

Scenic Regional Library  
Board Minutes – June 24, 2014

Scenic Regional Library Board of Trustees met at the Union Library on June 24, 2014, at 7:03 pm. Bob Niebruegge presided at the meeting. Those attending the meeting were Carla Robertson, John Barry, Diann Wacker, Louise Baker, Karen Holtmeyer, John Cheatham, Carol Leech, Susan Richardson, Kathleen Ham, and Jim Davis. Absent were Carol Bell, Paula Sutton and Joy Dufrain. Steven Campbell, Library Director, Jamie Summers, Administrative Assistant, Christy Schink, Youth Services Librarian, Diane Disbro, Union Branch Manager, and Tim Otten were also present.

***Karen Holtmeyer made the motion to approve the Minutes of the May 20, 2014 meeting. Susan Richardson seconded the motion. All voted Aye. The motion carried 10/0. Louise Baker made the motion to approve the Minutes of the May 20, 2014 Executive Session. John Barry seconded the motion. All voted Aye. The motion carried 10/0.***

**Approval of Minutes**

The Financial Report was reviewed. ***John Barry made the motion to approve the Financial Report and the transfer of funds. Diann Wacker seconded the motion. All voted Aye. The motion carried 10/0.***

**Financial Report & Transfer of Funds**

A Board member from the Gerald Area Library had contacted Steven Campbell, Director, with a request for time at the meeting to allow Board representatives to speak with the Scenic Regional Library Board of Trustees. No representatives from the Gerald Area Library were present for the meeting.

**Gerald Area Library**

Steve Campbell approached the Board with a proposal for extending service hours at each of the branch locations in January 2015. The community survey, completed in the fall of 2013, showed that a major desire of the community was for the library to offer additional service hours. Kathi Ham expressed concern that the Library could lose beneficial part-time staff if they are required to take on additional hours, since many might have multiple part-time jobs. Steve Campbell would like to first offer the additional hours to existing part-time employees before hiring additional part-time employees to fill the gaps created by the extended service hours. The smaller branches would be open late two nights a week, while the larger branches would be open four nights each week. The Board discussed that all branches are currently open late on Wednesday evenings, but this might not be the most beneficial evening due to many church activities. Carol Leech asked about programming, such as book clubs, that have a good attendance and already meet on Wednesday nights. Louise Baker added that Owensville's Wednesday evening book club has great attendance as well. The Director agrees that some branches could continue holding book clubs on Wednesday evenings after the library is closed, the employee in charge of the group would allot those hours from their schedule accordingly. The Board agreed that Sunday hours are not of interest at this time. Susan Richardson commented that extending service hours in January is a great way to show the public that we are

**Proposal to Expand Service Hours**

keeping our campaign promises and to provide promotion opportunities for the communities.

Jim Davis entered the meeting at 7:21 pm.

John Barry added that when the Warrenton branch pushed back opening from 8:00 am to 9:00 am, he had asked patrons their feelings on the change and none had strong feeling about it. Steve Campbell asked Diane Disbro to give comments from patrons at the Union branch; she informed the Board that there have been a few patrons upset that they cannot stop at the Library before they go to work. The Director added that with extended evening and Saturday hours those patrons would have additional opportunities to come after work or on the weekend. John Cheatham thinks that it would be a great step to inform the patrons by placing signs at the branches saying, "As promised, additional service hours coming January 2015". ***John Barry made the motion to adapt the proposed extended service hours to take effect in January 2015. John Cheatham seconded the motion. All voted Aye. The motion carried 11/0.***

Bob Niebruegge exited the meeting at 7:28 pm. Karen Holtmeyer presided over the remainder of the meeting.

