

Scenic Regional Library
Board Minutes – October 21, 2014

Scenic Regional Library Board of Trustees met at the Union Branch on October 21, 2014, at 7:00 pm. Paula Sutton presided at the meeting. Those attending the meeting were Diann Wacker, Louise Baker, Carol Leech, Carol Bell, John Cheatham, Joy Dufrain, Susan Richardson, Carla Robertson, Bob Niebruegge, John Barry, and Jim Davis. Absent were Kathleen Ham and Karen Holtmeyer. Steven Campbell, Library Director, Jamie Summers, Administrative Assistant, Christy Schink, Youth Services Librarian, and Diane Disbro, Union Branch Manager, were also present.

There were no public comments.

Public Comments

The Financial Report was reviewed. *Joy Dufrain made the motion to approve the Financial Report and the transfer of funds. Susan Richardson seconded the motion. All voted Aye. The motion carried 10/0.*

**Financial Report
& Transfer of
Funds**

John Cheatham made the motion to approve the Minutes of the September 16, 2014 meeting. Diann Wacker seconded the motion. All voted Aye. The motion carried 10/0.

**Approval of
Minutes**

The Board agreed to rearrange the order of the meeting agenda.

Steve Campbell updated the Board on discussions with the County Commissioners regarding consolidation. Both Warren and Gasconade Counties have agreed to vote to approve the request. Franklin County is requesting a meeting the Franklin County Library Board of Trustees to discuss the matter. Steve informed the Board that Brenda Allee-Bates, Business Manager, and Stacy Emerson, Trainer, will both start on November 3, 2014. Both new employees will attend the Board meeting in November to be introduced.

Librarians Reports

John Barry made the motion to move into Executive Session. Carol Bell seconded the motion. There was a roll call vote: John Cheatham—Aye, Carol Leech—Aye, Diann Wacker—Aye, John Barry—Aye, Susan Richardson—Aye, Carla Robertson—Aye, Joy Dufrain—Aye, Carol Bell—Aye, Jim Davis—Aye, and Paula Sutton—Aye. The Board moved into Executive Session at 7:15 pm.

The Board returned from Executive Session.

John Barry made the motion to allow moving expenses to be included in the negotiation process of upper management, with Jim Davis amending that the start date be negotiable as well. Carol Leech seconded the motion. The motion carried 10/1.

**Votes from
Executive Session**

John Barry made the motion to allot up to \$3,500 for negotiations of moving expenses for the Assistant Director position. John Cheatham seconded the motion. All voted Aye. The motion carried 11/0.

An overview of the Library's financials was provided to the Board. The Auditor for the Library has requested that the Board create a Fund Balance Policy. Updated figures and policies will be provided to the Board at the November meeting. Joy Dufrain mentioned that six months should be in reserves and that the Library now has a new opportunity to build reserves that it did not have before the levy increase. John Barry pointed out that the tax money typically collected in December is not a guarantee and might be held until January each year. He agrees that it is a relief to have a cushion in reserves.

**2014-2015
Financial
Overview**

The Scenic Regional Library Foundation Board has recently begun mailing Friends of the Library applications to local businesses in the three counties. At the last Foundation Board meeting, it was requested to change the quorum requirements from seven members to six members. Many of the meetings are not able to be officially considered meetings due to not having a quorum of the members present. *Jim Davis made the motion to change the quorum requirement from seven members to six members. Louise Baker seconded the motion.* Carla Robertson suggested speaking with Joann Schweissguth about filling the vacant seat for Warren County on the Foundation Board. Joy Dufrain expressed that when founded, the Board agreed that equal representation from the three counties was needed. Susan Richardson agreed that it is reasonable to expect representation for each county. *Joy Dufrain made the amendment that each county must be represented in the quorum; Jim Davis accepted this as an amendment. Bob Niebruegge seconded the amendment. All voted Aye. The motion carried 11/0.*

**Scenic Regional
Library
Foundation Board
Quorum**

Steve Campbell spoke to the Board about the future building plans for the Library. The Board has agreed that a COP bond for a large sum is the most cost efficient way to finance the multiple building projects. The funds from a COP bond must be used in three years, which does not seem possible at the rate planning is progressing in New Haven and Owensville. Steve has suggested to continue moving forward in these two communities but to also start searching for property in Warren County and Pacific. Having the cost of the land will greatly impact the overall cost of the project. Joy Dufrain commented that the bond can be used to cover the cost of the properties and architect fees that will be paid out of the Library's reserve funds so things can move quickly and smoothly. Susan Richardson and Paula Sutton agree that this seems like the most logical course of action.

**Plan for Future
Building Projects**

Steve Campbell provided information to the Board about recreating a Reciprocal Borrowing Agreement with St. Charles City-County Library. Joy Dufrain commented with excitement to create the agreement, because she is one of the many that live in Warren County but work in St. Charles county. Susan Richardson agrees to move forward. This agreement will be very helpful for many of Scenic Regional Library's patrons.

**Reciprocal
Borrowing
Agreements**

The Director provided the Board the first draft of the operations budget for 2015. The budget narrative details the items that are budgeted for each line. Many capital expense lines are covering one-time expenses, such as two new vans, automation updates, and furniture. Susan Richardson commented that the Library definitely needs to replace the brown van. Joy

**2015 Operations
Budget**

Dufrain asked about the \$0.50 pay differential for programming staff. This is a pay \$0.50 per hour pay increase for staff who are doing the work of circulation clerk as well as program planning and outreach. Steve Campbell was able to include padding throughout the budget to account for any unexpected expenses.

Susan Richardson reported to the Board that she and Joy Dufrain were able to attend the MLA Conference in Columbia this year. She highly recommends any Board member attending if possible. She also mentioned that next year, Kansas City is hosting a joint conference for Missouri and Kansas. Steve Campbell added that all but two branch managers were also able to attend the conference. Sheri Hausman, the Hermann Branch Manager, also co-presented a session about the seed library.

There being no further business, Paula Sutton adjourned the meeting at 9:20 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____