

Scenic Regional Library
Board Minutes – October 17, 2017

Scenic Regional Library Board of Trustees met at the Union Branch of the Scenic Regional Library in Union, Missouri on October 17, 2017 at 7:00 pm. John Cheatham presided at the meeting. Those in attendance were Carol Bell, Kathleen Ham, Karen Holtmeyer, Bob Niebruegge, Susan Richardson, 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. Board Members John Barry, Leonard Butts, Joy Dufraim, Carol Leech, Carla Robertson, and Paula Sutton were absent.

The beginning of the board meeting was delayed due to the lack of a quorum; the meeting began at 7:26 pm after a quorum was reached.

There were no public comments.

Public Comments

Karen Holtmeyer made the motion to approve the Minutes of the September 19, 2017 meeting. Bob Niebruegge seconded the motion. All voted Aye. The motion carried 7/0.

Approval of Minutes

Budget is tight \$148,000 spent, payments for bonds. At the end of the first quarter, 29.37% of the budget for materials and 25.95% of the operations budget has been spent.

Financial Report

Bob Niebruegge made the motion to approve the Financial Report. Diann Wacker seconded the motion. All voted Aye. The motion carried 7/0.

The Board reviewed the Reports.

Librarian's Reports

The library's annual report is complete. Director Steve Campbell will present the report to the Warren, Franklin, and Gasconade County commissioners over the next two weeks. The report will be mailed to the Crawford County Commission. The Report also will be included on the library's website. A copy of the report was included in the Board packet.

**Annual Report for
FY 2016-2017**

The presentations have been scheduled for:

Gasconade County Commission – October 19 at 9:30 AM
Warren County Commission – October 23 at 11:00 AM
Franklin County Commission – October 24 at 10:00 AM

Construction is underway in New Haven, Owensville, St. Clair, Wright City, and Sullivan. The slab has been poured in New Haven. Owensville's footings have been poured and slab should be poured on October 19. The footings are being dug in St. Clair and Wright City. Demolition will begin on the two buildings in St. Clair within the next two weeks. The slab in Wright City will be poured soon; the subcontractors are working on the electrical lines and plumbing.

**Building Project
Update**

There has been a delay in Pacific due to an issue with the permit. The city's

building codes were changed in August; the construction documents were designed according to the previous codes. As a result, some changes needed to be made to the plans; however, the city did agree to issue a permit to allow grading and earthwork to begin soon.

There was also a delay in obtaining the permit to begin work in Warrenton; the general contractor did not have a reason, but work in Warrenton will begin later this week. The first phase of the project will be the addition of new parking on the library's new property. The branch's main entrance will be temporarily moved to the meeting room entrance during the phase, which will occur from October 16, 2017 to January 30, 2017.

The general contractor still plans to have all the footings and slabs poured by November 1, 2017. The general contractor has ordered steel for four of the projects. The steel will take approximately two weeks to erect at each location. The general contractor expects to have the steel frames at all seven locations erected by the end of November. There are photos available on the Scenic Regional Library website of all ongoing construction.

The plan was for New Haven to have a curb cut, but it was discovered that the curb is more damaged and will need to be cut further than expected. The city of New Haven will charge us for the four feet being poured, but the cost of two feet will be reimbursed by the contractor.

The library's administrative staff has been working with JEMA, the library's architectural firm, on the designs for the Union branch and administrative offices. We received input from the administrative staff on the layout of the administrative offices. The Union branch will include the same features as the other branches, including meeting rooms, study rooms, and patios.

Union/Administrative Offices Update

The building is shown as 23,000 square feet, with 17,000 to 17,500 square feet dedicated for the Union branch and 5,500-6,000 square feet for administration and the bookmobile. The original consultant who determined the square footage for all the branches based on the population within a 7-10 minute driving radius recommended that the Union branch be 17,500 square feet. The current administrative offices and bookmobile area currently include approximately 4,500 square feet, which is inadequate.

John Mueller, owner of JEMA, will present to the Library Board the preliminary design plans for the Union branch and administrative offices at the November Library Board meeting. The meeting will be moved a week to November 14, 2017, to accommodate the Thanksgiving holiday.

