Scenic Regional Library
Board Minutes – May 21, 2013

Scenic Regional Library Board of Trustees met at the Union Library on
May 21, 2013, at 7:31 pm. Joy Dufrain presided at the meeting. Those
attending the meeting were Carol Bell, John Cheatham (arrived at
8:22 pm), 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.

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.

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.
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.**

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.

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.**

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:

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
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.*

The board returned from Closed Session.

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

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Secretary

Approved:_______________________________________
President, Scenic Regional Library Board of Trustees

Date:__________________________________________