

Scenic Regional Library  
Board Minutes – September 19, 2017

Scenic Regional Library Board of Trustees met at the Union Branch of the Scenic Regional Library in Union, Missouri on September 19, 2017 at 7:00 pm. John Cheatham presided at the meeting. Those in attendance were John Barry, Joy Dufrain, Kathleen Ham, Karen Holtmeyer, Carol Leech, 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. Carol Bell and Leonard Butts were absent.

There were no public comments.

**Public Comments**

***Bob Niebruegge made the motion to approve the Minutes of the August 29, 2017 meeting. Carol Leech seconded the motion. All voted Aye. The motion carried 11/0.***

**Approval of Minutes**

Director Steve Campbell stated the library's expenditures were within budget for this point in the fiscal year. The Board will be asked to revise the budget during the September 19, 2017 meeting. Scenic Regional has collected 1.3% of the forecasted revenue so far.

**Financial Report**

***Susan Richardson made the motion to approve the Financial Report. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.***

The Board reviewed the Reports.

**Librarian's Reports**

The footings and slab have been poured for the New Haven branch. At the Owensville branch, pouring the slab was delayed when Wright Construction found a partial Foundation (including rebar and concrete rubble fill) of the boiler room of the old school building. The Foundation and fill run along the rear and corner of the building pad. These issues were missed when the soil borings were conducted prior to purchase because the building was moved from where it was located on the original site plan drawn by Washington Engineering. Cochran Engineering is working to develop a plan to resolve the issues.

**Building Project Update**

Wright Construction plans to start work at the Wright City branch within the next week. Then, they will move on to Warrenton. In Warrenton, they plan to build the parking lot first to alleviate parking issues as the new addition is being constructed in the existed parking lot. The goal of Wright Construction is to have each building done within eight months each; they begin to lose money if the projects take longer. Wright Construction still plans to have all the slabs poured prior to November 1, 2017 to avoid the need for winter concrete.

The library will begin offering passport services at the Warrenton branch beginning Monday, October 2, 2017. The branch staff has completed training. Passport services have been offered at the Union branch since

**Passport Services – Warrenton Branch**

January 3, 2017, and have been a popular service. The service has generated \$3,675 in revenue this calendar year. As the new facilities open in the summer of 2018, the library plans to offer passport services at other locations.

Director Steve Campbell and Assistant Director Megan Maurer met with State Representative Justin Alferman in Washington on September 7, 2017, to discuss library services in southern Montgomery County. Representative Alferman volunteered to approach the Montgomery County Commission, particularly Southern District Commissioner John Noltensmeyer, about creating three library subdistricts in the county and placing a tax measure on the ballot next April (2018) for the southernmost library subdistrict.

**Montgomery  
County**

Representative Alferman suggested that he would approach Gasconade County Presiding Commissioner Larry Miskel about joining him to discuss the matter with Commissioner Noltensmeyer. Representative Alferman also suggested asking the superintendent of the Hermann school district, Dr. Tracey Hankins, to speak to Commissioner Noltensmeyer on behalf of expanding library services into the Montgomery County; the territory is all within the Hermann school district.

The library hopes to install AWE Early Literacy Stations in the new libraries next summer. These are computers or tablets loaded with children's educational games. The company, AWE Learning, will write grants on behalf of libraries to obtain some funds for the computers. However, the grants must be written for a library through a 501(c)3 support organization, such as a Foundation or Friends of the Library group. As the Board discussed last month, the library's Foundation's tax exempt status was revoked and reinstatement is pending.

**Scenic Regional  
Library – Fiscal  
Sponsorship**

An option for the library and Foundation is a fiscal sponsorship agreement, which allows an organization awaiting tax exempt status to temporarily use another 501(c)3 organization's status. The Foundation had a fiscal sponsorship agreement with the library (approved by the Library Board in 2013) while it was originally awaiting tax exempt status approval. However, the same document would not work in this case because (1) while the library is tax exempt, it is not a 501(c)3 organization for the purpose of grants and (2) the agreement involved the library handling the Foundation's funds (which is still the case). Director Campbell presented the Board with a revised Fiscal Sponsorship Agreement and asked that they approve it until such time that the 501(c)3 status is reinstated.

***Bob Niebruegge made the motion to approve the revised Fiscal Sponsorship Agreement. Paula Sutton seconded the motion. All others voted Aye. The motion carried 11/0***

In July 2017, Assistant Director Megan Maurer and Youth Services Librarian Christy Schink attended a session on staff training during ALA in Chicago, Illinois. They found the information shared there to be valuable, therefore a staff committee was created to recommend changes to the way the library trains new employees. Currently, the newly hired staff receives ten hours of training. Assistant Director Megan Maurer and Youth Services Librarian

**New Employee  
Training Committee**

Christy Schink would like to expand that to 29 hours.

