

Scenic Regional Library
Board Minutes – February 21, 2017

Scenic Regional Library Board of Trustees met at the Union Branch of Scenic Regional Library on February 21, 2017; at 7:00 pm. Carol Leech presided at the meeting. Those attending the meeting were John Barry, Carol Bell, Leonard Butts, John Cheatham, Joy Dufraim, Karen Holtmeyer, Bob Niebruegge, Susan Richardson, Carla Robertson, Paula Sutton, and Diann Wacker. Kathleen Ham was absent. Steven Campbell, Library Director, Dan Brower, Assistant Director, Kjersti Merseal, Business Manager and Human Resources Manager and Charlean Stockton, Administrative Assistant was also present.

There were no public comments.

Public Comments

John Barry made the motion to approve the Minutes of the January 12, 2017 meeting. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0.

Approval of Minutes

Bob Niebruegge entered the meeting at 7:12 pm.

Jerrienne Kelts was hired as a Circulation Clerk for the Sullivan Branch of Scenic Regional Library, which opened when KJ Meyer left for a position with St. Louis County Library. Ms. Kelt's previous experience includes administrative duties with BJC Healthcare in St. Peters. Her first day was February 2nd.

Financial Report

Dan Brower's last day was February 3, 2017. Interviews for the Assistant Director position were held and a candidate was selected. Megan Mauer will start as Assistant Director on March 13, 2017.

The passports program at the Union Branch has brought in \$1200. It was suggested that the Union Branch begin taking appointments for passports as some of the staff was overwhelmed.

Carla Robertson made the motion to approve the Financial Report. Diann Wacker seconded the motion. All voted Aye. The motion carried 12/0.

The Board reviewed the Librarians Reports.

Librarian's Reports

February 7, 2017 was the Missouri Library Association's annual Library Advocacy Day event. Library Board President Carol Leech, Director Steve Campbell, Business and Human Resources Manager Kjersti Merseal, Union Branch Manager Diane Disbro, and Warrenton Branch Manager Madison Morris attended the event. Carol Leech felt that it was a very positive experience and that Steve Campbell was able to share valuable information with our representatives and senators. (Not sure how much more detail you would like.)

Library Advocacy Day

The library re-launched Overdrive on February 1. Overdrive lowered the library's annual platform fee from \$12,000 to \$3,000 annually. Prior to Overdrive going "live", the library purchased 550 new e-book and e-

Overdrive Re-Launch

audiobook titles (\$25,000). In addition, Overdrive re-activated the titles which could not be moved over to Cloud Library due to publisher licensing issues. As a result, we have more than 2,000 titles available through the Overdrive platform. While the library had nearly 10,000 items in the collection prior to the migration, over 2,000 items still represents a substantial collection, particularly with 550 of the titles being new. In January, Cloud Library usage did rebound significantly after a rough start.

Hoopla usage went back down once the cap was raised. Steve Campbell feels when the budget for 208-2019 is created; the library may want to revisit further lowering the monthly limit.

Hoopla Usage

On January 31, the library provided active shooter training for all the full-time staff. The four-hour training session was held at the Union branch and presented by Franklin County Sheriff Steve Pelton. The next step for the library, once the new assistant director starts, will be to create an action plan specific to each location. The Sheriff said that they would be willing to do a walk-through with the administrative staff at each location in Franklin County to help create a facility-specific plan. Carla Robertson asked if the counties other than Franklin would be able to have a walk through and planning like Franklin County.

Active Shooter Training

Steve Campbell arranged the upcoming groundbreaking events so that two were not within the same news area in the same week. Carla Robertson expressed that she would like the superintendent of schools in Wright City to be invited to speak at the groundbreaking. Steve Campbell noted that he did have a bit of trouble trying to secure speakers for the events. The events are schedule to be brief due to the time constraints.

Groundbreaking Events for the New Libraries

Megan Maurer has been hired to fill the vacant assistant director position. She has an MLS from the Catholic University of America in Washington, D.C. Currently, she is a librarian with the Illinois Department of Corrections at a correctional facility in Robinson, Illinois. Robinson is located on the Illinois-Indiana border and appears to be similar in population to Warrenton and Sullivan. Prior to working at the correctional facility, Megan was a regional coordinator with the Indiana State Library for 5-1/2 years and a youth services outreach librarian at the Vigo County Public Library in Terre Haute, Indiana, for 3-1/2 years. She will begin in her new position on Monday, March 13, and will attend the March Library Board meeting.

