

Scenic Regional Library
Board Minutes – September 18, 2012

The Scenic Regional Library Boards of Trustees met on September 18, 2012 at the Union Library. Joy Dufrain presided at the meeting. Those attending the meeting were John Barry, John Cheatham, Karen Holtmeyer, Kathleen Ham, Dan Wilson, Louise Baker, Carol Bell, Carla Robertson, JoAnn Schweissguth, Bob Niebruegge, Diann Wacker, and Steven Campbell.

John Barry made the motion to approve the Minutes of the August 21, 2012 meeting. Louise Baker seconded the motion. The motion was approved unanimously.

Approval of Minutes

The Financial Report was reviewed. Steve Campbell told the Board that he had been given sample reports by Melissa Arand, with Langenburg, Strubberg & Arand. The samples were distributed to the Board members. Steve Campbell requested that the Board let him know at the October Board meeting if they wanted any of the reports included in the regular monthly Financial Report. ***Dan Wilson made the motion to approve the Financial Report and transfer of funds. John Barry seconded the motion. The motion was approved unanimously.***

Financial Report & Transfer of Funds

Steven Campbell introduced Diane Disbro as the new Union branch manager.

New Union Branch Manager

Christy Schink, Youth Services Librarian, reported on the 2012 Summer Reading Program. Registrations were down from last year. She attributed the decrease to the change from in-person school visits to the distribution of a DVD to the schools. Once staff is added at the branches in the new fiscal year, the library would be able to return to in-person visits. She did point out that completions were up this year, which indicated that the children participating in the program liked the current structure. As a result, the program would remain the same in 2013, including giving away books as prizes.

Summer Reading Program

Steven Campbell submitted a list of vendors compiled by Kimberly King from Langenburg, Strubberg & Arand that can be paid through auto-draft. Carla Robertson asked if any of the vendors charged a fee for auto-draft. Steven Campbell said that he did not know, but would look into it. Karen Holtmeyer asked if the library had looked into the bank's online bill pay option. Steven Campbell replied that the accounting firm preferred not to use online bill pay because it was no less time consuming than paying bills with QuickBooks. ***John Barry made the motion that the library pay vendors through auto-draft when the option is available, as long as the vendor does not charge any additional fees for the service. This includes paying vendors that begin offering auto-draft in the future. Carla Robertson seconded the motion. The motion was approved unanimously.***

Auto-draft

Steven Campbell presented the feasibility study for the building in New Haven to the Board. There was nothing unexpected in the study. The most significant issue was that the building's parking lot could only accommodate twelve spaces. Steven Campbell told the Board that the appraisal on the building would not be complete until the following week. The Board asked Steven Campbell to investigate the old Dollar General store building in New Haven as a possible alternative. Carol Bell said that she would attempt to gather some information about the building.

New Haven Building Proposal

Maureen Willmann, IT Manager, presented the bids for 55 desktop computers which had been received in response to the legal ad in the Missourian. Maureen Willmann recommended that the Board accept the bid from Adorama. She explained that while the bid from Adorama was not the lowest—they were the second lowest by a few hundred dollars—the specifications on the computers they submitted were significantly better than those for the lowest bid. ***Dan Wilson moved to accept the bid for desktop computers from Adorama. John Cheatham seconded the motion. The motion was approved unanimously.***

Computer Bids

Steven Campbell presented the Board with information about the Missouri Consolidated Health Care plan for 2013. It was noted that the available plan offerings were the same as in 2012 and there was no increase in premiums. Steven Campbell recommended that Scenic Regional Library select the Missouri Consolidated PPO 600 plan, which was the same plan eligible employees were offered in 2012, with the library paying 100% of the premium for participants in the employee-only plan. ***John Cheatham moved to select the Missouri Consolidated PPO 600 Health Insurance plan. John Barry seconded the motion. The motion was approved unanimously.***

Health Insurance Plan

Steven Campbell requested that the Board open the Union branch on Tuesday and Thursday evenings until 8 PM. Joy Dufrein asked the new Union branch manager, Diane Disbro, to speak on the matter. Diane Disbro said that she believed it was a good idea and that Wednesdays were an evening that may people attend church functions. John Barry said that Warrenton made the transition to opening two evenings a week without any issues. ***Bob Niebruegge made the motion to open the Union branch at 9 AM on Mondays through Fridays and remain open until 8 PM on Tuesday and Thursday evenings, effective November 5. Kathleen Ham seconded the motion. The motion was approved unanimously.***

Service Hours for the Union Branch


Dan Wilson made a motion to move into Closed Session to discuss matters of personnel (610.021(3) RSMo). John Barry seconded the motion. There was a roll call vote: Joy Dufrein – Yes, John Barry - Yes, John Cheatham - Yes, Karen Holtmeyer - Yes, Kathleen Ham - Yes, Dan Wilson - Yes, Louise Baker - Yes, Carol Bell - Yes, Carla Robertson - Yes, JoAnn Schweissguth - Yes, Bob Niebruegge - Yes, Diann Wacker - Yes. The board moved into Closed Session.

Closed Session

The Board returned from Closed Session.

There being no further business, Joy Dufrein adjourned the meeting.


Secretary

Approved: 
President, Scenic Regional Library Boards of Trustees

Date: 10/16/12