

Scenic Regional Library  
Board Minutes – August 25, 2015

Scenic Regional Library Board of Trustees met at the Zion United Church of Christ on August 25, 2015, at 7:00 pm. Karen Holtmeyer presided at the meeting. Those attending the meeting were Paula Sutton, Carla Robertson, Joy Dufrein, Diann Wacker, John Barry, John Cheatham, Kathleen Ham, Carol Leech and Bob Niebruegge. Absent were Susan Richardson and Carol Bell. Steven Campbell, Library Director, Jamie Summers, Administrative Assistant, Dan Brower, Assistant Director, Brenda Allee-Bates, Business Manager and Human Resources Manager, Diane Disbro, Union Branch Manager, Mark Smith, Sullivan Public Library Director, and Leonard Butts, Crawford County Board member, were also present.

The public hearing notice was read. There were no public comments.

**Public Hearing**

***Paula Sutton made the motion to approve the Minutes of the July 21, 2015 meeting. Diann Wacker seconded the motion. All voted Aye. The motion carried 10/0.***

**Approval of Minutes**

The Financial Report was reviewed. ***Bob Niebruegge made the motion to approve the Financial Report. Diann Wacker seconded the motion. All voted Aye. The motion carried 10/0.***

**Financial Report**

The Board reviewed the provided Librarians Reports.

**Librarians Reports**

Mark Smith, Sullivan Public Library Director, and Leonard Butts, newly appointed Board member representing Crawford County, were introduced to the Board. Mark has been with the library since 2003 and Leonard has served on that Board since 2005.

Steve Campbell spoke to the Board about Scenic Regional Library being named the Missouri Library Association's Library of the Year for 2015. The award will be presented at the annual conference in October. Carla Robertson expressed her delight at the exciting news and suggested installing nice banners at each of the branches to promote being awarded Library of the Year. Joy Dufrein added that Library of the Year could be added to signage for the "future home of" signs at the new properties.

***John Barry made the motion to accept the Audit of Fiscal Year 2014. John Cheatham seconded the motion. All voted Aye. The motion carried 10/0.***

**Fiscal Year 2014 Audit**

***Bob Niebruegge made the motion for the Board of Trustees to set the property tax levy rate of \$0.2008 per \$100 of assessed valuation for Scenic Regional Library District, a consolidated library district and political subdivision, to generate revenue for the fiscal year began on July 1, 2015. Joy Dufrein seconded the motion. All voted Aye. The motion carried 10/0.***

**2015 Tax Levy Rate**

*Joy Dufrain made the motion to reappoint Debbie Maczuk of New Haven, Doug Dunlap of Owensville and Shirley Gassei of Marthasville to the Scenic Regional Library Foundation Board of Directors. Paula Sutton seconded the motion. All voted Aye. The motion carried 10/0.*

**Scenic Regional Library Foundation Board Reappointments**

In the 2014 audit, Hochschild, Bloom & Company, LLP, recommended adopting a credit card policy. Each individual that is issued a credit card would sign an agreement for proper use. *John Cheatham made the motion to adopt the presented Credit Card Policy. John Barry seconded the motion. All voted Aye. The motion carried 10/0.*

**Credit Card Policy**

Dan Brower approached the Board with proposed changes to the circulation policies in regards to borrowing limits, age restrictions and refunds. Currently, different borrowing time limits are used on digital media as well as the number of digital items that may be checked out at one time. The different checkout times can be very confusing for both patrons as well as staff. With the increased purchasing, many television series are being cataloged by the series rather than individual disks, this can prove difficult to return in one week. *John Cheatham made the motion to approve the proposed changes to the borrowing limits in the Circulation Policy. John Barry seconded the motion. All voted Aye. The motion carried 10/0.* Brenda Allee-Bates spoke to the Board about no longer issuing refunds for returned material. The full purchase price of the item will be billed to the patron once the item is six weeks overdue. Staff will continue to encourage patrons to renew the items first and search for the missing materials according to renewal limits before paying for an item. *Joy Dufrain made the motion to adopt the proposed Refund Policy. Carla Robertson seconded the motion. All voted Aye. The motion carried 10/0.*

**Circulation Policy – Borrowing Limits, Age Restrictions & Refunds**

The Board was presented with a proposed MOU from the City of Sullivan in regards to use of the current library building after the merger occurs on October 1, 2015. The City is allowing Scenic Regional Library to use the current building rent-free while covering all regular maintenance issues. Any building repairs over \$5,000 will be paid for by the City of Sullivan. The Board was provided with a copy of the MOU. *John Cheatham made the motion to approve the Memorandum of Understanding with the City of Sullivan. John Barry seconded the motion. All voted Aye. The motion carried 10/0.*

**Memorandum of Understanding – City of Sullivan**

*Paula Sutton made the motion to move into Executive Session. Joy Dufrain seconded the motion. There was a roll call vote: Bob Niebruegge—Aye, Carol Leech—Aye, Kathleen Ham—Aye, John Cheatham—Aye, John Barry—Aye, Diann Wacker—Aye, Carla Robertson—Aye, Joy Dufrain—Aye, Paula Sutton—Aye and Karen Holtmeyer—Aye. The Board moved into Executive Session at 8:00 pm.*

The Board returned from Executive Session.

*There being no further business, Karen Holtmeyer adjourned the meeting at 8:30 pm.*

\_\_\_\_\_  
Secretary

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

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