During Board discussion, John Barry spoke of the training received by the staff at the Warrenton branch and how it is invaluable to the patrons there. Karen Holtmeyer stated she was glad to hear of more customer service training as the staff is the frontline of the library. Bob Niebruegge was concerned about all staff being offered the training, not just new employees. Joy Dufraim stated she previously worked in a library and that the patrons pay your salary and should be provided the best customer service available.

Director Steve Campbell contacted a few of the large Missouri public library directors about their policies on staff carrying firearms at work. Director Steve Campbell plans to meet with other library directors while at MLA to discuss this topic with other library directors.

### **Firearms in the Library – Staff**

Based on the information Director Steve Campbell collected from Missouri's largest public libraries, it appears that a public library can't prohibit staff from carrying firearms at work. Missouri law states that a political subdivision cannot make any law restricting the rights of an individual to carry a firearm. Bob Niebruegge asked about insurance liability and Director Steve Campbell said that other libraries discussed the issue with their insurance carrier and it did not change their rates.

John Barry and Susan Richardson feel that most patrons reading the signs we have currently would just automatically not carry into the library. Kathleen Hamm asked if Director Steve Campbell thought that the staff that may perhaps carry a weapon with them to work were genuinely concerned or is it just something they do every day. Director Steve Campbell said that he believed it was probably both factors, but couldn't speak for individual employees. She asked if the library should be doing more to ensure the safety of our employees. Director Steve Campbell asked if the Board felt that if asked he should tell the employees that the signs on the door apply to everyone. John Barry stated that if left as is, the library is neither promoting it nor denying it. John Cheatham hopes that the employees will use common sense about the issue. Karen Holtmeyer asked that Director Steve Campbell be involved with the committee for firearms in the library, to include language to add libraries to the current law. The Board agreed that the signage for the public would also apply to staff at this time.

Director Steve Campbell told the Board he spoke to Carol Bell and she asked that the issue be tabled until she would be at the Board meeting. Carol Bell would like the image at the New Haven branch to show the annual Fire Fest balloon race in New Haven; however the branch staff and New Haven Preservation Society do not want to have the balloon race on the wall. Carla Robertson asked what the wall graphics would cost per branch and stated that she would like the Big Boy image on the wall at the Wright City branch. The issue was tabled until next month.

### **New Facilities – Wall Graphics**

The proposed annual budget for FY 2017-2018 is \$5,333,038. In FY 2016-2017 the annual budget was \$5,100,021. Personnel expenses in FY 2017-2018 increased to \$2,510,977 from \$2,398,887 in FY 2016-2017. This is due to some benefits rate increases, but primarily reflects the cost of a proposed

### **2017-2018 Annual Budget**

5% pay increase for staff. Joy Dufrain said that she was concerned about the voting public's perception of such a large pay increase and that it could be difficult to defend to the public. John Barry feels that even after a 5% Scenic Regional still underpaying the staff. Director Steve Campbell feels that Scenic Regional should give the raise while the money is there in the case it is not an option in the following years. John Barry expressed for the skill level he still feels that the staff is underpaid compared to the other libraries our size. Susan Richardson agreed that that the pay level is low as well. Paula Sutton stated that earlier in the meeting there was discussion about customer service and that happy staff provide better customer service. John Cheatham feels that it should be easy to defend the pay raise based on the lack thereof since 1959. There were no new positions added or filled in the proposed annual budget.

All lines in the FY 2017-2018 annual budget were reduced to reflect FY 2016-2017 expenditures with the exception of new materials, which have been reduced below FY 2016- 2017 expenditures. These are temporary, one-time reductions to transfer \$370,307 into reserves for the library's building project. Bob Niebruegge expressed that he felt the Professional Development budget line was too small. Director Steve Campbell explained that the employees are not denied any educational opportunities; it just happens that they are lower in cost. In-house training is completed by Stacy Emerson and doesn't cost any from the Professional Development budget.

The library's debt service in FY 2017-2018 is \$1,045,600. Without these funds being included in the annual budget, the actual operating budget is \$4,287,438. Personnel costs are 58.56% of the operating budget. This includes \$312,472 in unfilled positions. The library strives to stay below the 60% mark. \$719,016 is budgeted for new materials. This represents 16.77% of the operating budget, which exceeds the 15% mark recommended by the *Missouri Library Standards*.

***John Barry made the motion to approve the proposed Fiscal Year 2017-2018 Annual Budget. Paula Sutton seconded the motion. All others voted Aye. The motion carried 11/0.***

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

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Secretary

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

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