New Assistant Director

John Deutch has resigned from his position on the Scenic Regional Library Foundation Board of Trustees due to health reasons. Mr. Deutch was an original member of the Foundation Board for Warren County (2013). The vacancy leaves two open positions for Warren County; the other position has been vacant for longer than a year.

Library Foundation Board Member Resignation

Carol Leech & John Cheatham signed bond paperwork after the January 12, 2017 board meeting. The library received its bond funds on February 1; the final amount was \$18,139,000 in project funds. The bonds sold very quickly. (Not sure how much more detail you would like.)

Bond Funds

The request for construction bids will be sent out on April 17 and the firms

Construction Bids

will have four weeks to submit bids. The architects will collect the bids and will conduct interviews with Steve Campbell.

Plans on the website have been tinkered with a bit in order to provide enough workspace for the employees. (Not sure how much more detail you would like.)

The library received an LSTA grant through the Missouri State Library for new print and time management software called Cybrarian which replaced Envisionware. The new software also provides seamless wireless printing from mobile devices, such as Smart phones, tablets, iPads, laptops, and other mobile devices. The mobile printing feature went live at all branches in late January.

Wireless Printing

In 2017, Festus Public Library, Trails Regional Library (Warrensburg), and Jefferson County Library will be joining Missouri Evergreen. Trails Regional and Jefferson County are comparable to Scenic Regional, in terms of collection size. Since last month, Missouri Evergreen has received membership commitments from Douglas County Library, Livingston County Library, and Texas County Library. This will increase the membership to 35. Currently, the Missouri Evergreen consortium has the third-largest collection and third-largest interlibrary loan traffic in the state, after Mid-Continent Public Library and St. Louis County Library. The addition of members will improve financial stability for the consortium.

New Missouri Evergreen Members

Gmail. We will be moving from Kinetic to Gmail which has been provided by the Foundation through Google non-profits. The Kinetic webmail is difficult.

Gmail Migration

93 patrons enrolled in Books by Mail. While this has increased the program dramatically, it has caused both a storage issue and lack of time for our Adult Outreach Coordinator. Susan Richardson suggested volunteers and Carla Robertson asked if we might be able to use high school A+ students to help.

Carla Robertson asked if Christy Schink, Scenic Regional's Youth Services Librarian, had plans to begin sensory Storytime. She stated it has become a useful resource for children with sensory issues..

Last month, due to concerns from the branch managers, Dan Brower presented a proposed revision to the library's Unattended Children Policy. Several Board members had concerns about the policy recommendations. Prior to his departure, Mr. Brower made some changes to the recommendations based on feedback from the last Board meeting. He also provided the following explanation:

Unattended Children Policy

1. "Must" was changed to "should" in the policy. This was changed to address Carol Leech and Bob Niebruegge's concerns about giving discretion to the branches and not limiting a child's access to the library.
2. "All patrons, including children, must abide by the library's behavior policies." was added at the beginning of the policy to reiterate the

library's behavior policies

- 3. The age at which a child can wait for a ride outside the building at closing time was changed back to 16 to address Carla Robertson, Kathleen Ham, and Carol Leech's concerns about this issue.

John Barry feels it is a good starting point and be tweaked if needed.

John Barry made the motion to approve the Unattended Child Policy. Paula Sutton seconded the motion. All voted Aye. The motion carried 12/0.

Steve Campbell recommended that the Library Board appoint Stephanie Norton to the Scenic Regional Library Foundation Board of Trustees to fill the remainder of a term ending July 30, 2018. She works for Franklin County and moved to the Marthasville area last year. (Do you want her full bio?)

Library Foundation Board Member Recommendation

This will still leave one vacancy on the foundation board. Steve Campbell asked that if the board had suggestions, he would appreciate them.

Karen Holtmeyer made the motion to accept nominee Stephanie Norton to the Foundation Board. Bob Niebruegge seconded the motion. All voted Aye. The motion carried 12/0.

Proposed Purchasing Policy Revisions will be tabled until the March 2017 meeting.

Proposed Purchasing Policy Revisions

There was a roll call vote to move into Executive Session: John Barry—Aye, Carol Bell—Aye, Leonard Butts—Aye, John Cheatham—Aye, Joy Dufrain—Aye, Karen Holtmeyer—Aye, Carol Leech—Aye, Bob Niebruegge—Aye, Susan Richardson—Aye, Carla Robertson—Aye, Paula Sutton—Aye and Diann Wacker—Aye.

The Board moved into Executive Session at 7:54 pm.

The Board returned from Executive Session at 8:24 pm.

There being no further business, Carol Leech adjourned the meeting at 8:25 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____