

Scenic Regional Library
Board Minutes – March 16, 2016

Scenic Regional Library Board of Trustees met at the Union Branch on March 15, 2016; at 7:00 pm. Karen Holtmeyer presided at the meeting. Those attending the meeting were John Barry, Carol Bell, Leonard Butts, Kathleen Ham, Carol Leech, Bob Niebruegge and Diann Wacker. John Cheatham, Joy Dufraim, Susan Richardson, Carla Robertson and Paula Sutton were absent. Steven Campbell, Library Director, Dan Brower, Assistant Director, Brenda Allee-Bates, Business Manager and Human Resources Manager and Charlean Stockton, Administrative Assistant was also present.

There were no public comments.

Public Comments

Carol Leech made the motion to approve the Minutes of the February 23, 2015 meeting. Diann Wacker seconded the motion. All voted Aye. The motion carried 7/0.

Approval of Minutes

Steve Campbell went over the financial report. He spoke of the budget and the possibility that Scenic Regional may bring in over what we had budgeted by the end of the fiscal year. Circ now up 16.57%, with the Bookmobile, New Haven, Owensville, Pacific and St. Clair up double digits. Hoopla usage is way up; it is paid per use and we currently have a credit on our account. The Hoopla account is budgeted \$15,000 at a time. Zinio is being paid at a subscription rate and we would like to see an increase in use to compensate for our expense. We cycled out our 25 least used magazines for ones that Zinio claimed were popular in an attempt to raise usage.

Financial Report & Transfer of Funds

Under the Capital Expenses line on the check register, check number 58509 written to the United Bank of Union was for the cashier's check used at the Sullivan property closing. We currently have the funds available in our account allowing us to use cash for the architect fees to save us from borrowing funds for the fees.

Kathleen Ham made the motion to approve the Financial Report. Carol Bell seconded the motion. All voted Aye. The motion carried 7/0.

The Board reviewed the Librarians Reports.

Librarian's Reports

There was discussion about the HVAC units for the Union Branch, as the blower on the library's unit has failed. The Union meeting room is on a separate system and parts will be arriving to have it fixed later this week. The main unit may take longer as the parts will not be in until May. If the firm cannot fix the system temporarily, they can bring in a portable unit for the cost of \$4000. The unit in the building is 12 years old, but we are hoping repairs can be made to the existing units to avoid the cost of a new system.

Union Branch HVAC Repairs

Bob Niebruegge came in at 7:19

The Professional Development budget line was not depleted much during last year due to the timeline of conferences. We could potentially be over budget

Professional Development

this year, but money not used from last year has been carried over to cover the deficit.

Budget Line

After the move to send all patrons a copy of the newsletter, only a few patrons have opted out. The number of patrons subscribed to Scenic Regional's newsletter has increased from 4,300 to 21,900.

**Newsletter
Subscribers**

Although the Friends of the Library groups have been growing steadily, we are still in need of members in Warren County and Sullivan.

**Scenic Regional
Library Foundation**

Scenic Regional was able to find a space located in a building at 136 Main Street in Sullivan for the Sullivan branch book sale. The use of the building has been donated. Two banners will be purchased for the Sullivan area to advertise the sale.

**Spring Book Sale –
Sullivan Branch**

Steve Campbell placed three Facebook ads at a total cost of \$116.00. We should be able to tell with our next month's stats if the ads have been effective.

**Facebook
Advertising**

The Job Shadowing Program has been offered to all Scenic Regional employees and there has been some interest.

**Job Shadowing
Program**

Sullivan computer usage is up over 200%. Leonard Butts states that the computers have been placed in a better position to be seen.

Scenic Regional website visits were up. The website has been moved to Wordpress and it is now more secure. All problems with the website have been worked out and we hope to not have any more issues.

