

Scenic Regional Library
Board Minutes – December 21, 2010

The Scenic Regional Library Boards of Trustees met on December 21, 2010 at the Union Library. Dan Wilson presided at the meeting. Those attending the meeting were JoAnn Schweissguth, John Barry, Diann Wacker, Bob Niebruegge, Carla Robertson, Susan Richardson, Kathi Ham, John Cheatham, Carol Bell, Louise Baker, Joy Dufrain, Karen Holtmeyer, Jim Davis, Vivienne Beckett and Ken Rohrbach.

President Wilson read a resolution honoring the service of Christine Schmidt to Scenic Regional Library and the Franklin County Library District. ***John Cheatham made a motion to approve the resolution. Susan Richardson seconded the motion. The motion was approved unanimously.*** The framed resolution was presented to Mrs. Schmidt. Ken Rohrbach displayed two books that will be added to the library's collection in her honor. A gift set including a teapot, teacup, and assorted teas was also presented. The entire board again expressed their appreciation for Christine Schmidt's eighteen years of service.

**Recognition of
Christine
Schmidt**

Bob Niebruegge made the motion to approve the Minutes of the November 16, 2010 meeting. Susan Richardson seconded the motion. The motion was approved unanimously.

**Approval of
Minutes**

The Financial Report was reviewed. Ken Rohrbach noted the following: the Warren County D/I certificate of deposit due for renewal, balances in budget categories, bookmobile repairs, and honorarium from ALA for Vivienne Beckett's presentation. John Barry asked what the procedure was for individuals receiving honoraria. Ken Rohrbach said that in the past, if a library employee received an honorarium for a program provided while they are on work time, the honorarium was turned over to the library. Mr. Barry observed that the library needs a statement to this effect. Due to the accumulation of funds in the operating checking account, \$20,000 of that amount will be applied toward the December payables. ***Joy Dufrain made the motion to approve the Financial Report and transfer of funds. John Barry seconded the motion. The motion was approved unanimously.***

**Financial
Report &
Transfer of
Funds**

Ken Rohrbach presented information on the following: Library Automation Summit, Missouri Public Library Directors' meeting, 2011 Library Advocacy Day, MLA trustee membership, and Sho-Me Technologies assessments at Union and Hermann. The following board members indicated they would attend the Library Advocacy Day on Feb. 8, 2011: Dan Wilson, Susan Richardson, Joy Dufrain, and possibly Carol Bell. Vivienne Beckett highlighted library events.

Reports

Scenic Regional Library
Minutes – December 21, 2010

A sheet outlining a proposal from Charlie Butler was distributed. Mr. Butler is proposing a price of \$160,000 for the old St. Clair post office building including taking the current St. Clair library in trade. Projecting this amount over a ten year span at 6% interest would be \$21,316.96 annually. It was felt that the interest rate was better than other currently available rates and also had the advantage of being fixed. Concern was expressed over the mold issue in the basement of the current facility and any agreement would have to release the library from any liability involved. Other terms that would be favorable to the library were discussed. The consensus of the board was that the proposal provided an opportunity for the library to obtain a superior facility in St. Clair. *Susan Richardson made a motion to move forward with this project at this time. Karen Holtmeyer seconded the motion. The motion was approved unanimously.*

Proposal for St. Clair Library Facility

A copy of the 2011 budget was distributed. Ken Rohrbach noted the minor adjustments between the final and the draft versions. Joy Dufraim questioned a heading on the full-time salaries page saying 2010 Final. This will be corrected to 2011 Final. Ken Rohrbach stated that if the St. Clair project proceeds a budget revision will be necessary and funds from the Franklin County District D/I funds will be incorporated. *John Cheatham made a motion to approve the 2011 Budget. Carla Robertson. The motion was approved unanimously.*

Approval of 2011 Budget

Unnerstall & Unnerstall has presented a letter of engagement for the 2010 Audit. The proposed fee is \$3,990 unless additional work is required resulting in a renegotiated fee. *John Cheatham made a motion to accept Unnerstall & Unnerstall's letter of engagement. Kathi Ham seconded the motion. The motion was approved unanimously.*

Unnerstall & Unnerstall Letter of Engagement

A sheet with possible revisions to the Sick Leave policy was distributed. The changes involved clarification of instances when an entire day (8 hours) is used for a medical appointment. A general explanation of the necessity for an entire day of sick leave was being added. *John Barry made a motion to adopt the proposed revisions.* Discussion ensued involving the number of instances where this has been a problem, the perception that this is invasive, the use of sick leave for care of children or other relatives, the method of determining when sick leave becomes an issue and options for sick leave including paid time off. The motion died for lack of a second and the library staff was directed to reexamine the issue. Board members will be providing additional input.

Proposed Sick Leave Policy Revisions

Scenic Regional Library
Minutes – December 21, 2010

Ken Rohrbach distributed a letter stating that he would be retiring on August 31, 2011.

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

Closed Session on Personnel

The Board returned from Closed Session.

Jim Davis made a motion to form a search committee consisting of one member from each county library board and the president of the regional board for the purpose of hiring a new library director. Bob Niebruegge seconded the motion. The motion was approved unanimously. President Wilson commented that this committee is being formed with no prejudice toward current staff.

Search Committee Formed

Jim Davis made a motion to accept Ken Rohrbach’s letter of resignation for retirement with regret. John Barry seconded the motion. The motion was approved unanimously

Accept Letter of Resignation

John Barry made a motion to adjourn the meeting. Bob Niebruegge seconded the motion. The meeting was adjourned.

Adjourn

Secretary

Approved: _____
President, Scenic Regional Library Boards of Trustees

Date: _____