Campbell spoke to Chris Miller of the New Haven Ambulance District about sharing parking spaces. Chris Miller

**New Haven Building Proposal**

will discuss it with the Ambulance District Board at their meeting on October 16, 2012, and will report back to Steve Campbell. John Barry asked if it would be more feasible to look into purchasing a lot to build on rather than pursue a piece of property that requires a lot of renovation. The discussion continued with Dan Wilson and John Cheatham stating that we were selling ourselves short by not looking into other options available. Susan Richardson suggested we get the word out in the New Haven community that we are looking to relocate from our current location. John Cheatham suggested Steve Campbell make a presentation to the Lion's Club. Dan Wilson said he is a member of the Hermann Lion's Club and would be happy to be involved if all felt it would be of benefit. John Cheatham suggested Steve contact Gary Kuhn and Don Brandt of Citizen's Bank, who Carol Bell said are New Haven Lion's Club members as well. The conclusion was to table this proposed building and proceed with a press release/article in The Missourian and/or The New Haven Leader, with Steve Campbell making contact with the New Haven community to give a presentation letting our intentions be known.

The Holiday Closing Schedule was reviewed. Steve Campbell proposed that the library close on Martin Luther King's Birthday, Presidents' Day, the day after Thanksgiving, and New Year's Eve, and eliminate floating holidays. *John Barry made the motion to approve the proposed Holiday Closing Schedule. Carla Robertson seconded the motion. The motion was approved unanimously.*

#### Holiday Closing Schedule

Steve Campbell reviewed several grants available through the Missouri State Library that he is interested in applying for in 2013. Most of these grants require 25% matching funds which would be added to the 2013 budget. The goal is to apply for as many of these grants as possible in the State Library's first grant cycle, which has a January 7, 2013 deadline.

#### Proposed Grants in 2013

**Digital Microfilm Reader-Printer Grant:** The library currently has two microfilm reader-printers at the Union Branch and one at the Warrenton Branch, both of which are no longer working. **Bookmobile Satellite:** Steve Campbell is still researching options for commercial grade internet service to help improve the level of service we provide on our bookmobile. **Time and Print Management Software for Public Computers:** These software packages free staff to help patrons in other ways, such as with reference, reader's advisory, or assistance with their work on the public computers. **Self-Check:** Another option to free staff to help patrons. Only the Union and Warrenton branches would receive this system. **Missouri State Historical Society:** This grant would cover the costs to digitize our old, local newspapers on microfilm. No matching funds are required for this grant. There were no objections on pursuing any of these grants.

Steve Campbell shared his thoughts on a Scenic Regional – Washington Library Cooperative website. He has discussed this with Nell Redhage, the Washington Library Director, who is very much in favor of it, although some Scenic Regional Library staff is not. Susan Richardson discussed the past relationship with the City of Washington and had concerns about the Washington community being on board with this

#### Library Website

collaboration. Discussion continued on the history with John Cheatham stating that more thought should be given to this integration. This item was tabled until the next board meeting.

Steve Campbell presented information on a statewide automation consortium created by the Missouri State Library, utilizing Evergreen. Scenic Regional Library staff visited Poplar Bluff to evaluate this system. The staff thought it is superior to our current Listen system. This move would be good for Scenic Regional Library but not for Washington Library due to a possible reduction in fees paid to them by us. St. Charles City-County Library will provide a quote on the migration costs to integrate our info into Evergreen. This discussion was tabled until the quote from St. Charles City-County Library is submitted. For further information on the consortium, board members may visit <http://libraries.missourievergreen.org/>

**Statewide  
Automation  
Consortium**

The Fall Book Sale will be held Thursday, November 1, through Sunday, November 4, at the Union and Warrenton branches, and at the Gasconade County Historical Society Community Room in Hermann. Volunteers are still needed. Anyone wishing to volunteer may contact the branch directly.

**Fall Book Sale**

Steve Campbell reported that late fees are being incurred on overdue payments. Former Director Ken Rohrbach told Steve Campbell that in the past the library wrote interim checks from a revolving account between board meetings. Steve Campbell requested the library utilize a revolving account only for bills such as the Visa and others that may be charging late fees. Jim Davis and John Cheatham voiced concerns about accountability issues related to interim checks, while Susan Richardson stated she did not like paying late fees. Dan Wilson suggested Steve Campbell contact the auditor to have a policy written on issuing interim checks. *Susan Richardson made the motion to have the auditor create a policy to allow interim checks to be written on bills that have been incurring late fees. Jim Davis seconded the motion. The motion was approved unanimously.*

**Late Fees on Bills**

*There being no further business, Joy Dufrain adjourned the meeting at 9:28pm*

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Secretary

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

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