

Scenic Regional Library  
Board Minutes – June 21, 2016

Scenic Regional Library Board of Trustees met at the Union Branch on June 21, 2016; at 7:00 pm. Karen Holtmeyer presided at the meeting. Those attending the meeting were John Barry, Carol Bell, Joy Dufraim, Kathleen Ham, Carol Leech, Susan Richardson, Carla Robertson, Paula Sutton and Diann Wacker. Leonard Butts, John Cheatham and Bob Niebruegge were absent. Steven Campbell, Library Director, Dan Brower, Assistant Director, Brenda Allee-Bates, Business Manager and Human Resources Manager, Charlean Stockton, Administrative Assistant and Diane Disbro, Union Branch Manager was also present.

There were no public comments.

**Public Comments**

***Paula Sutton made the motion to approve the Minutes of the May 17, 2016 meeting. Carol Leech seconded the motion. All voted Aye. The motion carried 10/0.***

**Approval of Minutes**

Scenic Regional Library is under budget for the year, with 103.77% of revenue collected. The total includes a small amount of funding from the state. Scenic Regional's budget year ends June 30<sup>th</sup>, 2016 and as of May 17<sup>th</sup>, 2016, 79.73% of the fiscal year budget had been allocated. Steve Campbell recommends approving the same budget used for the 2015-2016 fiscal year and then finalizing the 2016-2017 budget in September 2016 after the tax levy is set in August 2016.

**Financial Report & Transfer of Funds**

Scenic Regional's total circulation is up 16.99% overall, with 70 patrons enrolled in the Books by Mail program.

Brenda Allee-Bates explained what an ACH was, and how it saves the library both money and time. All employees and quite a few vendors receive payment via ACH.

***John Barry made the motion to approve the Financial Report. Susan Richardson seconded the motion. All voted Aye. The motion carried 10/0.***

The Board reviewed the Librarians Reports.

**Librarian's Reports**

State Farm Insurance made the decision to total Scenic Regional's Bookmobile. We were given a \$30,000 settlement for the vehicle. The bookmobile from Boonslick Regional Library that the board voted to purchase at the May 2016 meeting was sold to the State of California. A used bookmobile was located in Denver, Colorado for the asking price of \$42,000. We purchased the vehicle; Bill Snow flew out to Denver and drove it back for us. The new bookmobile will serve the library's needs for years to come.

**Replacement Bookmobile**

It is a 2006 model, both nicer and newer than the previous bookmobile. It is three feet longer than our previous bookmobile, with a diesel engine and air brakes. It is currently being wrapped by Paper Chase, the company that wrapped the Scenic Regional van and car. There have been a few minor improvements that needed to be made, but it should be wrapped and on the

road soon. The wrap cost is \$4967 and it will help to protect the bookmobile from the elements. John Barry said the wrap on our vehicles has been invaluable for advertising the library.

Scenic Regional launched the Staff Intranet at [staff.intranet.org](http://staff.intranet.org) to replace a shared file server. The website is password protected and contains all the files that were previously on the “L” drive as well as a staff discussion board, a newsfeed of “need to know” information, plus links to Timeforce II (payroll), Scenic Regional’s website, a staff directory, emergency contacts, and other important resources. It has been set as the homepage for all staff computers.

### **Staff Intranet**

We sent 12 pallets of weeded/donated books to Thriftbooks in May (11,812 items). They were able to post 5,011 books online and sold 710 during the first month. Scenic Regional will receive a payment of \$688.59 for those books and the rest will remain online for five more months. Another shipment of books from Warrenton will be sent in June.

### **Thrift Books**

Steve Campbell nominated Alice Whalen of Catawissa and Blake Penberthy of Sullivan to fill two of the vacancies on the Scenic Regional Library Foundation Board. Ms. Whalen’s home library branch is Pacific and Mr. Penberthy’s home library branch is Sullivan. Steve Campbell thinks that with our two largest Building projects in the first phase being in Pacific and Sullivan; it makes sense to have representatives from those two communities on the Foundation Board. Steve Campbell is still working on the others three remaining Warren County vacancies.

