

Scenic Regional Library  
Board Minutes – July 18, 2017

Scenic Regional Library Board of Trustees met at the Union Branch of the Scenic Regional Library in Union, Missouri on July 18, 2017 at 7:00 pm. John Cheatham presided at the meeting. Those in attendance were Carol Bell, Leonard Butts, Joy Dufraim, Kathleen Ham, 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 were also present. Guests Steve Hoover, John Mueller and Scott Clark of JEMA were additionally in attendance. John Barry and Karen Holtmeyer were absent.

There were no public comments.

**Public Comments**

***Bob Niebruegge made the motion to approve the Minutes of the June 13, 2017 meeting. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.***

**Approval of Minutes**

Director Steve Campbell explained that the library ended the fiscal year with an overall surplus. The only area that was over budget was in capital expenses, which was due to the purchase of the Union property. System-wide circulation was also up by 4.48% for the fiscal year. Director Campbell also highlighted the bond maturity details.

**Financial Report**

***Leonard Butts made the motion to approve the Financial Report. Carla Robertson seconded the motion. All voted Aye. The motion carried 11/0.***

The Board reviewed the Reports.

**Librarian's Reports**

The New Haven building was listed for sale June 13, 2017 and has been shown four times. Director Campbell posed the question to the board as to what price point they were willing to negotiate to for the sale of the property. Carol Bell stated it was difficult to state a dollar amount at this time, but felt the building was priced well.

**Sale of New Haven Property**

Director Campbell stated that all board members should have received an invitation to the library's annual banquet to be held on August 26 at the City Auditorium in Union. Carla Robertson inquired as to who pays for the banquet, as she wants to be sure the library is being good stewards of the public's money. Director Campbell stated that the library provided funds for the venue, meal and entertainment, while sponsors, such as JEMA, covered other miscellaneous costs.

**Annual Banquet**

The library's third annual staff development day will be held at East Central College on Friday, November 10. Director Campbell stated he was in the early stages of planning the sessions for the day.

**Staff Development Day**

Director Steve Campbell outlined information he has received from Ra-Comm to have panic buttons installed at all branches. Depending on the type of technology required to support the panic buttons, installation maybe delayed until the new buildings are complete. The quote from Ra-Comm is

**Panic Buttons at the Branches**

an annual cost of \$1900 for all branch locations. Carla Robertson commented that the sooner the better. Leonard Butts inquired if the panic buttons would go directly to the police or to the service provider. Mr. Butts felt it would be prudent for the service to go the police and not through a third party.

Director Campbell anticipates the budget for fiscal year 2018 will show a surplus again.

**2017-2018 Annual Budget**

Adult Outreach Coordinator Laurie Osseck has been selected to present at the annual Association of Bookmobile and Outreach Services conference this fall. The conference will be held in Pittsburgh, Pennsylvania.

**ABOS Conference**

Throughout the rest of July and into August, Director Campbell and Assistant Director Megan Maurer will be meeting with all staff to review and discuss the guidelines developed for an active shooter incident. Director Campbell shared the guidelines and commented that the guidelines are to get the staff thinking about different scenarios and stimulate discussion. Carla Robertson shared her training experience and suggested having wasp spray available. Ms. Robertson also shared she thought a breakout session at Staff Day with a police officer would be a good idea, as she felt staff would take the guidelines more seriously if presented by a member of the police department.

**Active Shooter Guidelines & Meetings**

Director Campbell stated that the Foundation's website is now live, one can now pay for Friends membership, as well as purchase donor books from the website.

**SRL Foundation Website**

The new weapons signs are now up at all branch locations. Director Campbell discussed his conversations with other Missouri public library directors regarding staff being allowed to carry guns in the library. Director Campbell shared that it is the opinion of some that public libraries should be able to prevent staff from carrying guns to work, just as they require drug screenings, etcetera. As this issue has not yet been litigated, there is the opinion that staff cannot be prevented from carrying guns to work.

