

Scenic Regional Library  
Board Minutes – June 13, 2017

Scenic Regional Library Board of Trustees met at the Zion United Church of Christ in Union, Missouri on June 13, 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 Dufrain, Kathleen Ham, Karen Holtmeyer, Bob Niebruegge, Susan Richardson, Carla Robertson, Paula Sutton, and Diann Wacker. Steven Campbell, Library Director, Megan Maurer, Assistant Director, Kjersti Merseal, Business Manager and Human Resources Manager and Charlean Stockton, Administrative Assistant was also present. Guests John Mueller and Scott Clark of JEMA were additionally in attendance.

There were no public comments.

**Public Comments**

***Susan Richardson made the motion to approve the Minutes of the May 16, 2017 meeting. Paula Sutton seconded the motion. All voted Aye. The motion carried 13/0.***

**Approval of Minutes**

John Barry stated he felt Kjersti Merseal did a fantastic job on the report for the bond funds. Total collected revenue is currently \$77,000 over projected funds, putting Scenic Regional Library at 101.5% of the budgeted revenue collected as of the end of May 2017. Susan Richardson asked if the increase was due to the building project and Director Steve Campbell explained that delinquent taxes that are collected cannot be projected.

**Financial Report**

Kjersti Merseal also mentioned that Scenic Regional currently only has one opening in the staff. Unfortunately, there have been 19 turnovers in the last year.

***John Barry made the motion to approve the Financial Report. Joy Dufrain seconded the motion. All voted Aye. The motion carried 13/0.***

The Board reviewed the Librarians Reports.

**Librarian's Reports**

The New Haven building was listed for sale June 13, 2017 and has a showing scheduled for June 14, 2017. The property was listed for \$70,000, as is.

**Sale of New Haven Property**

The closing on the 2.93-acre commercial lot in Union was on June 7 at Hansen Title in Union. The final approximate cost of the purchase was \$516,131. Steve Campbell was the signatory at the closing, as approved by the Library Board.

**Union Property Closing**

The library had originally contacted Accounting Professionals in Union to obtain a quote for accounting services while Kjersti Merseal, Business and Human Resources Manager is on a medical leave of absence this fall. The firm sent someone to meet with, and shadow, Ms. Merseal in order to gather information for the quote. After multiple requests, a quote was finally received with a projected cost of \$300-\$500 per month. Steve Campbell feels that the quote may be too low and plans to check on the total cost for the services.

**Business and Human Resources Manager Leave of Absence – Quote for Accounting Services**

Director Steve Campbell and Assistant Director Megan Maurer met with two deputies with the Warren County Sheriff's Department at the Warrenton branch on June 6, 2017. A meeting is scheduled with the Franklin County Sheriff's Office deputies next week. A one-page guideline for staff based on the walk-through and meeting is being developed in case a situation ever arises. The plan is to have the guidelines for each branch distributed to the staff by the end of June.

### **Active Shooter Guidelines for Staff**

The Library Foundation website is up and running. The website will have the names of the Foundation Board members, minutes from their meetings, and other information. The address is [www.scenicregionalfoundation.org](http://www.scenicregionalfoundation.org).

### **E-Commerce and Website for Library Foundation**

Donations to the Library Foundation can now be made on the library's website using a debit or credit card at <http://scenicregional.org/donate/>. In addition, Friends of the Library groups for all branches can be joined online using a debit or credit card by visiting <http://scenicregional.org/about-us/friends-of-the-library/>.

Every June, the library board elects officers for the new fiscal year. In the past, the officers move up each year. The officers also rotate by county. If that pattern continues, as the Board bylaws indicate, John Cheatham will move from vice president to president; John Barry from treasurer to vice president; and Kathleen Ham move from secretary to treasurer. The Board will need to approve the new slate of officers.

### **Election of 2017-2018 Officers**

Additionally, Scenic Regional would need a new secretary from either Franklin or Crawford County. When Sullivan Library joined Scenic Regional Library, the Board spoke about allowing Crawford County's trustee to occasionally serve as an officer. Leonard Butts was nominated to take the secretary position and he agreed.

***Paula Sutton made the motion to elect the presented slate of officers. Diane Wacker seconded the motion. All voted Aye. The motion carried 13/0.***

The library received notice from the Missouri Ethics Commission that its Conflict of Interest ordinance must be re-adopted. The Library Board re-adopts the policy every two years. This prevents each individual Board member from having to log into the Missouri Ethics Commission website and submit an ethics form. Steve Campbell did remove reference to the three county library districts from the document. Otherwise, the document is the same as has been approved in the past.

### **Conflict of Interest Ordinance**

***John Barry made the motion to approve the Resolution to Establish a Procedure to Disclose Potential Conflicts of Interest and Substantial Interest for Certain Officials. Susan Richardson seconded the motion. All voted Aye. The motion carried 13/0.***

Currently, the library (and many other Missouri public libraries) has signage on its front doors stating "All weapons are prohibited on these premises." They also have a gun on the sign, implying that "weapons" also refers to guns. The library's signs are illegal.

### **Firearms in the Library**

Under Missouri state law, libraries cannot keep firearms out of the library. The signs that are currently hanging in Scenic Regional buildings are not legal. If language on the signs were changed it would help to prevent litigation. John Cheatham stated that the insurance companies required armed guards in the banks he worked in.