We have received an updated contract for Architectural Services from JEMA-SAPP. The contract price has been reduced from 9.5% down to 9%; additionally, JEMA-SAPP is donating another one percent, bringing us to the 8% we had budgeted. JEMA-SAPP will deduct the donation from their taxes; it will not come out of our budget first. Extra services will be negotiated as they arise. There was a 10% upcharge fee for using other sub-contractors within our contract, because JEMA-SAPP will be responsible for another firm's work. Scenic Regional is required to eVerify all employees and we will need the hired firms to submit to eVerify. Language will be added into the contract to require that. Our lawyer did an exhaustive review of the contract, giving us questions to ask and then the answers were given to the lawyer for review. We were very thorough and don't expect for there to be any surprises, all copies of responses were kept for our records. The contract will need to go back to JEMA-SAPP after the changes for their review. Everyone received a copy of the contract in their packet; it is very standard for the industry. All branches will have a forum for the staff and patrons to bring forth any questions, concerns and/or suggestions. The forums will be advertised in our newsletter and any local newspapers. Our patrons and taxpayers will have the chance to give input and see where their tax dollars are being used. All permits will be done through JEMA-SAPP, all planning and zoning was addressed at the purchase of the individual properties. If all our branches are designed similarly, it can reduce costs and help develop our "brand". Designs for all 7 new branches will be done this year. The Wright City, New Haven

**Contract for
Architectural
Services**

and Owensville branches will be the first to be built, with Sullivan, Pacific, St. Clair and Warrenton to follow. The renovations in Hermann can be done anytime and the new branch for Union will be last to be built. JEMA-SAPP will handle all interviews and hiring over the coming winter so that they can break ground in the spring. Maintenance and utilities will need to be a factor in our designs, striking a balance between extremes of all windows or none.

John Barry made the motion to approve the pending contract with JEMA-SAPP contingent on language changes. Bob Niebruegge seconded the motion. All voted Aye. The motion carried 8/0.

An addendum to contract approval was made to allow Steve Campbell to be the signatory for approved contracts. The board is to be notified via email so they are aware of the situation.

John Barry made the motion to approve the addendum to contract approval with JEMA-SAPP allowing Steve Campbell to be the signatory on approved contracts. Carol Leech seconded the motion. All voted Aye. The motion carried 8/0.

Some of Scenic Regional's branches have had issues with petitioners at their branches and we need to find an appropriate way to address this. As we would like for them to be able to petition, a policy needs to be in place to monitor them to keep our patrons from being bothered or harassed. Steve Campbell presented a sample policy taken from Daniel Boone Library and edited to suit our library system. The policy was reviewed and the board moved to approve it once there was a modification to the policy stating "only one petitioner per issue". 1st Leonard Butts, Carol Leech 2nd all aye

Petition Policy

Leonard Butts made the motion to approve the Petition Policy. Carol Leech seconded the motion. All voted Aye. The motion carried 8/0.

Scenic Regional's out of district fee is currently \$25. The industry standard is to set the fee to be equal to the average taxpayer's tax bill. As our taxes have increased per patron, an adjustment should be made to our out of district fee. Discussion was made about penalizing people that need to use the library who may live out of the district. Kathleen Ham would like to see a gradual increase instead of one large increase. Montgomery County refuses to establish a county library so there is no chance of a reciprocal agreement with them. Steve Campbell feels that our taxpayers would be upset to have people from out of district paying less to use our libraries than what they are paying. Brenda Allee-Bates suggested a student card in the event that the library they have access to is not acceptable. Steve Campbell suggested adding the portion of Montgomery County with students attending Hermann schools to our tax base. John Barry feels that our taxpayers should be protected, that it is unfair for our taxpayers to foot the bill. The issue was tabled until next month.

Out of District Fees

Scenic Regional has a full-time employee that would like to take a European vacation, but does not have enough accrued vacation time to cover the hours they would be gone. Steve Campbell proposed letting the employee go into a negative balance and then as the employee accrues more vacation time it can

Vacation Leave Policy

be subtracted from the negative balance. Carol Bell feels it is a good idea, that we should do things to keep our employees happy. Bob Niebruegge disagreed, stating he felt employees should plan any vacations with the earned vacation time in mind. Steve Campbell believes that one week in the negative would be the limit. Additionally, he feels that a full-time employee needs to be there full-time as they are counted on to be there, so taking unpaid time is not an option. Our current policy allows a supervisor to turn down a request for time off if it creates coverage issues. Discussion was made about accrual versus getting all vacation at the beginning of the year.

Carol Leech made the motion to let the employees borrow against vacation time and let them apply earned time to their negative accrued balance. Carol Bell seconded. Aye 6, nay 0, 1 abstained. The motion carried 7/0.

There being no further business, Karen Holtmeyer adjourned the meeting at 8:33 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____