

Scenic Regional Library
Board Minutes – October 18, 2016

Scenic Regional Library Board of Trustees met at the Union Branch on October 18, 2016; at 7:00 pm. Carol Leech presided at the meeting. Those attending the meeting were John Barry, Carol Bell, John Cheatham, Joy Dufrain, Kathleen Ham, Karen Holtmeyer, Bob Niebruegge, Susan Richardson, Carla Robertson and Diann Wacker. Leonard Butts and Paula Sutton were absent. Steven Campbell, Library Director, Dan Brower, Assistant Director, Kjersti Merseal, Business and Human Resources Manager and Charlean Stockton, Administrative Assistant was also present.

There were no public comments.

Public Comments

John Barry made the motion to approve the minutes of the September 20, 2016 meeting. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.

Approval of Minutes

Scenic Regional has currently spent 18.57% of the total budget, including 24.33% of the operations budget. John Barry asked when we could expect to have our 2017 revenue. Steve Campbell stated it should begin being deposited in January, or possibly December.

Financial Report

The library's Morenet bill was discussed; the library is still receiving subsidies from the state. If the governor does release the withheld funds, the library has budgeted for the increased expenses. Sullivan circulation continues to increase. Bookmobile circulation is down due to the bookmobile undergoing repairs throughout the summer. Steve Campbell spoke to Crawford County and tax bills are being sent out which include Scenic Regional Library. OneClickDigital will be added to the October circulation report. We will be moving from Overdrive to 3M Cloud Library for e-books and e-audiobooks. The 3M service is easier for patrons to use. It also will save the library some money and may offer us a greater amount of options for electronic resource sharing in the future. Publicity will be going out shortly and classes are being created for the new service.

John Cheatham made the motion to approve the Financial Report. Karen Holtmeyer seconded the motion. All voted Aye. The motion carried 11/0.

The Board reviewed the Librarians Reports. Steve Campbell informed the Board of several issues at the branches.

Librarian's Reports

Bob Niebruegge entered the meeting at 7:18 pm.

Steve Campbell is searching for a temporary location for the St. Clair branch during the upcoming expansion and renovation. The architect believes that doing so will save the library hundreds of thousands of dollars. If the contractors have to work around the patrons, it increases their liability; therefore bids for the project will be higher.

Temporary St. Clair Branch

Steve Campbell and Kjersti Merseal attended a TIF (tax increment financing) training session offered by the City of Warrenton on September 27.

Proposed TIF in Warrenton

The City of Warrenton is proposing a TIF district which will encompass the outlet mall and areas around a new exit. A developer from St. Louis has received commitments from Rural King (a large farm and home store chain) and other retailers to move into the outlet mall and adjacent areas. The TIF will be a great benefit to the City of Warrenton; they will receive sales tax from all the new retail businesses that relocate into the area. However, the library, schools, and other political subdivisions receiving property tax will not receive anything until the TIF repayment for the development is complete.

The proposed TIF in Warrenton is 23 years. After that time, the library will receive property tax on the new development. In some cases, if there is rapid growth, TIFs can be paid back earlier than their original term. The argument for TIF is that if it isn't passed, the re-development will never occur; therefore, the schools and libraries wouldn't have the money anyway. While the library does continue to receive its current property taxes on the outlet mall and other TIF areas, they're frozen at 2016 levels. Therefore, over the next 23 years the assessed valuation for the library for those areas will never increase.

It appears almost certain that the TIF will be approved by the City in December. The only positive for the library is that retail development in the area will lead to residential growth, from which the library would receive property taxes. Of course, commercial property is assessed at a much higher rate (32% versus 19% for residential property), so the loss for the library and other taxing entities will be substantial.

The New Haven Friends of the Library asked to have a one-time adopt-a-book program to allow people to sponsor new materials at their branch. Scenic Regional has always allowed people to adopt or sponsor books, although most were memorials. The decision was made to make the program systemwide and ongoing.

