

Scenic Regional Library
Board Minutes – July 21, 2015

Scenic Regional Library Board of Trustees met at the Union Branch on July 21, 2015, at 7:00 pm. Paula Sutton presided at the meeting. Those attending the meeting were Diann Wacker, Joy Dufrain, Susan Richardson Kathleen Ham, Carol Leech Carol Bell, and Carla Robertson. Absent were John Cheatham, Bob Niebruegge and John Barry. 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, and Madison Morris, Warrenton Branch Manager were also present.

There were no public comments.

Public Comments

Susan Richardson made the motion to approve the Minutes of the June 16, 2015 meeting. Joy Dufrain seconded the motion. All voted Aye. The motion carried 9/0.

Approval of Minutes

The Financial Report was reviewed. *Carla Robertson made the motion to approve the Financial Report and the transfer of funds. Kathleen Ham seconded the motion. All voted Aye. The motion carried 9/0. Joy Dufrain made the motion to close the Warren County Library District, Gasconade County Library District and Franklin County Library District bank accounts. Susan Richardson seconded the motion. All voted Aye. The motion carried 9/0.*

Financial Report & Transfer of Funds

The Board reviewed the Librarians Reports. Dan Brower, Assistant Director, introduced Madison Morris, the new Warrenton Branch Manager. Carla Robertson thanked Diane Disbro, Union Branch Manager, for filling in at Warrenton during this transition and has noticed and heard positive things about the changes at the branch, in the community and with the staff.

Librarians Reports

The Sullivan Municipal Library District Board voted 5-1 on July 20, 2015 to merge with Scenic Regional Library. On June 16, 2015, the Scenic Regional Library Board had voted unanimously to accept a hypothetical pending merger request from the Sullivan Municipal Library District. *Karen Holtmeyer made the motion to accept the Sullivan Municipal Library District's Board of Trustees official request to merge into the Scenic Regional Library District, effective October 1, 2015. Susan Richardson seconded the motion. All voted Aye. The motion carried 9/0. Carla Robertson made the motion to amend the Scenic Regional Library Board of Trustees' Bylaws to allow a thirteenth trustee to sit on the Scenic Regional Library Board representing the Crawford County portion of Sullivan. Diann Wacker seconded the motion. All voted Aye. The motion carried 9/0.*

Sullivan Library Merger

Carol Bell made the motion to elect Karen Holtmeyer as President, Carol Leech as Vice President, John Cheatham as Secretary and John Barry as Treasurer for 2015-2016. Susan Richardson seconded the motion. All voted Aye. The motion carried 9/0.

Election of Officers

Karen Holtmeyer presided over the remainder of the meeting.

Signature cards were not available this month from United Bank of Union. The bank representative hopes to have it prepared for the August Board meeting.

Signature Cards

The Board was asked if any members were interested in attending the annual Missouri Library Association conference, which is a joint conference with Kansas this year, in Kansas City on September 30 through October 2. Carol Bell, Paula Sutton and Susan Richardson would like to attend.

Missouri Library Association Conference

The Board was given the audit prepared by Hochschild, Bloom and Company LLP for review. Approval will be requested at the August meeting to allow time to read through the report. The auditors suggested adopting a credit card policy, which Brenda Allee-Bates, Business and Human Resource Manager, will have prepared at the August meeting for approval.

Review of Fiscal Year 2014 Audit

The Board was presented with a proposed additional line to the Tobacco Policy to address e-cigarettes. "Smoking includes electronic cigarettes" will be added. *Carol Bell moves to approve the additional line about e-cigarettes to the current Tobacco Policy. Paula Sutton seconded the motion. All voted Aye. The motion carried 9/0.*

Tobacco Policy

The Conflict of Interest Policy must be reapproved every three years and sent to the Missouri Ethics Commission. It is the same as the previous policy. *Carol Leech made the motion to approve the Conflict of Interest Policy as presented. Joy Dufrain seconded the motion. All voted Aye. The motion carried 9/0.*

Conflict of Interest Policy

The Board was provided with a resolution drafted by the Library's attorney to address the funds of from the Augusta Louise Smith Estate to avoid any legal complications. The resolution ensures that the funds collected from the estate will be used in the Warrenton community. The Board requested a few amendments be made to the resolution; elimination of the third paragraph as no money has been given at this time, correct spelling issues and approval date. *Susan Richardson made the motion to approve the Resolution as amended. Paula Sutton seconded the motion. All voted Aye. The motion carried 9/0.*

Augusta Louise Smith Estate Resolution

Carla Robertson requested that the attorney issue be place on the September agenda for discussion. The Board is concerned that the Director is required to make edits and changes to any document that is created. It is understood that very few attorneys focus on library law, but many of the mistakes are not law related such as spelling errors, inconsistent tense usage and grammar errors.

**Friends of the
Library group
publicity**

The Board was presented with a request for a bylaws change by the Scenic Regional Library Foundation Board. The Foundation Board wants to create consistent branding for the Friends groups as support systems for branches of Scenic Regional Library District. Currently, New Haven is the only Friends group that has selected a name different than the Friends of the Library XXXX Branch format, having selected Friends of the New Haven Library. The Foundation Board approved the use of the new Friends tree for publicity as long as the Scenic logo and branch be displayed in some fashion. The Foundation likes the setup on the Friends membership cards. Joy Dufrain does not want to vote to approve a bylaws change without seeing a copy of the Foundation Board's approved minutes.

The state aid forms were signed and notarized.

Diann Wacker made the motion to move into Executive Session. Kathleen Ham seconded the motion. There was a roll call vote: Carol Leech—Aye, Kathleen Ham—Aye, Diann Wacker—Aye, Paula Sutton—Aye, Carla Robertson—Aye, Joy Dufrain—Aye, Carol Bell—Aye, Susan Richardson—Aye and Karen Holtmeyer—Aye. The Board moved into Executive Session at 9:01 pm.

The Board returned from Executive Session.

There being no further business, Karen Holtmeyer adjourned the meeting at 9:35 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____