### **Library Foundation Board Vacancies**

*Susan Richardson made the motion to accept nominees Alice Whalen and Blake Penberthy to the Foundation Board. Joy Dufrain seconded the motion. All voted Aye. The motion carried 10/0.*

Scenic Regional Library’s new fiscal year starts the 1<sup>st</sup> of July, 2016. Some preliminary shifting has been done to move funds from one line item to another, to put the money where it can be better used. The revenue figures from last year’s budget have been used until September when we have a better idea of our revenue for the new fiscal year. A projected increase of 3% has been added to healthcare and 5% for life, dental 3%, lagers 16.3%. An estimate for those figures has been added. Steve Campbell proposed approving the temporary budget.

### **FY 2016-2017 Annual Budget**

*John Barry made the motion to approve the temporary 2016-2017 Fiscal Year Budget. Kathleen Ham seconded the motion. All voted Aye. The motion carried 10/0.*

Brenda Allee-Bates explained the recommended change in policy. She does not feel suspending someone for an infraction works. The branch managers will be the first supervisory line, then on to the Assistant Director and Human Resources. The proposed policy change has been in practice for a while now. A form will be available outlining the Progressive Discipline Documentation.

### **Proposed Changes to Personnel Policy-Disciplinary Procedures**

*Carla Robertson made the motion to approve the changes to the Personnel*

***Policy. Joy Dufrain seconded the motion. All voted Aye. The motion carried 10/0.***

The library administration staff met to discuss the benefits of RFID tagging; cost vs. time saved. RFID would allow for a much quicker inventory. The shelves could just be scanned with a wand and the books automatically counted. Self-check systems will be very easy and there will be staff scanners to save time. It will also help with shelf reading and putting books in the correct place. Every item in our collection will have to be tagged.

**RFID for Library Collection**

Initial cost would be approximately \$25,097 for the software, work stations, etc., with grant funds are available. Tags and the tagging equipment would cost \$64,857, and the self-check systems would be an additional \$33,129. Steve Campbell asked the board to approve spending \$140,000.

Carol Bell asked where our items would be tagged and Dan Brower explained how the collection would be tagged and how the tags work. The initial tagging would be time consuming, but that would be a one-time process. Steve Campbell said there were more labor-intensive ways to count our collection, but he would rather not. We will not be including Washington Library's collection in the RFID process. Outside items will have to be scanned by barcode, just as they are now. Carla Robertson asked how pacemakers might be affected. Dan Brower said he hadn't heard of any negative effects. Carla stated she feels that RFID would be a good idea; it would help us keep an accurate inventory.

***Carla Robertson made the motion to approve RFID usage in the new library facilities. Susan Richardson seconded the motion. All voted Aye. The motion carried 10/0.***

The Library Board approved a fund balance policy which requires the library to maintain a reserve fund equal to 50% of the annual operating budget. Steve Campbell would like to assign portions of reserve funds for known future expenses; vehicles, RFID, Bookmobile, opening day collection for the new Wright City branch (17,000 items) and 2000 items for our other new branches.

**Fund Balance/Reserves**

***Paula Sutton made the motion to reassign the fund reserves. Kathleen Ham seconded the motion. All voted Aye. The motion carried 10/0.***

The board was presented with very preliminary plans for the future buildings. There was much discussion about the negatives vs. positives in the preliminary designs. John Barry stated he had noticed several instances of patrons having conferences of a few people and he feels the proposed study rooms are a great idea. Steve Campbell said that there would be reconfigurations of the building plans. A meeting with the architects is planned for June 22, 2016 to discuss changes that need to be made.

**Preliminary Design Plans for New Library Facilities**

***Paula Sutton made the motion to move into Executive Session. Carol Leech seconded the motion. There was a roll call vote: John Barry—Aye, Carol Bell—Aye, Joy Dufrain—Aye, Kathleen Ham—Aye, Karen Holtmeyer—Aye, Carol Leech—Aye, Susan Richardson—Aye, Carla***

***Robertson—Aye Paula Sutton—Aye and Diann Wacker—Aye.***

The Board moved into Executive Session at 8:20 pm.

The Board returned from Executive Session at 8:40 pm.

***There being no further business, Karen Holtmeyer adjourned the meeting at 8:49 pm.***

\_\_\_\_\_  
Secretary

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

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

