

Scenic Regional Library
Board Minutes – August 29, 2017

Scenic Regional Library Board of Trustees met at the Zion United Church of Christ in Union, Missouri on August 29, 2017; at 7:00 pm. John Cheatham presided at the meeting. Those attending the meeting were John Barry, Carol Bell, Leonard Butts, Karen Holtmeyer, Carol Leech, Bob Niebruegge, Susan Richardson, Paula Sutton, and Diann Wacker. Joy Dufrain, Kathleen Ham and Carla Robertson were absent. Steven Campbell, Library Director, Megan Maurer, Assistant Director, Kjersti Merseal, Business Manager and Human Resources Manager and Charlean Stockton, Administrative Assistant was also present. Guest Kara Bell, Branch Manager of Scenic Regional's St. Clair branch was additionally in attendance.

The Board of Trustees will consider the proposed property tax rate of \$0.2008 per \$100 of assessed valuation for Scenic Regional Library District, a consolidated library district and political subdivision, to generate revenue for the fiscal year began on July 1, 2017.

Public Hearing

There were no public comments.

Public Comments

Scenic Regional Library Board President John Cheatham presented the board with a copy of the Washington Missourian newspaper noting that Director Steve Campbell was selected as the Missouri Library Association's "Outstanding Professional Librarian" for 2017 from among several nominees. This is the first year that the award was given. Director Campbell will receive the award at the Missouri Library Association's annual conference in St. Louis this October. He received the award due to the library's various accomplishments over the past three or four years, including our tax increase, the Sullivan Library annexation, consolidation, and the upcoming building project.

**Outstand
Professional
Librarian Award**

Leonard Butts made the motion to approve the Minutes of the July 18, 2017 meeting. Diann Wacker seconded the motion. All voted Aye. The motion carried 10/0.

**Approval of
Minutes**

Steve introduced Kara Bell, the new Branch Manager at St. Clair. Ms. Bell was hired on August 3, 2017. She stated her time at the library thus far has been eventful with the eclipse and other programming.

**Introduction of new
St. Clair Branch
Manager**

Paula Sutton arrived at 7:22 PM.

John Barry made the motion to approve the Financial Report. Bob Niebruegge seconded the motion. All voted Aye. The motion carried 10/0.

Financial Report

Scenic Regional Library gave away 3,400 eclipse viewing glasses to the public. Unfortunately, the supply was depleted by the end of July. Most businesses and organizations in the Union area had sold all their glasses at least a week prior to the eclipse.

Solar Eclipse

On August 21, 2017, the library staff at several branches participated in their local eclipse viewing events. Telescopes from the library's telescope loaner

program were also used for the events at several locations. The Union Friends of the Library sold water at the Union viewing event at Veteran's Memorial Park. They asked visitors to sign their names and where they were from; people were from places as far away as Wisconsin, Los Angeles, Texas, and even Germany. The Union branch staff also set-up two telescopes at the park for the viewing event. There were some people who set up canopies and viewed the eclipse on the Union branch property.

The Hermann branch had a viewing event in their parking lot, including a telescope set-up for the public. The New Haven branch had a telescope set-up for the public at the town's eclipse viewing event. The St. Clair branch had its own viewing event on library property. With St. Clair being located directly along the path of totality, the branch experienced large crowds around the library to view the eclipse. The St. Clair branch had a door count of 651 visitors on the day of the eclipse. There were no negative issues related to the eclipse at any of the library's locations.

Laurie Osseck, the library's Adult Outreach Coordinator, has been named the Missouri Health Care Association's (MHCA) district 7 volunteer of the year. She was selected for her work at Frene Valley of Owensville, a senior care facility. Ms. Osseck visits and presents programs for the library at more than thirty nursing homes and assisted living facilities each month. The programs include trivia, games, and singing songs.

