

Scenic Regional Library
Board Minutes – February 20, 2018

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on February 20, 2018 at 7:00 pm. John Cheatham presided at the meeting. Those attending the meeting were John Barry, Carol Bell, Leonard Butts, Kathleen Ham, Karen Holtmeyer, Susan Richardson, Bob Niebruegge and Diann Wacker. Board members Carol Leech, Joy Dufrain, Paula Sutton, and Carla Robertson were absent. Steven Campbell, Library Director, Megan Maurer, Assistant Director, and Kjersti Merseal, Business Manager was also present.

There were no public comments.

Public Comments

Leonard Butts made the motion to approve the Minutes of the January 16, 2018 meeting. Carol Bell seconded the motion. All voted Aye. The motion carried 9/0.

Approval of Minutes

John Barry asked for further clarification on the equipment line overage. Business Manager Kjersti Merseal added that the overage was due to a contract buy-out on an old copier that was no longer being used. John Barry also inquired about the non-resident fee income and which branch generated that income. Kjersti Merseal offered that most non-resident income is from the Hermann branch. Director Steve Campbell made mention that the library district had already received 95% of its tax revenue for the fiscal year.

Financial Report

Susan Richardson made the motion to approve the Financial Report. Kathleen Ham seconded the motion. All voted Aye. The motion carried 9/0.

The Board reviewed the Reports. There were no questions or comments.

Librarian's Reports

Director Steve Campbell provided the following updates to his report:

Director Campbell met with Mr. Tom Bayer regarding his planned donation and gave Mr. Bayer a tour of the Warrenton branch.

Due to weather, Legislative Day was postponed and has been rescheduled for March 13.

Director Campbell will be giving a construction tour to any interested board members on February 26.

Planning for the Big Read grant continues. Eastern Central College has committed to a financial contribution of \$1,000 and will make the selected author a part of their annual speaker series. Both the *Warren County Record* and the *Missourian* will also be grant partners, assisting with advertising and promotion.

Additionally, Director Campbell shared he had recently spoken with the director at the St. Louis County Public Library regarding entering into a reciprocal agreement. The St. Louis metro area libraries recently revised

their agreements and there is no longer a financial component in the agreement. Due to the legal complexity of revising reciprocal agreements St. Louis County is not currently interested in entering into any other agreements at this time, but would like to revisit the issue in approximately one year.

There was no old business to discuss.

Due to a conflict with the Public Library Association Conference, the March library board meeting needs to be rescheduled. The new meeting date will be Tuesday, March 27, 7:00 PM in Union.

Director Steve Campbell presented his recommendation of Michele Fehlings to fill a Library Foundation vacancy. Ms. Fehlings approached Director Campbell and is interested in finding a way to be part of the library board or foundation. Ms. Fehling is a resident of Hermann, has past library board experience and also has a strong financial background.

Susan Richardson made a motion to appointment Michele Fehlings of Hermann to the Library Foundation Board. Karen Holtmeyer seconded the motion. All voted Aye. Motion carried 9/0.

Director Steve Campbell recently spoke with the new director of the Crawford County Library, Elizabeth Outar, regarding entering into a reciprocal agreement with the newly formed library district. On February 2, the Crawford County Library Board of Trustees approved the agreement. Director Campbell requested that the Scenic Regional Library Board of Trustees also approve the agreement.

John Barry made a motion to approve the reciprocal agreement with the Crawford County Library District. Diann Wacker seconded the motion. All vote Aye. Motion carried 9/0.

As a result of the recently completed audit, it was recommended that the library adopt a journal entry policy. The provided policy was reviewed by the auditor and met with their recommendations. The policy provides that the Library Director will review and sign off on all journal entries made by the Business Manager.

Bob Niebruegge made a motion to adopt the proposed Journal Entry Policy. Kathleen Ham seconded the motion. All voted Aye. The motion carried 9/0.

Director Steve Campbell presented information regarding the planned installation of a café area in each new branch. The café area will be where coffee and other hot drinks can be purchased. Bob Niebruegge inquired about the availability of lids for the beverages and not allowing drinks near the computers. The Board requested that Director Campbell prepare a policy revision to be reviewed on a later date. No action was taken by the Board at this time.

Old Business

New Business- March Library Board Meeting Date

Scenic Regional Library Foundation Appointment

Crawford County Library District Reciprocal Agreement

Proposed Journal Entry Policy

Patron Behavior Policy-Beverages and Food in the Library

Bob Niebruegge asked for additional information on the cost of expanding service in Lincoln County and expressed concern that the potential expansion could cause the district to go into debt. Susan Richardson stated that administrative costs would be divided by four counties, rather than three, thus providing a cost savings. Bob Niebruegge added he felt that it was moving too fast and the library district's actions could be seen as greedy. John Barry commented that Lincoln County is a rapidly growing county and expanding service would not be a financial drain. John Cheatham also added that exploring the expansion is a look to the future in a growing county. No additional action was taken by the board on this topic.

**Lincoln County
Library District**

There was a roll call vote to move into Executive Session: John Barry—Aye, Carol Bell—Aye, Leonard Butts—Aye, John Cheatham—Aye, Kathleen Ham—Aye, Karen Holtmeyer—Aye, Bob Niebruegge—Aye, Susan Richardson—Aye and Diann Wacker—Aye.

**Closed Session-
RSMo 610.02(2)
Real Estate**

The Board moved into Executive Session at 7:40 pm.

There was a roll call vote to move out of Executive Session: John Barry—Aye, Carol Bell—Aye, Leonard Butts—Aye, John Cheatham—Aye, Kathleen Ham—Aye, Karen Holtmeyer—Aye, Bob Niebruegge—Aye, Susan Richardson—Aye, and Diann Wacker—Aye.

The Board returned from Executive Session at 8:04 pm.

There being no further business, Board President John Cheatham adjourned the meeting at 8:05 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____