

Scenic Regional Library
Board Minutes – April 19, 2016

Scenic Regional Library Board of Trustees met at the Union Branch on April 19, 2016; at 7:00 pm. Karen Holtmeyer presided at the meeting. Those attending the meeting were Carol Bell, Leonard Butts, John Cheatham, Kathleen Ham, Carol Leech, Bob Niebruegge, Susan Richardson, Carla Robertson, Paula Sutton and Diann Wacker. John Barry and Joy Dufrein were absent. Steven Campbell, Library Director, Dan Brower, Assistant Director, Brenda Allee-Bates, Business Manager and Human Resources Manager and Charlean Stockton, Administrative Assistant was also present.

There were no public comments.

Public Comments

Kathleen Ham made the motion to approve the Minutes of the March 15, 2016 meeting. Carol Leech seconded the motion. All voted Aye. The motion carried 11/0.

Approval of Minutes

Scenic Regional has collected all projected revenue for this fiscal year (102%). Brenda stated we have received another \$40,000 since the report was created. All revenue and expenditures are in the positive at this time. Circulation is up overall, with all branches steadily improving. Books by Mail statistics have been added to the circulation report for tracking. Sullivan stats have begun an upward trend with new materials being filtered into the branch.

Financial Report & Transfer of Funds

A date has been selected for the Annual Employee Appreciation Banquet. It will be held from 7:00 PM until 11:00 PM on Saturday, August 27th, 2016 at the St. Ann Parish located at 7851 Hwy YY in Washington.

William Trowbridge, Missouri's Poet Laureate has visited our Union and Warrenton branches. The visit was arranged by Dan Brower.

The bookmobile was involved in an accident. There is a possibility it could be totaled due to the age and mileage combined with the damaged incurred. We do have money in reserve to cover the costs of a replacement if needed. Our driver did visit the doctor to be seen and was released. The Bookmobile staff has been using the library's van to cover the route, which has caused difficulty with the vehicle usage.

Bob Niebruegge made the motion to approve the Financial Report. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.

The Board reviewed the Librarians Reports.

Librarian's Reports

On Library Advocacy Day, Brenda Allee-Bates and Dan Brower visited with Senator Dave Schatz immediately after the St. Louis County Library and Mr. Schatz was upset by their spending on materials. He then wanted some very specific budget information, saying that DVDs and materials other than books were in competition with retail businesses. It was explained that multiple material choices expand the usage of the library. Steve Campbell sent our lobbyist a copy of our bylaws after Mr. Schatz addressed the senate

State Aid and REAL Program Funding Update

floor on his perceived misuse of funds. There is now language excluding St. Louis County from state funding.

Carol Bell is disappointed that the New Haven Branch is only getting a 4500 sq. ft. building. She doesn't feel that gives the branch enough room for growth. She has reviewed the past population report and doesn't think that it shows the current growth pattern. She says that taxpayers are unhappy with the building size, and that they feel they were promised something else during the tax levy project. She feels that if New Haven chooses to build any meeting or activity rooms, it will take away from their usable space. Kathleen Ham stated that any materials can be brought in from another library if they are unavailable in the branch.

**Reconsideration of
the Library's
Building Plan –
Future New Haven
Branch**

Carol Bell stated that with their new location they will have more patron usage and circulation. She also brought up that the property was donated and that the library didn't have to cover the cost. Steve Campbell spoke with the consultant about the lot condition and what it will take to be site ready. By purchasing another lot, Scenic Regional Library could save money vs. remediating the current donated lot. Due to budget constraints, if New Haven were to receive an additional 500 sq. ft. the funds would have to come from another building project to compensate for the enlargement. Carol Bell also reminded the board that they would also have the money from the sale of the current building. Steve Campbell stated that all of Scenic Regional's branches will be growing and that he would love all the branches to be bigger.

Karen Holtmeyer commented that in ten years we will see far fewer patrons in the library buildings, because electronic resources are becoming so popular. Steve Campbell said that when the architects visited the branches to interview them about their needs and that the branch managers were satisfied with their current spaces. He also stated that the branch managers are still unaware of the potential of their spaces. Susan Richardson commented that the board spent some time discussing the buildings and decided they weren't qualified to make those decisions, so a consultant was hired for that purpose. She also stated that the board would be taking a step back if they kept rehashing the same issues.

Steve Campbell told the board that the consultant took his figures from ALA. Carol Bell says she doesn't like feeling that the New Haven branch is being shortchanged. She said that when the current New Haven branch was purchased that Scenic Regional Library didn't do any of the work on the building, the chamber of commerce did that work.