Dolan Realty, who is the library's real estate agent for the sale of the Union property, placed "for sale" signs on property and online on October 11, 2017. Since the placement of the "for sale" signs, there have been instances of patrons calling to see if Scenic Regional is closing.

Union Property Update

The sale price of the property is \$1.6 million, which includes padding for a sale which includes a lease-back option until the library can vacate the building. The property was appraised for \$1.4 million. The City of Union

and Franklin County were excluded from the contract for 60 days; they could purchase the property without paying realtor fees. They both have been informed of the exemption, but Director Steve Campbell has not heard from either entity yet. Originally, the City of Union had discussed the site as a possible location for their police station, but the project has been placed on hold at this time.

As of October 10, the Library Foundation has sold 24 donor wall “books” systemwide:

Donor Wall Books

Hermann: 2, \$200
Owensville: 5, \$100; 2, \$200; 6, \$300 Pacific: 1, \$200
St. Clair: 1, \$300
Sullivan: 1, \$300
Union: 2, \$100; 1, \$200; 1, \$300 Warrenton: 1, \$100; 1, \$300

Once 50 “books” have been sold, the vendor will create and engrave the first batch. The hope is to sell at least one “book” of each denomination/size for each branch so that they can be displayed as advertisement. So far, only Union and Owensville have one book sold for each denomination/size.

The library’s Youth Services Librarian Christy Schink has been working with the school districts this year to provide every student with a library card. During enrollment/registration, parents would be able to opt to have their child issued a library card. All the school districts verbally agreed to participate; however, only 5 of the library’s 12 school districts were able to work out the technical details this school year. Next school year, Scenic Regional Library hopes to have the procedure in place in every school district. 1,946 new cards have been issued to students this school year.

Library Card Registrations

The Library Board has discussed firearms in the library over the past few months. Last month, the Library Board agreed to have the public policy regarding firearms also apply to staff: “No person shall possess, on the library premises, a weapon of any kind, unless authorized by law.”

Proposed Weapons, Including Firearms – Employee Policy

Director Steve Campbell believes that the policy is necessary to provide clarification about the details of the law an individual must follow if carrying a firearm at work, such as carrying it on their body in a holster. It also states the library’s immunity from personal liability and Workers’ compensation claims due to firearm injuries, which is important for the staff to know. Kathleen Ham asked what the repercussion would be for any employee violating the policy. Director Steve Campbell stated it would be an immediately fire-able offense.

Susan Richardson made the motion to approve the presented Employee Firearms Policy. Diane Wacker seconded the motion. All voted Aye. The motion carried 7/0.

Carol Bell explained she and members of the New Haven Friends of the Library would like to have a graphic of the balloon race on the wall above the stacks in the new branch. She shared a copy of Mr. Jim Peters’ painting depicting the balloon race. She also suggested eliminated all logos on the

Wall Graphics

wall graphic with the exception of the Pepsi logo, as the balloon race is sponsored by Pepsi.

Director Steve Campbell explained that the architects were hoping for black and white images and would rather there were no logos on the designs. Carol Bell expressed that New Haven's branch would have a smaller area and that they would like to have color. Director Steve Campbell said he had no information on the cost difference between black and white and color. Bob Niebruegge said he did not think that older images necessarily conveyed the image of a modern library. Susan Richardson suggested waiting until the discovery of the pricing to make a decision on whether Scenic Regional Library would chose black and white or color images. Carol Bell agreed the library should find out what the cost is before making such a decision.

Bob Niebruegge suggested removing the entire decision from the board and allowing the Friends of the Library groups both select and pay for any graphics going up on the wall. Assistant Director Megan Maurer explained to the board that a grant that would cover the cost of the graphics in Sullivan had been applied for through the humanities council. The wall graphic would include both a vintage image and augmented reality. Susan Richardson suggested tabling the wall graphic issue until more information was available. Director Steve Campbell said that would be a good idea as there was time for the decision to be made. The issue was tabled until such time more information concerning the issue was made available.

There being no further business, Board President John Cheatham adjourned the meeting at 8:37pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____