**Adult Outreach
Coordinator Named
Volunteer of the
Year**

The MHCA's district 7 consists of 36 facilities and 14 businesses in 16 counties. The counties include Gasconade County, Montgomery County, Osage County, Maries County, Boone County, and Callaway County. Ms. Osseck will move on to compete for the 2017 state title at the MHCA's 69th Annual Convention in Branson, Missouri, on August 28. Even though Ms. Osseck is employed with the library, anyone providing services to the facility from an outside organization without charging is considered a volunteer.

Ms. Osseck will also be presenting a program about the services she offers at the Association of Bookmobile and Outreach Services in Pittsburg, Pennsylvania, in October.

On August 10, Scenic Regional Library was awarded an LSTA Technology Mini-Grant grant through the State Library for a new server. The grant will provide \$4,969 toward the cost of the server, with the library contributing \$1,849 in matching funds. All LSTA grants require local matching funds, except for digitization grants. Denise Edwards, the library's IT Manager, submitted the successful grant application.

**Grant for New
Server**

The server is primarily utilized to store or backup all staff files system wide, including the library's financials. The library's existing server was purchased in 2012 (also with an LSTA Technology Mini-Grant grant) and operates with Microsoft Server 2008 Professional; the new server will operate Microsoft Server 2016. The new server will also provide 6.0 terabytes (TB) of data storage compared to the 1.4 TB available on the previous server. Scenic Regional Library has a computer replacement plan which requires the replacement of all staff and public computers after five years.

In early August, Internet bandwidth at Scenic Regional Library's St. Clair branch was increased from 10MB to 20MB. AT&T performed the upgrades, which were coordinated by MOREnet. The upgrade will provide enough capacity for the branch's current Internet usage, as well as growth in the immediate future. Additionally, the Owensville branch will receive an increase in bandwidth from 5MB to 10MB in the near future.

Internet Bandwidth Upgrades

The only branch that the library operates that does not have a second entrance/exit is Hermann due to its location within the lumber yard building. This has been a concern for several years. In the event of a fire or other emergency, the staff has no alternative exit. While reviewing the buildings for the active shooter meetings with staff, the issue resurfaced; staff was very concerned about the lack of a second exit in the building.

Hermann Branch Emergency Exit

Scenic Regional Library's landlord agreed to allow the library to place an exit door in the branch's staff work room. The door will exit into the lumber yard. In the event of an emergency, staff would have to walk about thirty feet through the lumber yard to a double-door which exits into the alley beside the library. A door was purchased from Hermann Lumber for approximately \$225. Bill Snow, the library's Facilities Manager, will install the door when he returns from medical leave.

Director Steve Campbell and Megan Maurer, Assistant Director, visited all the branches and met with the staff in July and August to discuss the library's active shooter guidelines. Different scenarios were discussed and possible responses based on the layout of each facility. Each meeting lasted about an hour and 15 minutes. A meeting about the guidelines with the staff at the administrative building was also held.

Active Shooter Meetings

Scenic Regional Library has purchased panic buttons from Ra-Comm Security in Washington. The company was recommended by the Franklin County Sheriff's Department. The equipment operates similarly to medic alert buttons. There is a main unit at each location which will be placed in the staff work room. It has a button which can be pressed to send a wireless signal to Ra-Comm. Ra-Comm will not call the branch when a signal is sent; instead, they will immediately contact the police or 9-1-1. Each branch will also have two portable panic buttons which hang around staff members' necks. The portable buttons will also send a wireless signal to Ra-Comm.

Panic Buttons

The buttons are not only intended to only be used for active shooter scenarios. Unfortunately, the library staff calls 9-1-1 for a wide range of issues. The buttons would also be effective for a fire. The equipment will be able to be unplugged and relocated to the new buildings without any additional costs.

Scenic Regional Library received a letter from the IRS on August 21 informing the Library Foundation that its 501(c)3 tax exempt status was revoked, effective in May, for failure to file its annual N-990 tax forms. The letter stated that the library had received previous notices. Records indicated that Director Steve Campbell filed a N-990 form in December 2014 for the Library Foundation, after it received its tax exempt status, in response to a letter from the IRS. The Foundation's annual corporate registration report

Library Foundation Tax Exempt Status

was filed with the Secretary of State's office each year.

