

Scenic Regional Library
Board Minutes – May 16, 2017

Scenic Regional Library Board of Trustees met at the Union Branch of Scenic Regional Library on May 16, 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, Kathleen Ham, Karen Holtmeyer, Bob Niebruegge, Susan Richardson, Paula Sutton, and Diann Wacker. Carla Robertson was absent. Steven Campbell, Library Director, Megan Maurer, Assistant Director, Kjersti Merseal, Business Manager and Human Resources Manager and April Becirovic, St. Clair Branch Manager were also present.

There were no public comments.

Public Comments

Paula Sutton made the motion to approve the Minutes of the April 18, 2017 meeting. Diann Wacker seconded the motion. All voted Aye. The motion carried 12/0.

Approval of Minutes

New hires for this month include Ali Heisler at Pacific and Frances Rouse at Hermann. Rachel Terbrock began as the branch manager at New Haven and April Becirovic began as the branch manager at St. Clair on May 1, 2017. Stephanie Jackson began as the assistant branch manager at Union on May 1, 2017. Hannah Jolly was promoted to circulation clerk at Union and Macee Jarvis who was filling-in as the children’s programmer at Union, was given the position permanently.

Financial Report

Scenic Regional continues to be well under budget for this time in the fiscal year and has collected all projected revenue for the year. The budget is projected to be in a surplus at the end of the fiscal year. Total circulation has increased 5.4% overall. The Bookmobile circulation is currently running a 9.93% deficit for the year due to the months it was not operational.

Carol Leech requested more information regarding the bond fund investments with Bank of Oklahoma and asked for a monthly report. John Barry also requested a line item breakdown of architectural fees.

John Barry made the motion to approve the Financial Report. Leonard Butts seconded the motion. All voted Aye. The motion carried 12/0.

The Board reviewed the Librarians Reports.

Librarian’s Reports

Director Steve Campbell introduced April Becirovic as the new branch manager in St. Clair. She began her position on May 1, 2017.

St. Clair Branch Manager

All Branches of Scenic Regional will be closed from 1:00 PM-1:30 PM on Monday, August 21, 2017 due to the total solar eclipse. Staff will be given discretion to re-open the library earlier than 1:30 pm if possible.

Eclipse Schedule

The bid deadline for the building project was extended from May 13 to May 19. The bids will be open publicly on Friday, May 19 at 2 PM in the Union branch meeting room. Following the review of the bids, interviews with the contractors will be scheduled. The architects plan to have the final contractor recommendations complete for the June board meeting.

Building Project- Bids & Timeline Update

John Cheatham made the motion to move the June board meeting to June 13, 2017. Leonard Butts seconded the motion. All voted Aye. The motion carried 12/0.

Kjersti Merseal, the library's Business and Human Resources Manager, will be on FMLA/maternity leave this fall. Ms. Merseal has been in contact with a professional accounting firm in Union. She will be meeting with the firm on Friday to obtain a quote. The staff that will be working with Scenic Regional will be Certified Professional Accountants.

Business & Human Resources Manager Leave of Absence

Due to the flooding throughout the library's district in early May, some branches were closed. Fortunately, none of the branches experienced any water damage. The Pacific branch was closed for one and half days, while the Hermann branch was closed for two full days. The Union and St. Clair branches were closed for one day, due to MODOT forecasted road closures.

Flooding-Branch Closures

The Missouri Senate and House met to reconcile the differences between their two budget proposals. Overall, library funding will be \$1.36 million lower in FY 2018 than FY 2017. However, the budget allocates \$1.6 million more in library funds than Governor Greitens recommended.

State Aid & IMLS (Federal) Funding Update

The U.S. Congress passed a stop-gap funding bill to fund the federal government until 30 September. The funding bill does not cut or eliminate IMLS funding. However, the FY 2018 federal budget will be revisited this summer and fall and therefore the future of IMLS is still uncertain.

Union branch manager, Diane Disbro, has been attempting to work with the school administration over the past two years to allow parents to register their children for a library card when they register for school. Director Steve Campbell was able to move the initiative along so that during registration for the 2017-2018 school year Union parents will be asked if they would like their child to be issued a library card.

Library Card Registration Initiative-School Districts

Youth Services Librarian, Christy Schink, has also been contacting the other

school districts in the library service area to discuss making the same arrangement in those districts.

New Business

With the impending construction of the New Haven branch, Director Campbell recommended the current building be placed up for sale. The site is on .715 acre lot, including a .063 acre portion across the street. The building was professionally appraised in 2012 and valued at \$73,000 due to mold in the basement.

Sale of New Haven Property

Karen Holtmeyer recommended that Scenic Regional list the property with a professional realty agency. John Barry, Bob Niebruegge and Paula Sutton all believe the property should be sold “as is” without mitigating the mold in the basement. John Cheatham asked Director Campbell if the property must be declared as a surplus property. Director Campbell will research if surplus property laws extend to public libraries.

John Barry made the motion to sell the New Haven property “as is” with a realtor. John Cheatham seconded the motion. All voted Aye. The motion carried 12/0.

Scenic Regional needs to remove previous Assistant Director, Dan Brower, as a signature authority and add current Assistant Director, Megan Maurer, to two bank accounts. Additionally, the City of Union has asked Scenic Regional for a Letter of Surety to proceed with the sale of the new Union property. Director Campbell has been working with the United Bank of Union to acquire a letter of surety.

Account Signatories & Letter of Surety- United Bank of Union

Joy Dufrain made the motion to remove Dan Brower as a signatory and add Megan Maurer as a signatory on all library accounts. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0

Karen Holtmeyer made the motion to allow Steve Campbell to sign a surety bond and open a line a credit for \$99,192.50 with the United Bank of Union. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0

Since the library’s tax increase, the average amount of library taxes paid per household has increased to \$60 annually. The current non-resident card fee is \$25 and reflects that library’s previous tax rate. John Barry voiced his thoughts that increasing the fee to better reflect our new tax rate seemed fair. Carol Bell discussed the cost of homes in New Haven compared to other areas and what her personal tax contributions were, questioning whether rural areas can afford an increase. Kathleen Ham feels that pursuing the

Non-Resident Card Fee

annexation of the southern part of Montgomery County might not be worth the hassle. Leonard Butts confirmed that the increase would be per household, not per person.

John Barry made the motion to increase the non-resident card fee to \$50 per household, effective July 1, 2017. Paula Sutton seconded the motion. All voted Aye. The motion carried 12/0.

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, Kathleen Ham—Aye, Karen Holtmeyer—Aye, Carol Leech—Aye, Bob Niebruegge—Aye, Susan Richardson—Aye, Paula Sutton—Aye and Diann Wacker—Aye.

The Board moved into Executive Session at 8:10 pm.

The Board returned from Executive Session at 8:25 pm.

There being no further business, Carol Leech adjourned the meeting at 8:26 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____