Steven Campbell presented the possibility of becoming a consolidated library district to the Board. The three district system can only consolidate when they all have the exact same tax rate; due to the Hancock Amendment the rate will vary in each county if not a consolidated district by August 2015. John Barry asked how Board members would be appointed; the Director answered that the County Commissioners would continue to appoint members, as is the current practice. John Barry also asked if the districts did consolidate, what would happen to the money that remains in the Warren County Library District Building Fund; Steve Campbell explained that those funds would go to the consolidated district, but could be marked to be used for future Warren County building projects. Susan Richardson pointed out that the Board already operates as a single district and meets individually for formalities; many members are equally interested and invested in the other two counties—not just the county they represent. The Board questioned how the County Commissioners would feel about consolidation, since it must receive their approval. Steve Campbell has not spoken with any of the Commissioners but does not know why they would not be supportive; the Library would continue to operate as it always has. The counties would not want to become separate districts because each county would not be able to support itself without the assistance of the others, especially Gasconade County. The cooperation of the three county districts is currently held together by a "handshake," consolidation would ensure the continuation of Library services to the communities. John Cheatham thinks this is a great window of opportunity and that the Board should move forward with becoming a consolidated district. Steven Campbell will consult the Library attorney for confirmation on dates for consolidation proceedings. Karen Holtmeyer asked how the Board thinks the public would interpret the Library consolidating. Susan Richardson and John

## **Consolidation**

Barry agree the most in the area believe the Library is one district, which is why it was necessary to include Scenic Regional Library in addition to the county districts on the election ballot. Jim Davis mentioned that a letter should be mailed to the Board members that a vote will be taken at the July or August Board meeting since some Board members were absent from the meeting. Carla Robertson added to include for Board members to send questions to the Director to pose to the attorney prior to the meeting.

**2015 Personnel**  
**Budget**  
**Recommendations**

Steven Campbell approached the Board with requests for additional administrative staff to take effect in January 2015. The Library cannot fulfill the campaign promises without additional employees. The Director is proposing the creation of the following positions: Assistant Director, Finance/Human Resources Manager, Graphic Design/Publicity Coordinator, Trainer (Staff/Adult Education), as well as an Acquisitions/ILL Librarian. The Director is proposing the following current positions be adapted or extended to full time: Administrative Assistant, Branch Manager II/Circulation Coordinator at the Union branch, as well as an Assistant Branch Manager at the Union branch. The Director also provided information for possible future positions for the Library. Jim Davis and Carla Robertson would like to see the information presented in a more visual manner, such as an organizational chart with the figures for each position. John Cheatham added that many of the positions that are being requested the Library is already outsourcing, so the expense would increase for full time staff but the quality of work would increase as well and would allow current and future staff adequate time for tasks that they are spread too thinly to devote much time to at present; the staff is struggling to keep up with the volume of materials and tasks to complete now, much less with many of these things doubling in January. Carla Robertson thinks the Library staff does an amazing job working together and providing the services available; she feels a little overwhelmed with all the information being provided and would like additional figures. Kathi Ham brought up the point that the figures do seem a bit overwhelming but that the breakdown percentage of the new budget is the same, sixty percent of the budget would go towards personnel expenses. Susan Richardson also added that it might be helpful to know a priority list for the positions if the Board decides to not hire all positions at one time. Steven Campbell also brought up the topic of creating a salary scale for the Library. The Board agrees for the Director to use the provided rough draft as he prepares the 2015 budget.

***Louise Baker made the motion to move into Executive Session. Diann Wacker seconded the motion. There was a roll call vote: Jim Davis—Aye, John Cheatham—Aye, Louise Baker—Aye, Diann Wacker—Aye, John Barry—Aye, Karen Holtmeyer—Aye, Kathleen Hamm—Aye, Carol Leech—Aye, Susan Richardson—Aye, Carla Robertson—Aye.*** The Board moved into Executive Session at 8:37 pm.

The Board returned from Executive Session.

***Jim Davis made the motion to move forward on negotiating a lease rate for the additional space available at the Hermann facility. Diann Wacker seconded the motion. All voted Aye. The motion carried 9/0.***

***There being no further business, Karen Holtmeyer adjourned the meeting at 9:24 pm.***

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Secretary

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

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