The Library Foundation can apply for reinstatement. Reinstatement requires the same Form 1023 to be filed with the IRS. There is a \$850 reinstatement application fee. If the status is reinstated, which is likely, the organization will not be penalized for failure to file the annual returns. Reinstatement can also be granted retroactively back to the date of revocation, which would be May.

The library's attorney was consulted about the reinstatement application. He said that the legal fees for the application would be at least \$2,500. However, considering Scenic Regional has the original application, he would recommend that the library just complete (update the original application), and submit the paperwork. The Friends of the Library membership tax exemption letters can be changed to say that tax exempt status is pending.

Director Steve Campbell met with Marthasville resident Phyllis Aston in mid-August. She said that she was on a local committee in Marthasville to bring a Scenic Regional Library branch to the town. The committee did not feel as though bookmobile service alone justified their tax expenditures for the library. Scenic Regional Library's reciprocal agreement with the Washington Library, which is only 6 miles from Marthasville; the demographics in southern Warren County; and the library's electronic resources were all discussed. Director Campbell also explained that the library is building a new library in Wright City, which is a much larger community than Marthasville.

Programming in Marthasville

As the discussion continued, Ms. Aston appeared to be more interested in the library's programming offerings than books. She was impressed by the library's programming and concerned about activities for children in Marthasville. I explained to her that offering programming in the town would be relatively easy and inexpensive for the library. I agreed to offer some adult and children's programming in the town this fall.

In June, the library began evening bookmobile stops from 3:00 to 7:00 PM every month in Marthasville. The bookmobile recently moved their stop to the parking lot of Duck's Bar and Grill, located on Highway 47. The library has scheduled two adult programs in October and November in the reception room at Duck's Bar and Grill which overlap with the community bookmobile stops. Additionally, Scenic Regional has scheduled a children's program, Juggling Jeff, at all branches in October. Marthasville has been included among the locations. The program will be held at the elementary school gym in Marthasville; the school is part of the Washington School District.

Scenic Regional will decide to offer additional programming in Marthasville in the spring based on the response to the offerings in October and November.

The Crawford County Library voted in early August to withdraw from Ozark Regional Library. The move will be effective in 6 months. Crawford County Library has branches in Bourbon, Cuba, and Steelville, and has been part of the regional library system since 1948. The library has also discussed the possibility of withdrawing from Missouri Evergreen. The Ste. Genevieve

Crawford County Library

County Library withdrew from the system in 2016, but remains in Missouri Evergreen.

Director Steve Campbell, Assistant Director Megan Maurer and Kjersti Merseal, Business and Human Resource Manager, met with insurance agent, Schroeder Insurance, in regards to fraud limits. While some limits were in place, they have been increased to better protect the library.

Scenic Regional can subscribe to a notification system in which a text is sent when transactions are made which exceed certain amount. The United Bank of Union, where the library's operating and reserve funds are maintained will now notify the library director and president of the library board with a text message whenever the library makes a withdrawal or transfer over \$100,000.

Scenic Regional Library's yearly audit is in process. Kjersti Merseal, Business and Human Resource Manager, will be consulting with the auditor concerning the upcoming audit. The yearly audit will need to be approved and submitted to the state by December 31st in order to avoid steep penalties. John Cheatham feels after it is completed, the board should review it to check for any anomalies.

Director Steve Campbell will be meeting with State Representative Justin Alferman on September 5 to discuss the library's interest in annexing southern Montgomery County.

Montgomery County

The Library Foundation's website has experienced problems with its e-commerce feature for the donor wall "books". The site was compromised, the vendor (Authorize.net) shutdown the e-commerce portal, and it remained down for over a week without resolution. As a result, the library is switching e-commerce vendors.

The Foundation would like to sell one "book" of each denomination per branch to display and promote the fundraiser.

