

Scenic Regional Library District  
Board Meeting – April 17, 2012

The Scenic Regional Library Boards of Trustees met on April 17, 2012 at the library in Union, MO. Susan Richardson presided at the meeting. Those attending were, Carol Bell, John Cheatham, Susan Richardson, Jim Davis, Paula Sutton, Kathi Ham, Karen Holtmeyer, Carla Robertson, JoAnn Schweissguth, Bob Niebruegge, Louise Baker, Diann Wacker, Dan Wilson, John Barry, and Vivienne Beckett. Joy Dufrein was absent.

Susan Richardson asked if there were any corrections to the minutes of the previous board meeting. ***Dan Wilson made a motion to approve the minutes. Karen Holtmeyer seconded the motion. The motion was approved unanimously.***

**Approval of Minutes**

Vivienne Beckett presented the monthly financial report and Susan Richardson asked if there was any discussion. ***Bob Niebruegge moved to approve the financial report and transfer the funds to pay the monthly bills. Paula Sutton seconded the motion. The motion passed unanimously.***

**Financial Report & Transfer of Funds**

**Reports**

Vivienne Beckett gave an update on the programs scheduled. She stated that the reader programs continue to be popular and well attended. The next local author visit will be with Ray Sigler who writes historical fiction.

**Program Highlights**

Vivienne Beckett explained that as requested last winter by the board, she would give an update on the status of outsourcing the accounting department. She stated that it is going very well and the accountants are coming into the library on a weekly basis to collect the petty cash and all invoices for the week. She also explained that the payroll system the accountants implemented is working very smoothly and all staff is comfortable with the new online system.

**Accounting Update**

Vivienne Beckett explained the job postings now available for Assistant Director/Adult Services Librarian and Library Director. There was discussion.

**Job Postings**

Vivienne Beckett gave an update on the status of the transition of the administration as she has submitted her resignation as Library Director. She thanked the board for giving her the opportunity to serve as Library Director at Scenic Regional Library and explained that she has accepted another job offer with St. Charles City-County Library District. She explained that she enjoyed her time at Scenic and she would like to help in any way she can to make the transition to the new administration go smoothly and asked the board for their input. There was discussion.

**Transition in Library's Administration**

Vivienne Beckett reported that a State Aid check for Franklin County Library District in the amount of \$21,843 has been received.

**State Aid**

Ted Wuertz, President of AQM Computer Help presented information on a service contract available to maintain the library's computer hardware and network issues. He outlined the options available to the library, offering two maintenance contract bids, including onsite and emergency maintenance of the library's computer network. ***John Barry moved to approve the bid from AQM to enter into a contract for the Option 1 bid, provided that the library can add on services as needed in the future and that the contract states that AQM will include website maintenance charging the library at the standard day rate of \$48/hour. Bob Niebruegge seconded the motion. The motion passed unanimously.***

**AQM Computer Maintenance**

Vivienne Beckett explained that the bookmobile generator has been malfunctioning when the staff is out in the community doing their visits. It has been shutting off during routine use. The generator controls the air conditioning, heating and electricity on the bookmobile. She explained that two service repair companies have stated that it has too many hours on it and is simply worn out. The library received bids from three service repair companies to replace the generator. Vivienne Beckett recommended to the board to replace the generator. She presented estimates on the cost to repair the generator. There was discussion. ***John Barry moved to allow Price Professional Automotive replace the generator. Jim Davis seconded the motion. The motion was approved unanimously.***

#### **Bookmobile Repair**

Vivienne Beckett stated that in addition to the bookmobile repair, she is working on other important maintenance projects. The automation of the two front doors at the Union Library is still underway. She stated that she has been working with the City of Union and Washington Engineering who drew up the plans for the project. Work on the electrical wiring at the annex building at Union has been completed. Now the annex building meets code requirements. The fire alarm sensors at the Union library were old and worn out and were tripping sporadically. Three sensors were replaced in one zone of the building including the public meeting room. There was discussion.

#### **Maintenance Update**

***John Barry made a motion to move into Closed Session to discuss matters of personnel (610.021 (3)RSMo). Louise Baker seconded the motion. There was a roll call vote: Bell-yes, Cheatham-yes, Richardson-yes, Davis-yes, Sutton-yes, Baker-yes, Ham-yes, Wacker-yes, Wilson-yes, Barry-yes, Dufrain-yes, Holtmeyer-yes, Robertson-yes, Schweissguth-yes. The board moved into Closed Session.***

#### **Closed Session on Personnel**

The Board returned from Closed Session.

***Dan Wilson made a motion to appoint Ken Rohrbach as a consultant to Scenic Regional Library with compensation details to be finalized at a future date. Carla Robertson seconded the motion. The motion was approved unanimously.***

#### **Library Consultant**

***Dan Wilson made a motion to designate Christy Schink as Senior Librarian and authorized signatory for Scenic Regional Library on official documents. John Barry seconded the motion. The motion was approved unanimously.***

#### **Interim Library Director**

***Bob Niebruegge made a motion to authorize Christy Schink to hire necessary employees in cooperation with the library board and their consultant. John Cheatham seconded the motion. The motion was approved unanimously.***

#### **Hiring staff**

***John Cheatham made a motion to post a notice for the position of I.T. Specialist. John Barry seconded the motion. The motion was approved unanimously.***

Because of the resignations of Vivienne Beckett and Chris Brown it is necessary to update and re-approve signers on Scenic Regional Accounts. ***Louise Baker made a motion that the following individuals, Jim Davis, Paula Sutton, Susan Richardson, and Ruth Lord are authorized signers on all Scenic Regional Library financial accounts currently bearing signatures—Operating Account at***

#### **Update Signers on Financial Accounts**

***United Bank of Union, the Gift and Endowment account at United Bank of Union and the Vossbrink Bequest Account at United Bank of Union and on CD accounts as they mature. John Barry seconded the motion. The motion was approved unanimously.***

***Jim Davis made a motion to adjourn the meeting. Paula Sutton seconded the motion. The meeting was adjourned.***

There being no further business, Susan Richardson adjourned the meeting.

\_\_\_\_\_  
Secretary

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

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