Adopt-a-Book

Scenic Regional will soon be offering passport services at its Union branch. The Union branch's entire staff, including shelvers, is being trained via webinar as passport agents. The library receives \$25 for each new application, with the only cost to the library being postage--\$6.45.

Passport Services

Initially, the library will offer basic passport services, with a possible move to include photos in the future. If the library decided to purchase a camera, the upfront cost will be \$600. Patrons would be charged \$10 per photo, so the cost of the camera would be recouped quickly. John Barry feels it will be a good source of revenue for the library.

Steve Campbell reviewed the exterior and interior drafts of the building projects, and explained that they are ever-changing while the architects are working to get the best designs possible. Carol Bell questioned the appearance of the materials and would like to see examples. She also expressed her opinion that the brick on the New Haven branch should be in the front of the building, not on the back where it wouldn't be visible.

Building Project Update

Bob Niebruegge was not pleased with the Owensville branch design, he feels it is ugly and appears to use a hodgepodge of materials. Diann Wacker agreed with Bob Niebruegge about the Owensville branch design. Carla Robertson asked that if the library uses metal for the roof that care be taken to be sure it does not creak, she also asked about the architect's good faith effort to explore grants for the buildings. Steve Campbell explained the he asked for the most durable materials possible to avoid maintenance in the future.

The architects are scheduled to be here for November's board meeting with 3D renderings of the buildings. Steve Campbell reminded the board that construction costs have skyrocketed, and what we once could afford is no longer attainable with our budget. Carol Bell asked if all branches would be receiving new shelves. Steve Campbell said at this time no decision has been made whether to purchase new shelves or to cut down and repaint the shelves we already own. Joy Dufrain asked if there would be video conferencing options in the branches. Steve Campbell said the capability to do videoconferencing would exist in the new facilities, but may be accomplished with less expensive technology.

Steve Campbell also discussed different options for ceilings; floating vs. fixed.

Steve Campbell explained the adjustments to the budget compared to last fiscal year. Since being in the second year of the tax increase, Steve Campbell feels we have a better grasp of our expected revenue. Not included in the provided budget were two grants for staff development. John Barry questioned the professional development line.

**Proposed Revision
of 2016-2017 Budget**

The personnel budget included a 3% across-the-board pay increase. Starting salaries for part-time staff was increased from \$9.50 to \$10.00 per hour (and from \$10.00 to \$10.50 per hour for part-time branch programmers); branch managers and other administrative positions on the same pay scale received a 10% pay increase.

The Board requested the budget to be amended to increase the director and assistant director salaries 5% instead of 3%, as well as include the administrative assistant salary among the administrative positions receiving 10% pay increases.

John Cheatham made the motion to accept the revised 2016-2017 budget as amended. John Barry seconded the motion. All voted Aye. The motion carried 11/0.

**Proposed Debt
Management Policy**

John Cheatham made the motion to approve the Debt Management Policy. Carla Robertson seconded the motion. All voted Aye. The motion carried 11/0.

**Proposed Revision
of Investment Policy**

Susan Richardson made the motion to approve the revised Investment Policy. John Barry seconded the motion. All voted Aye. The motion carried 11/0.

**Warrenton Branch
HVAC System**

Steve Campbell asked to take the \$85,600 remaining in the Warren County Building Fund, transfer it to the library's reserves, and designate \$75,000 for a new HVAC system at the Warrenton branch when the existing system fails.

John Barry made the motion to move funds to be designated for an HVAC system for Warrenton. Carla Robertson seconded the motion. All voted Aye. The motion carried 11/0.

There was a roll call vote to move into Executive Session: John Barry—Aye, Carol Bell—Aye, John Cheatham—Aye, Joy Dufrain—Aye, Kathleen Ham—Aye, Karen Holtmeyer—Aye, Carol Leech—Aye, Bob Niebruegge—Aye, Susan Richardson—Aye, Carla Robertson—Aye and Diann Wacker—Aye.

The Board moved into Executive Session at 9:50 pm.

The Board returned from Executive Session at 9:55 pm.

There being no further business, Carol Leech adjourned the meeting at 9:56 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____