

Scenic Regional Library District
Board Meeting – October 18, 2011

The Scenic Regional Library Boards of Trustees met on October 18, 2011 at the library in Union. Susan Richardson presided at the meeting. Those attending were, John Cheatham, Jim Davis, Susan Richardson, Carla Robertson, Paula Sutton, Kathi Ham, Diann Wacker, John Barry, Joy Dufrein, Karen Holtmeyer, JoAnn Schweissguth, and Vivienne Beckett. Carol Bell and Bob Niebruegge were absent.

Susan Richardson asked if there were any corrections to the minutes of the previous board meeting. Hearing none, she stated that the minutes of the September 20, 2011 meeting were approved.

Approval of Minutes

The Financial Report was reviewed. Library Director, Vivienne Beckett noted the payments to Overdrive for ebooks and JSL Enterprises for delivery services. ***John Barry made the motion to approve the Financial Report and transfer of funds. Joy Dufrein seconded the motion. The motion was approved unanimously.***

Financial Report & Transfer of Funds

Vivienne Beckett reported on the Missouri Library Association annual conference. She mentioned how staff enjoyed having the opportunity to learn about new library services and other topics from other professionals across the state. Dan Wilson and Joy Dufrein also commented on their positive experience at the conference. Joy shared information about a workshop she attended on succession planning and how this is important to plan for. Overall, Scenic Regional Library was represented at the conference by three staff and two board members.

Reports

MLA Conference Recap

Vivienne Beckett highlighted upcoming programs, including the book sale underway, the library's attendance at the City of Union Business Expo, the upcoming Battle of the Branches Trivia Night with Washington Public Library, the author visit/book signings by Dan Terry, and the Introduction to Computers class.

Program Highlights

Vivienne Beckett reported that the strategic planning committee had made progress in assisting with the upcoming changes in the library's services and structure, keeping it in line with the budget.

Strategic Planning Committee Update

An update on ebook usage was given which YTD totaled 2,886 checkouts.

Ebook Usage

Vivienne Beckett distributed a schedule with the dates/locations of upcoming board meetings in 2012. Meetings will be held at various branches throughout the library system.

Board Meeting Schedule

Vivienne Beckett presented the board with an updated version of the library staff dress code policy. It will allow staff to wear jeans on days they wear a library shirt. ***Louise Baker made the motion to approve the Dress Code Policy with the updated changes. Dufrein seconded the motion. The motion was approved unanimously.***

Dress Code Policy

Vivienne Beckett presented a very preliminary outline of the operating budget for the board to begin to review. She explained that the personnel category will be complete when more accurate information is obtained. For example health insurance totals, FICA estimates and salary scenarios were still necessary to provide closer approximations. This information will be available at the November board meeting when the actual Preliminary Budget and Income Message for 2012 will be presented.

Preliminary Budget Preparation

Vivienne Beckett presented the board with an updated version of the library staff Overtime Policy for the Personnel Manual. After attending a wage and hour workshop on FLSA and reviewing the library's overtime expenses, she recommended updating the policy to add the statement, ***"In the rare instance that an employee works overtime, it must first be approved by their supervisor."*** Another statement was recommended for removal which only applied to staff payment of compensatory time in the years of 2002 and 2003. The library no longer pays compensatory time. ***John Barry made the motion to approve the Overtime Policy changes. Jim Davis seconded the motion. The motion was approved unanimously.***

Overtime Policy

John Barry made a motion to move into Closed Session to discuss matters of personnel (610.021 (3) RSMo). Dan Wilson seconded the motion. There was a roll call vote: Cheatham-yes, Davis-yes, Richardson-yes, Robertson-yes, Sutton-yes, Ham-yes, Wacker-yes, Barry-yes, Dufrain-yes, Holtmeyer-yes, Schweissguth-yes. The Board moved into Closed Session.

Closed Session on Personnel

The Board returned from Closed Session.

Dan Wilson made a motion to form a budget committee consisting of Jim Davis, John Cheatham and Susan Richardson to review budget considerations with the Library Director and to make any 2012 budget recommendations to the board at the November meeting. Karen Holtmeyer seconded the motion. The motion was approved unanimously.

Budget Committee

There being no further business, Susan Richardson adjourned the meeting.

Secretary

Approved: _____
President, Scenic Regional Library Boards of Trustees

Date: _____