**Unfinished Business-Firearms in the Library**

Carol Bell inquired if Director Campbell was aware of staff carrying a gun to work. Susan Robertson inquired why staff would carry a gun to the library. President Cheatham asked for a consensus from the board to table the issue. Bob Niebruegge stated he did not feel comfortable not making a rule for staff leaving the gun where a child can get the gun. Carol Leech stated that if you allow staff to bring guns to work and can't leave in their purse, as it would be out of arm's length away, then the staff would have the gun on them. She has a problem with that.

Director Campbell referred the board to the bid results from the re-bidding of Wright City, Warrenton and Pacific. Wright Construction was the lowest on one of the three projects; however, overall Wright Construction is the lowest bid on five of the seven buildings. Therefore, Director Campbell recommended Wright Construction as the general contractor for all seven projects.

**General Contractor Bids**

Carla Robertson inquired about the lawsuits in which Wright Construction had been involved. Steve Hoover of JEMA shared with the board that he had spoken to parties involved in the litigation and learned that the suit from Hazelwood was due to unpaid wages for work completed.

Bob Niebruegge questioned John Mueller of JEMA as to his impression of Wright Construction. Mr. Mueller discussed his impressions and gave an overview of Wright's strengths in similar project work, the size of their company and assets. Carla Robertson asked if construction would really be complete in ten months and if it was not complete, what were the repercussions. Mr. Hoover discussed the option of adding liquidated damages to the contract and the downside to such a clause.

*Paula Sutton made the motion to award the construction bids for New Haven, Owensville, St. Clair, Warrenton, Wright City, Sullivan and Pacific to Wright Construction. Joy Dufrain seconded the motion. All voted Aye. The motion carried 11/0.*

**New Business-  
Construction  
Project Award**

Director Campbell shared with the board a general contract to be used with the construction contractor, as well as the amendments provided by Attorney David Politte.

**General Contractor  
Contract Approval**

*Susan Richardson made the motion to approve the contract with the amendments provided by Attorney Politte. Joy Dufrain seconded the motion. All voted Aye. The motion carried 11/0.*

*Bob Niebruegge made the motion make Director Steve Campbell the signatory on the General Contractor contract. Carla Robertson seconded the motion. All voted Aye. The motion carried 11/0.*

Director Campbell provided for the board a quote from Schroeder Insurance for Builder's Risk insurance.

**Builder's Risk  
Insurance Policy**

*Leonard Butts made the motion to approve the purchase of the insurance with a \$10,000 deductible. Paula Sutton seconded the motion. All voted Aye. The motion carried 11/0.*

As Missouri law does not require rest or meal breaks. Director Campbell made recommendations for revisions to the library's Meal and Rest Break policy. The revisions would give the branch manager the flexibility to allow breaks whenever possible. Susan Richardson inquired as to how it is decided the length of the lunch break, 30 or 60 minutes. Leonard Butts stated he felt it was good practice to require employees to take a meal break, so that the full shift will be adequately covered.

**Break Policy  
Revisions**

*Joy Dufrain made the motion to approve the changes to meal and rest break policy. Bob Niebruegge seconded the motion. All voted Aye. The motion carried 11/0.*

Director Campbell stated that Missouri law allows for the library to retain the same architect for the Union building project. The board can also choose to go through the process of an RFQ and interview architects again. Bob

**Union  
Branch/Admin  
Offices Design &**

**Construction**

Niebruegge stated it would be nice to see the buildings before making their decision. Joy Dufrain stated she wants the buildings the look the same, so we should go with the same architects. Leonard Butts inquired to the size of the Union building and how long it will take to build.

***Carla Robertson made the motion to retain JEMA for the Union building project. Carol Bell seconded the motion. Susan Robertson abstained from the vote. All others voted Aye. The motion carried 10/0.***

***There being no further business, Board President John Cheatham adjourned the meeting at 8:27pm.***

\_\_\_\_\_  
Secretary

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

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