

Scenic Regional Library  
Board Minutes – November 17, 2009

The Scenic Regional Library Boards of Trustees met on November 17, 2009 at the Union Library. John Barry presided at the meeting. Those attending the meeting were JoAnn Schweissguth, Diann Wacker, Karen Holtmeyer, Joy Dufrain, Christine Schmidt, John Cheatham, Jim Davis, Dan Wilson, Kathi Ham, Bob Niebruegge, Vivienne Beckett, and Ken Rohrbach. Jim Verhulst, Carol Bell, Susan Richardson and Carla Robertson were absent.

John Barry reviewed some revised parliamentary procedures that indicate that minutes sent out prior to the meeting may stand approved as presented if there are no corrections. Therefore John Barry stated that the minutes of the October 20, 2009 meeting stood approved as presented.

**Approval of Minutes**

The Financial Report was reviewed. Ken Rohrbach noted the following: fall book sale receipts of \$5,477.11, bookmobile repair of \$2,141.79, legal fees of \$1,225, and \$2,240 to AQM Computer Help for setting up virtual private networks at all library locations to enhance security. Original estimates for this were as high as \$18,349 but Chris Brown had proposed a different option that resulted in the lower cost. It was also noted that Internet usage is up 8.24% in 2009. *Joy Dufrain made the motion to approve the Financial Report and transfer of funds. Dan Wilson seconded the motion. The motion was approved unanimously.*

**Financial Report & Transfer of Funds**

Ken Rohrbach stated that drainage work and grading has been done on the Warrenton Parking lot expansion and a bill of \$54,604.45 had been received on Nov. 16<sup>th</sup>. Preliminary exploration of automating the bookmobile circulation system has started. The Website Makeover Grant has been filed and paperwork continues on the Gates Foundation Grant. Technical issues are slowing the cooperative venture with the Washington Public Library. MOREnet has lost \$3,061,107 in funding and this will suspend bandwidth upgrades. The Missouri Library Association has voted to eliminate its Executive Director position and to operate as a volunteer organization for one year. Joy Dufrain outlined the difficulties facing MLA and expressed concern over continuity. Vivienne Beckett highlighted the events schedule of the library. Of particular interest were Family Reading Night on Nov. 6<sup>th</sup>, Trivia Night, and the upcoming computer workshops being held at the Washington Public Library.

**Reports**

The new regional contract incorporating the changes adopted at the September 2009 board meeting was signed by Gasconade County Library Board President Dan Wilson and Warren County Library Board President JoAnn Schweissguth. Franklin County Library Board President Carol Bell will sign it at a future date.

**Revised Regional Contract**

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Copies of the preliminary 2010 budget were distributed. Ken Rohrbach explained the methodology for projecting tax income in 2010. Other sources of revenue were highlighted. John Barry expressed concern over funding received from the state given the financial situation of Missouri. Expenditures were briefly reviewed and the percentage of the budget spent on Materials and Personnel were compared to the most recent data from the Missouri State Library. In 2007 the average of the 30 largest libraries for Materials was 14.62%. The proposed budget reflects 23.87%. The average for Personnel was 58.96% and the proposed budget is 52.43%. It was noted that no raises were included in the budget and part-time hours had been reduced by 2,061 hours. John Barry urged board members to study the preliminary budget before final approval at the December board meeting.

**Preliminary**  
**2010 Budget**

A proposed revision to the Paid Holidays policy was distributed. It was noted that the library’s practice has been to pay employees who resign their accrued vacation and holiday time up to a one year maximum. The previous policy contained this provision but it was omitted from the current policy. *Jim Davis made a motion to revise the current policy by adding “If an employee resigns after a minimum of one year’s service, he/she will be paid for time accrued to the effective date of resignation up to a maximum of one year’s hours. Pay for unused holiday is contingent upon proper notification of resignation. If adequate notice is not given, payment for accrued holiday time will not be made. See Policy GENERAL SECTION: Resignation/Termination”. Christine Schmidt seconded the motion. The motion was approved unanimously.*

**Paid Holidays**  
**Policy Revision**

The board revisited the preliminary 2010 budget and John Cheatham questioned if some minimal raise could be given to employees. Ken Rohrbach distributed a sheet showing various options. After reviewing the options, the board directed that the budget be revised to reflect a flat \$500 raise per full time employee and a 1% raise for part time employees. The funds for this increase are to be taken out of reserve funds and to be placed in the Funds Forward section of the Income Message.

**2010 Budget**  
**Personnel**  
**Considerations**

There being no further business, John Barry adjourned the meeting.

\_\_\_\_\_  
Secretary

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

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