

Scenic Regional Library  
Board Minutes – July 16, 2013

Scenic Regional Library Board of Trustees met at the Union Branch on July 16, 2013, at 7:30pm. Joy Dufrain presided at the meeting. Those attending the meeting were, John Cheatham, Jim Davis, Louise Baker, Kathleen Ham, Diann Wacker, Dan Wilson, Karen Holtmeyer, John Barry, Carol Bell, and Carla Robertson. Susan Richardson, Paula Sutton, Robert Niebruegge, and JoAnn Schweissguth were absent. Also present were Steven Campbell, Library Director, and Jamie Summers, Administrative Assistant.

There were no public comments.

*Dan Wilson made the motion to approve the Minutes of the June 18, 2013 meeting. Jim Davis seconded the motion. All voted Aye. The motion carried 11/0.* **Approval of Minutes**

The Financial Report was reviewed. *John Barry made the motion to approve the Financial Report and transfer of funds. Jim Davis seconded the motion. All voted Aye. The motion carried 11/0.* **Financial Report & Transfer of Funds**

The Librarians' Reports were reviewed. Steven Campbell reported the full time data entry position in the administration would be filled by an internal applicant, Denise Hohenstreet, a present part time circulation clerk in Owensville. She will start the new position on Monday, July 22, 2013. Steven Campbell also provided the board with a time, date, and location for discussing the library's tax levy campaign to be on Thursday, August, 8, 2013 at 7:30 PM at the Union branch meeting room. The board was informed of an increase in the federal government rate for mileage. **Librarians' Reports**

Shirley Gassei was recommended to fill a vacancy for Warren County on the Foundation Board. Carla Robertson nominated Cathy Engelage and Joy Dufrain suggested Sharyn Rugh, both for Warren County. *Karen Holtmeyer made the motion to accept the three additional members to fill the Foundation Board. Dan Wilson seconded the motion. All voted Aye. The motion carried 11/0.* **Approval of Library Foundation Board Members**

Steve Campbell would like to conduct a comprehensive survey of the people living in the library district. A discussion took place on what type of survey to conduct. An organization that was represented at the ALA conference in Chicago provides free web-based surveys. The problem with this type was discussed as having a limited focus group of those that already visit the library's webpage or are regular users. The board discussed wanting to reach others in the community as well by either mail or direct hand out. Joy Dufrain also pointed out that some of the library patrons do not live in the library district but that their opinions matter as well. John Barry added that getting attention drawn to **Library User Survey**

the library is very important and very valuable for the community to know the organization and the services provided. Some concern was also expressed about how the survey questions would be compiled. It was suggested to sample other online surveys. Dan Wilson recommended looking at submissions from ALA and the State as to have a base for comparison when the results are tabulated. Jim Davis also recommended having board approval once the survey has been compiled, before being released to the public.

Steven Campbell provided information regarding liability, licensing and permits for wine tasting events associated with adult programs. The library would not need to have any additional license or permits to provide a wine tasting program, provided no cost for attending is enforced and no sales are taking place. The winery can provide the library with a certificate of insurance. *John Cheatham moved to amend the library policy to allow wine tasting at adult programs. Jim Davis seconded the motion. All voted Aye. The motion carried 11/0.*

### **Library Behavior Policy & Adult Programming**

Steven Campbell received notice of the need for renewal of the Conflict of Interest Ordinance policy, lasting two years before renewal. *John Barry moved to renew the Conflict of Interest Ordinance policy. Dan Wilson seconded the motion. All voted Aye. The motion carried 11/0.*

### **Conflict of Interest Ordinance Renewal**

Ruth Lord, Collections Development, has a volunteer doing cataloging for new material. This volunteer has applied for many positions, but was not selected, and is leaving to find work. The library can cut desk hours by 1 to 1 ½ hours per week to create a 10 hour per week position or a new position can be created. Jim Davis and John Cheatham feel it best to create a new position than to cut hours from current employees. All the board agrees to not change current part time employee hours. *John Barry made a motion to add a new cataloging position for 10 hours per week. John Cheatham and Jim Davis seconded the motion. All voted Aye. The motion carried 11/0.*

### **New Cataloging Position**

Copies of the 2012 audit, prepared by Unnerstall and Unnerstall, were distributed and reviewed. A new system needs to be implemented for recording and accessing employee time. A time clock is needed to record actual time employee worked. The board agrees, but access needs to be easily available for all when needed. The auditor suggests having each branch manager have the access to correct the time for their employees. The board would like to have price and specific demonstration information at the August meeting. *John Cheatham made the motion to approve the 2012 audit. Louise Baker seconded the motion. All voted Aye. The motion carried 11/0.*

### **2012 Audit**

Information was given regarding the MLA Conference. Special pricing is available for early registration for board members. The tentative schedule is available on the MLA website. The conference is being held in St. Louis, so lodging would not be necessary. Steve Campbell will

### **MLA Conference 2013 Registration**

need registration information by July 31, 2013.

*Kathleen Ham made the motion to elect Robert Niebruegge (Gasconade County) as President of the Regional Board. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0. Carol Bell made the motion to elect Paula Sutton (Franklin County) as First Vice President of the Regional Board. Jim Davis seconded the motion. All voted Aye. The motion carried 11/0. Carol Bell made the motion to elect JoAnn Schweissguth (Warren County) as Second Vice President of the Regional Board. John Barry seconded the motion. All voted Aye. The motion carried 11/0.*

**Election of Regional Officers**

Steven Campbell was informed by the Franklin County Clerk that the tax information would not be available by the third week in August. It was recommended to move the monthly board meeting from the third Tuesday to the fourth Tuesday for the August meeting to review the tax information. *John Cheatham made the motion to change the date of the August 2013 meeting. Jim Davis seconded the motion. The motion carried 10/1.*

**August 2013 Library Board Meeting Date**

*Joy Dufrain adjourned the meeting at 8:31pm.*

\_\_\_\_\_  
Secretary

**Closed Session**

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

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