

Scenic Regional Library  
Board Minutes – May 21, 2013

Scenic Regional Library Board of Trustees met at the Union Library on May 21, 2013, at 7:31pm. Joy Dufrain presided at the meeting. Those attending the meeting were Carol Bell, John Cheatham (arrived at 8:22pm), Jim Davis, Susan Richardson, Louise Baker, Kathleen Ham, Robert Niebruegge, Diann Wacker, Dan Wilson, John Barry, Karen Holtmeyer, Carla Robertson, and JoAnn Schweissguth. Paula Sutton was absent. Also present were Steven Campbell, Library Director, Jennifer Slay, Administrative Assistant, and New Haven patron, Tim Otten.

There were no public comments.

***John Barry made the motion to approve the Minutes of the April 16, 2013 meeting. Louise Baker seconded the motion. All voted Aye. The motion carried 13/0.*** **Approval of Minutes**

The Financial Report was reviewed. Steven Campbell noted that United Bank of Union is not on the interim check list. A check in the amount of \$30 was issued to pay for the safe deposit box. Another check in the amount of \$250 was issued to cover the start-up cash for the book sale at five branches - \$50 to each branch. These funds will be deposited directly back to the checking account. Jim Davis noted that the Bank of American Visa charges are not listed individually on the Financial Report. From this point forward, a copy of the Bank of American Visa statement will be presented at the time the check is signed and will also be included in the board packet for review by the entire board. Steven Campbell noted the Franklin County warrant amount is questionable. It may include an additional \$7000. This will be clarified by Debbie Aholt, Franklin County Treasurer, and the accounting firm. ***Robert Niebruegge made the motion to approve the Financial Report and transfer of funds. Diann Wacker seconded the motion. All voted Aye. The motion carried 13/0.***

**Financial Report & Transfer of Funds**

The Librarians' Reports were reviewed. Robert Niebruegge questioned the graphic designer working on payroll as stated in the Director's Report. This was clarified by Steven Campbell who said the position will continue to be outsourced rather than in house and adding to payroll. Steven Campbell provided pictures of the New Haven branch parking lot which was recently graveled to accommodate additional parking spaces. Steven Campbell presented information regarding mold levels at the New Haven branch. Testing was completed and the results determined that although the basement levels are not great, the upstairs levels are very low. The back workroom levels were somewhat elevated due to the storing of old newspapers. These will be removed in the near future. It was also reported that the Pacific branch won the Facebook contest.

**Librarians' Reports**

The proposed foundation by-laws were reviewed and discussed, including term limits and the staggering of the terms. *Susan Richardson made the motion to approve the Foundation By-Laws. Jim Davis seconded the motion. All voted Aye. The motion carried 13/0.*

**Proposed Library  
Foundation Bylaws**

Schroeder Insurance contacted Steven Campbell regarding their earlier statement that the Foundation Directors & Officers Insurance could be provided at no additional cost. This is not the case. The Foundation must purchase its own policy for approximately \$490 per year, if added to the Library Board's policy. The two entities would share a \$2 million annual limit in total claims. Robert Niebruegge asked how much the Foundation would need for general operating funds before any profit was realized by the library. Steven Campbell and Jim Davis both agreed it would be between \$1000 and \$1500.

**Foundation  
Insurance**

Maureen Willmann, IT Supervisor, provided a revised Library Computer Usage Policy and Guidelines to reflect updated language. *John Barry made the motion to approve the revised Library Computer Usage Policy and Guidelines. Dan Wilson seconded the motion. All voted Aye. The motion carried 13/0.*

**Computer Usage  
Policy**

John Cheatham joined the meeting at 8:22pm

Each county presented names from their district for Foundation Board Member appointment. The names are as follows:

**Library  
Foundation Board  
Member  
Appointments**

Gasconade County:

Linda Miskel (Hermann)  
Kathy Baumstark (Hermann)  
Doug Dunlap (Owensville)  
Diane Lairmore (Owensville)

Warren County:

John Deutch (Warrenton)

Franklin County:

Chris Stukenschneider (Washington)  
Jamie Keen (St. Clair)

Additional names will be brought to the next board meeting in order to fulfill the required number, a minimum of eight, in order to begin the application process for 501(c)3 status.

Steven Campbell presented the board with an article from the Missourian stating that the Bank of Washington will no longer serve as the depository for the county. Because the Franklin County Library District and Scenic Regional Library District are also affected by this, Steven Campbell asked for direction on what to do with the funds. Jim

**Bank Depository**

Davis advised to leave things as they are for now and come up with a solution at the next board meeting.

*John Barry made the motion to move into Closed Session to discuss matters of real estate (610.021(1) & (2) RSMo). Diann Wacker seconded the motion. There was a roll call vote: Dan Wilson – Aye, John Cheatham – Aye, Kathleen Ham – Aye, Louise Baker – Aye, Robert Niebruegge – Aye, Diann Wacker – Aye, John Barry – Aye, JoAnn Schweissguth – Aye, Karen Holtmeyer – Aye, Carla Robertson – Aye, Carol Bell – Aye, Jim Davis – Aye, Susan Richardson – Aye, Joy Dufrain – Aye.* The board moved to Closed Session at 8:37pm. **Closed Session**

The board returned from Closed Session.

*Joy Dufrain adjourned the meeting at 8:55pm.*

\_\_\_\_\_  
Secretary

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

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