Paula Sutton brought up the difference in circulation numbers from every other branch. Steve Campbell talked of how all of our branches need improvement. Carol Bell said she felt that the board had worked well together up until the last couple of years. John Cheatham said he took exception to that and although he understood what she was saying, he didn't agree with it. He asked Carol Bell if we enlarged New Haven's branch, where should we take the 500 sq. ft. from. When the board originally looked for lots, Steve Campbell asked the architects what size building would fit on the lots. After the consultation all the building sizes came in smaller than

what had been anticipated due to our funds. Steve Campbell said he would like to see all of our buildings bigger, but he also feels a responsibility to stay within budget.

Bob Niebruegge wanted to know if that as the branches are being designed, are they being designed so that they could be expanded in the future. Steve Campbell stated yes, they were. Carol Leech asked if all the branch size recommendations were based on the same criteria. Carol Bell says she feels that it should be based on the population of the year 2018. Steve Campbell said he didn't feel the New Haven branch was a fair comparison to the Hermann branch as their renovation has been limited to the space available, which is 700 sq. ft. Kathleen Ham stated that she would love to have a new building in Hermann, but also knows the board has to do what is best for the entire system.

Carol Bell said that the current New Haven building has less than 1500 sq. ft. of usable space. Susan Richardson asked Carol Bell if she wanted a roll call vote to change the building size. Susan Richardson stated that the board had gone over all of the figures and the decisions were made long ago and that the board should move forward.

Carol Bell feels that the board should have more involvement in the process of designing the buildings. Steve Campbell told the board that every branch manager was interviewed, and that he and the administration staff were interviewed extensively. Steve Campbell gave a PowerPoint presentation on what the branch managers would like for their buildings. There was then discussion on the ideas that were presented.

**Library Board
Involvement in
Building Design
Process**

John Cheatham asked if the board would be updated throughout the building process. Bob Niebruegge was concerned about the liability for the outdoor spaces. John Cheatham asked that more consideration was given to the skylights, that they have a tendency to leak and that needs to be avoided. Bob Niebruegge would like to receive photos of the buildings as they are designed.

**Approval of
Building Design
Plans**

John Cheatham made the motion from to allow Steve Campbell to approve building designs. Susan Richardson seconded the motion. All voted Aye. The motion carried 11/0.

The discussion on an increase for out-of-district cards was tabled at the last board meeting. Numbers were worked up on the actual use and the possibility of an expansion in to Montgomery County. Steve Campbell spoke with the libraries in Montgomery County and they were not interested in joining us, so he spoke to the Montgomery County Commission about adding the lower portion of their county to the Gasconade County R-1 school district for library service. A survey was written and mailed to all of the registered voters within the district to find out if there was any interest. Currently, we have received 95 returned surveys with 50 yes votes. Steve Campbell would like the board to approve going ahead with the expansion. Susan Richardson asked for clarification on what we were offering that portion of the county.

**Possible
Montgomery
County Expansion**

John Cheatham made the motion to allow Steve Campbell to pursue the issue. Paula Sutton seconded the motion. All voted Aye. The motion carried 11/0.

Susan Richardson exited the meeting at 9:31.

The Route 66 Farmer's Market is St. Clair has interest in a community garden. Steve Campbell spoke to the churches behind the library about a donation of land for the garden. Steve Campbell gave a short PowerPoint presentation on the garden project. There is a 44' x 77' projected space and both churches agreed to donate the land. While we are consolidating all our plats, which we have to do anyway, we can merge that plat as well. Bob Niebruegge asked about the expense to the library and who would be maintaining them. He was concerned about the continuing costs and liabilities. Steve Campbell explained that we had groups willing to help and that Bill Snow could potentially build the raised beds.

**Proposed St. Clair
Community Garden**

Kathleen Ham made the motion to go ahead with the St. Clair Community Garden project. Carla Robertson seconded the motion. All voted Aye. The motion carried 11/0.

Steve Campbell spoke of the recent instances where a lockdown procedure would have been helpful. He also voiced the challenges and liabilities involved in writing a policy for our library system. He spoke to local police and schools on what policies are in place in an effort to find a good fit for our situation. Carla Robertson suggested changing the verbiage from Lockdown to Lockout. She also suggested 4E training for our staff.

**Proposed Lockdown
Policy**

Paula Sutton made the motion to approve the Lockdown Policy with amended verbiage. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.

There being no further business, Karen Holtmeyer adjourned the meeting at 9:57 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____