Scenic Regional's current policy does not address employees carrying within the library. Bob Niebruegge asked about where the firearms would be stored or how they would be stored. John Barry felt that Scenic Regional is in compliance. Carol Leech stated that the language on the signs should be changed.

***John Barry made the motion to approve changing the language on the library's signage to read: "No person shall possess, on the library premises, a weapon of any kind, unless authorized by law." Susan Richardson seconded the motion. All voted Aye. The motion carried 13/0.***

While the library's fiscal year begins July 1, its tax rate is not set until the end of August. The library cannot calculate its revenue projections for budgeting purposes until the tax rate is set. As a result, last year, the Board re-approved the existing budget as a stop-gap measure for July, August, and September, until the new revenue projections were available.

**2017-2018 Annual Budget**

Steve Campbell asked the Board to follow the same course of action for the upcoming fiscal year budget. Depending on the revenue projections for the new fiscal year, the administrative staff has discussed proposing paid time off (PTO) for part-time staff. In the past year, the library has experienced high turnover among part-time staff, despite salaries comparable to other part-time customer service-type jobs in the area. Steve Campbell learned at a recent conference that based on a survey most libraries and other organizations in the Midwest offer vacation and sick leave to part-time staff. The concept of a week of PTO (combined sick and vacation leave) for part-time staff during their first three years of service has been discussed, with an increase to two weeks after three years. The proposal would cost the library approximately \$15,000. The cost would be incurred through the increase in part-time staffing hours to provide coverage during paid leave.

***John Cheatham made the motion to approve the presented budget. Leonard Butts seconded the motion. All voted Aye. The motion carried 13/0.***

Scenic Regional Library received and publicly opened the contractor bids on May 19, 2017. John Mueller stated good response was received to the bidding process. The library received bids from a dozen contractors, with at least three bids on each branch project. Three firms bid on all seven projects.

**Contractor Bids – John Mueller, JEMA**

Unfortunately, the lowest bid, submitted by Wright Construction in St. Peters, Missouri, was 16-17% above the library's budget estimate—with the 10% contingency included. Overall, the project is \$2.1 million over budget, even with the contingency reduced to 5%.

The Wright City branch was the closest project to the original estimate—only \$68,000 over budget. The New Haven branch was \$475,000 over budget alone. These figures both exclude the additional 5% contingency.

Ultimately, the outcome of the bids was a worst-case scenario, despite a 10% contingency and obtaining two pre-bids from contractors during the design process. Due to the bids being so far over budget, the architects and library's administration never interviewed any of the contractors.

John Mueller, Scenic Regional's architect with JEMA, met with Wright Construction, the lowest bidder on four of the facilities. Wright Construction has been around since 2006. They're a medium-sized construction firm with approximately \$50 million each year in projects. They've built and renovated many public projects, including schools.

Unfortunately, the building market is booming, which raises overall costs. Alternates were placed within the documents that could be removed if cost estimates were too high. The administrative staff met with representatives from Wright Construction on June 7. They appeared to be easy to work with and very competent.

Wright Construction said that they believe we can reduce the cost of the buildings by approximately \$1,000,000 through value engineering, the elimination of some alternative bid items, construction scheduling flexibility and economy of scale. Wright Construction said that they could bid all seven, and by staggering the building process it would cut costs as well. John Mueller recommended looking for the best, low cost general contractor.

It appears that the only way to build these buildings without a significant reduction in square footage, in addition to the \$1 million in cost-cutting through value engineering, is to lower the library's unrestricted reserve requirement from 50% of the operating budget to 25%. This would provide an additional \$1 million to the project. Many libraries maintain a 25% fund balance requirement. The funds could be replenished when the current Union property was sold. It could also be gradually replenished over the next several years using budget surpluses.

Steve Campbell feels that by going with a general contractor, value engineering and lowering our reserve this project can still happen. John Mueller said cutting the size of the buildings, even significantly, will not save costs enough to fill the gap. Steve Campbell proposed to reject and rebid Wright City, Pacific and Warrenton and work with the companies to reduce costs, lower our reserve. Carol Leech asked if the board should vote to lower reserve now or wait until receiving new bids. Steve Campbell explained that the library doesn't have to use all of the reserves; he feels it will be fairly easy to replenish the reserves. Joy Dufraim asked what the time frame would be for rebidding.

There was discussion about the types of materials and durability for the next 25 years. Bob Niebruegge doesn't feel that the rubber membrane roofs hold up over time. Diann Wacker agreed with Bob Niebruegge. Steve Campbell explained that the roofs will be pitched which will assist with water runoff.

John Mueller says there are multiple choices for roofing and still reducing our costs.

John Mueller stated that if Wright Construction bids all seven and the bid is accepted, there would be an opportunity to reduce costs. John Cheatham feels that staggering the branches will be to our benefit. Carla Robertson expressed she felt that Scenic Regional needed to move forward with the project.

***Joy Dufrain made the motion to rebid Wright City, Pacific and Warrenton. John Barry seconded the motion. All voted Aye. The motion carried 13/0.***

***Carla Robertson made the motion to lower Scenic Regional's unrestricted reserve requirement from 50% to 25%. Paula Sutton seconded the motion. All voted Aye. The motion carried 13/0.***

***There being no further business, Board President John Cheatham adjourned the meeting at 8:10 pm.***

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Secretary

Approved: \_\_\_\_\_  
President, Scenic Regional Library Board of Trustees

Date: \_\_\_\_\_