

Scenic Regional Library
Board Minutes – April 21, 2015

Scenic Regional Library Board of Trustees met at the Union Branch on April 21, 2015, at 7:00 pm. Paula Sutton presided at the meeting. Those attending the meeting were Diann Wacker, Louise Baker, John Barry, Jim Davis, Carla Robertson, Karen Holtmeyer, John Cheatham, Kathleen Ham, Carol Leech, Carol Bell and Bob Niebruegge. Absent were Susan Richardson and Joy Dufrein. Steven Campbell, Library Director, Jamie Summers, Administrative Assistant, Dan Brower, Assistant Director, and Brenda Allee-Bates, Business Manager and Human Resources Manager, were also present.

There were no public comments.

Public Comments

Jim Davis made the motion to approve the Minutes of the March 17, 2015 meeting. Bob Niebruegge seconded the motion. All voted Aye. The motion carried 12/0.

Approval of Minutes

The Financial Report was reviewed. Brenda Allee-Bates pointed out that the materials line looks misleading in the percentage breakdown due to being on a cash basis accounting system, the amount shown is what has been paid not accrued. ***Bob Niebruegge made the motion to approve the Financial Report and the transfer of funds. Diann Wacker seconded the motion. All voted Aye. The motion carried 12/0.***

Financial Report & Transfer of Funds

The Board reviewed the provided Librarians Reports. Circulation of print material for the system is increasing at some branches. Electronic material circulation is still increasing rapidly. All of the content has been moved off of the old website. Steve Campbell is currently working with an outside firm for the beautification and usability of the new site to allow Denise Hohenstreet, IT Manager to focus on the needs of the branches. A new group of employees are forming to plan the Annual Employee Appreciate Banquet, information will be passed on as it becomes available. Friends Groups have been formed at all locations except Pacific and Union; Union friends are meeting again soon in hopes to elect officers. Diane Disbro, Union Branch Manager, is currently serving as the Warrenton Interim Branch Manager while April Fundell, Union Assistant Branch Manager operates the Union Branch. Brenda Allee-Bates has included changes in personnel in the packet for the Board. The old technical services room of the Union Branch has been renovated into a Training Room to accommodate training needs and small meetings that conflict with the larger meeting room. The piece of legislation approving the Sullivan merger is working its way through the Senate; it has already been approved by the House. Laurie Osseck started as the Adult Outreach Coordinator for the district and has begun adding the remaining communities to her current schedule for programming. Steve Campbell has been working with the consultant for the master building plan; they hope to have the report by the May Board meeting. Plastic bags have been ordered to serve as good publicity as patrons receive them from the branch with the logo and locations on one side and the electronic materials listed on the other side. The staff are loving the two new

Librarians Reports

vehicles and are currently working to get a wrap or decal information for both. The ESL program is moving forward East Central College; we are in the process of determining a location in Washington in our district where the adult students can meet up to five days per week. The CREW meetings are going well with the Probation and Parole Board of Franklin County. Carla Robertson stated that she was very impressed with this program and thinks it provides a great opportunity. She also suggested looking into grant opportunities due to the uniqueness of the program. Steve Campbell has submitted paperwork for the final digitization grant for the Missourian and other Washington area papers; it is pending approval. He has also requested information from the publishing company in Tennessee that owns the New Haven and Hermann papers about purchasing the rights to digitize those papers, too; he has not heard back from them. The Union Garden Club will be doing the landscaping for the Headquarters building as a community project, with the Library purchasing the supplies. Dan Brower has included computer and WiFi usage statistics as well as Monday patron counts by branch for the Board.

Brenda Allee-Bates spoke to the Board about beginning the process of updated the Personnel Policy Manual. Provided for the Board was an edited copy of the proposed changes in regard to Breaks/Meals and Sick Leave. Brenda is planning to present the Board with a few items at each meeting rather than the entire manual at once; the Board approved the approach. *Carla Robertson made the motion to accept the proposed revisions to the Library's Personnel Policy Manual. Louise Baker seconded the motion. All voted Aye. The motion carried 12/0.*

**Proposed
Revisions to the
Library's
Personnel Policy**

Steve Campbell presented the Board with a letter that was received and addressed to the Board. A Warrenton patron is concerned with some of the language and raw material that is in some books. She is requesting information on the possibility of marking these books or creating a separate section in the branch. The Board approved Steve Campbell or Dan Brower to contact the patron to address her concern.

**Warrenton Patron
Letter**

The lease in Owensville is up for renewal on June 1, 2015. The landlords are aware of the building situation but are requesting a negotiable three year lease. The rent will increase slightly to \$550 per month. The timeline for the new branch to be completed is up in the air, it could very possibly be completed before the three year mark is up. *John Cheatham made the motion to sign the three year lease and negotiate an early exit if needed. Karen Holtmeyer seconded the motion. All voted Aye. The motion carried 12/0.*

**Owensville Lease
Renewal**

Jim Davis made the motion to move into Executive Session. John Barry seconded the motion. There was a roll call vote: John Cheatham—Aye, Bob Niebruegge—Aye, Louise Baker—Aye, Diann Wacker—Aye, John Barry—Aye, Karen Holtmeyer—Aye, Carla Robertson—Aye, Carol Bell—Aye, Kathleen Ham—Aye, Carol Leech—Aye, Jim Davis—Aye, and Paula Sutton—Aye. The Board moved into Executive Session at 7:35 pm.

Votes from

Executive Session

The Board returned from Executive Session and announced the votes.
John Cheatham made the motion to make John Barry a signatory for the purchase of the land in Warrenton. Bob Niebruegge seconded the motion. All voted Aye. The motion carried 12/0.

John Cheatham made the motion to make John Barry a signatory for the purchase of the land in Wright City. Karen Holtmeyer seconded the motion. All voted Aye. The motion carried 12/0.

Jim Davis made the motion to purchase the lot on the corner of Lamar Parkway and Rose Lane, that is not in the flood plain, in Pacific for \$208,000. Karen Holtmeyer seconded the motion. All votes Aye. The motion carried 12/0.

John Cheatham made the motion to offer Marllys Mertens the proposed \$6,850.26 severance package for her service to the Library. Jim Davis seconded the motion. All voted Aye. The motion carried 12/0.

There being no further business, Paula Sutton adjourned the meeting at 8:36 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____