Donor Wall

The Board reviewed the Librarians Reports.

Librarian's Reports

Director Steve Campbell explained to the board that after the active shooter meetings at the branches in August, a staff member and a branch manager (at different branches) asked if staff were allowed to carry firearms at work. Director Campbell was unable to give them a definitive answer.

Personnel Policy - Firearms

Members of the board discussed several personal instances regarding staff carrying weapons while working in bank environments. They felt there was not an easy answer for the situation and it needed more thought and discussion. Susan Richardson suggested that we table the discussion until next month.

*Leonard Butts made the motion to table the discussion on employee firearms in the library until the September Board Meeting. Diane Wacker seconded the motion. All voted Aye. **The motion carried 10/0.***

John Cheatham asked the board if there were any questions or comments

2017 Tax Levy Rate

regarding the proposed property tax rate. As there were neither comments nor questions, a vote was taken.

Bob Niebruegge made the motion for the Board of Trustees to set the proposed property tax rate of \$0.2008 per \$100 of assessed valuation for Scenic Regional Library District, a consolidated library district and political subdivision, to generate revenue for the fiscal year began on July 1, 2017. Carol Leech seconded the motion. All voted Aye. The motion carried 10/0.

Director Steve Campbell asked the board to consider amending Scenic Regional Library's current Declaration of Trust. This would change the declaration of trust for the library's bond funds to require two signatures on all reimbursement draws. The two signatures must include a Library Board member. Currently, only one signature is required and it can be the Director or Business Manager.

**Resolution
Approving an
Amendment to the
Declaration of Trust
and Naming an
Additional
Authorized
Representative**

The resolution also names the position of Library Board President as an authorized signatory for reimbursement draws from the library's bond funds. The declaration of trust previously listed Carol Leech, who was Library Board president in 2016-2017, as a signatory by name.

The resolution also names Library Board member Paula Sutton as an authorized signatory for reimbursement draws from the library's bond funds. She's the closest Board member to the library administrative offices, in terms of geographic proximity, and most frequently signs the library's checks.

In addition, Kjersti Merseal, the library's Business and Human Resource Manager, will be removed as a signatory due to her position in submitting the draw requests.

The documents were drawn up by the library's bond counsel, Gilmore & Bell. This resolution only applies to the library's building funds, which are held in a trust with the Bank of Oklahoma.

John Barry made the motion to approve an amendment to the Declaration of Trust and name an additional authorized representative. Karen Holtmeyer seconded the motion. All voted Aye. The motion carried 10/0.

There was a roll call vote to move into Executive Session: John Barry—Aye, Carol Bell—Aye, Leonard Butts—Aye, John Cheatham—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 8:21 pm.

The Board returned from Executive Session at 8:34 pm.

Each new branch will have graphics related to the community the building is in. Director Campbell would like input from the board about the type of graphics the communities would like on the wall. Carol Bell asked whether the graphics would be color or black and white. She stated that New Haven's

**Graphics for New
Buildings**

branch would like graphics of the annual balloon races and she feels they would be nicer in color.

Kjersti Merseal, the library's Business and Human Resource Manager, spoke to the board about the Christmas and New Year's holidays for this year. For 2017, Christmas Eve and New Year's Eve will both fall on a Sunday and Christmas and New Year's Day will both fall on a Monday.

Holiday Closing

Per the Scenic Regional Library Personnel Policy Manual, if a holiday falls on a Sunday, the following Monday will be observed as a holiday. Because the library will already be using Monday for a holiday, Ms. Merseal suggested that the library remain closed both Monday and Tuesday to accommodate both holidays. The board agreed to close Scenic Regional Library's Administrative Office and all branches for December 25th & 26th, 2017 and January 1st & 2nd, 2018.

Director Steve Campbell signed the contract for the Union building project to do the architectural work on August 29, 2017.

Union Building Project Contract

There being no further business, Board President John Cheatham adjourned the meeting at 8:45 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____