

Scenic Regional Library  
Board Minutes – April 17, 2018

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on April 17, 2018; at 7:00 pm. Board President John Cheatham presided at the meeting. Those attending the meeting were John Barry, Carol Bell, Joy Dufrain, Kathleen Ham, Carol Leech, Bob Niebruegge, Carla Robertson, Paula Sutton, and Diann Wacker. Library Board members Leonard Butts, Karen Holtmeyer, and Susan Richardson were absent from the meeting. Steven Campbell, Library Director, Megan Maurer, Assistant Director, Kjersti Merseal, Business Manager and Human Resources Manager and Charlean Stockton, Administrative Assistant was also present.

There were no public comments.

**Public Comments**

Board member John Barry entered the meeting at 7:11 pm.

***Bob Niebruegge made the motion to approve the amended Minutes of the March 27, 2018 meeting. Diann Wacker seconded the motion. All voted Aye. The motion carried 10/0.***

**Approval of Minutes**

Scenic Regional Library has collected 98.4% of its projected revenue.. Revenue totaling \$40,000 was recently deposited, which will appear in the May financial report. The library's total Operations budget is below 75% for the fiscal year.

**Financial Report**

Business Manager and Human Resources Manager Kjersti Merseal announced that the position of Wright City Branch Manager has been filled. Ms. Merseal added that there are open positions to fill for Pacific, Sullivan and Wright City.

Library Board member Carla Robertson asked about the \$20 check written to Hermann Motel. Business Manager and Human Resources Manager Kjersti Merseal explained the cost was for advertising on their marquee and would be reimbursed from Hermann Friends of the Library. Director Steve Campbell added that although it may not be the best way to advertise, the Hermann Friends of the Library made that choice. Library Board member Kathleen Ham noted that locals pay attention to the sign and it is used often for advertising.

***Bob Niebruegge made the motion to approve the Financial Report. Joy Dufrain seconded the motion. All voted Aye. The motion carried 10/0.***

The Board reviewed the Reports.

**Librarian's Reports**

Director Steve Campbell informed the Board that most purchasing has been done and the pod that has been rented is full. Another pod has been ordered to expand storage capabilities and will be delivered on April 18, 2018.

**Building Project Update**

Baker & Taylor will be delivering books to the Wright City branch on May 9, 2018, with opening day possible by May 15<sup>th</sup> or 16<sup>th</sup>. New Haven and

Owensville's collections can be moved and shelved in one day, with a possible opening date of May 29<sup>th</sup>. The St. Clair addition should be completed by the end of May, with Sullivan mid-June, Pacific mid-July and Warrenton mid-August. Pictures are posted on the website showing all updates to the branches.

Library Board member Bob Niebruegge mentioned to the Board that Ameren was offering a rebate on lighting and suggested investigating further. Director Steve Campbell said he was aware of and already planned to utilize the benefit.

Director Steve Campbell met with the mayor of Hermann on April 13, 2018, to speak to him about the library's building project, the library's current location, and future possibilities for a new or expanded facility in Hermann. Director Campbell stated the meeting was very positive and that the mayor will be exploring some possible options for the library in the coming weeks. Director Campbell also asked the mayor for recommendations for the vacant position on the Library Foundation Board.

#### **Meeting with Hermann Mayor**

In the early April elections, Steve Meyer was elected as mayor of Pacific. Mr. Meyer has been a good contact for the library. Director Campbell congratulated him on the victory. In New Haven, Tim Otten has been elected as an alderman to New Haven. Director Campbell spoke with him on April 13<sup>th</sup> and gave him a tour of the new building. Mr. Otten mentioned the library should attempt to get a variance on the fence, as he feels it may be successful at this point. Library Board member Carol Bell agreed; she doesn't feel that a fence would be enjoyed by the branch neighbors. Director Steve Campbell pointed out the new building would be more aesthetically pleasing without the fence and would save the library money.

The price has been lowered on the New Haven property, with a showing later this week. There has been a small amount of interest in the Administrative building and the Union branch building.

#### **New Haven Property Update**

Renny McBride has been hired as the new Wright City branch manager. She has extensive adult and teen program development as the Adult Services Manager with O'Fallon Public Library. She also served as the chairperson for the Summer Reading Program during her career at Bloomington Public Library, in Bloomington, Illinois. Ms. McBride had previously served as the Local History Librarian with Evansville Vanderburgh Public Library. She will start at Scenic Regional Library on April 18 and introduced to the Library Board at the May meeting. Ms. McBride will also be included in the interviews for the other Wright City branch staff.

#### **Wright City Branch Staffing**

Virginia Mikulencak, the part-time youth services clerk at the Pacific branch since March 17, 2017, will be transferring to the Wright City branch as their full-time youth services clerk. She lives in Washington. Ms. Mikulencak will begin working at the Wright City branch on April 30<sup>th</sup>. She will be visiting schools and promoting the Summer Reading Program in Wright City throughout early and mid-May.

Three part-time clerical positions for the Wright City branch are being

advertised in the Warren County Record and Lincoln County Journal in Troy, Missouri. The positions close on April 25, 2018.

152 Donor Wall Books have been sold to date; bringing in a total of \$24,500.

**Miscellaneous**

- Hermann: 2 @ \$100
- New Haven: 5 @ \$100, 5 @ \$200, 2 @ \$300
- Owensville: 38 @ \$100, 16 @ \$200, 16 @ \$300
- Pacific: 5 @ \$100, 4 @ \$200
- St. Clair: 7 @ \$100, 3 @ \$200, 4 @ \$300
- Sullivan: 9 @ \$100, 4 @ \$200, 1 @ \$300
- Union: 12 @ \$100, 5 @ \$200, 3 @ \$300
- Warrenton: 7 @ \$100, 2 @ \$200, 1 @ \$300
- Wright City: 1 @ \$100

Library Board member John Barry was concerned about the amount of books weeded from the Warrenton branch; he didn't feel that they would be able to take much more of a hit. Library Board member Carol Bell asked who makes the decision on what is pulled. Director Steve Campbell explained that was a decision made by Paul Schroeder, Collections Development and ILL Librarian. Library Board member John Barry asked if there was a way to see when or if a book has been checked out. Director Campbell explained that if a book had not been checked out for three years, it is weeded. There are also circumstances such as condition or copy count that can cause a book to be weeded.

Director Steve Campbell presented the Board with a plan and proposed schedule to rotate the Board meetings among all of the new branches as they are completed. Library Board member Joy Dufrain remarked that she liked the proposed schedule. Director Campbell also presented the Board with two scheduling options for 2019. Library Board member John Barry inquired if it would be feasible to start half an hour early to compensate for the travel. Library Board members Carla Robertson and Bob Niebruegge both expressed that the time change would be more difficult for them. Library board President John Cheatham mentioned the possibility of travel issues due to incimate weather, and asked if the Board could revisit the 2019 proposed schedule in November of 2018. Library Board member Carla Robertson thought that it might improve the chances of patrons in different communities to attend the meetings.

**Proposed Board Meeting Schedule**

*Joy Dufrain made the motion to accept the proposed Library Board meeting schedule for 2018. Carla Robertson seconded the motion. All voted Aye. The motion carried 10/0.*

In June, the Scenic Regional Library will have four vacant positions due to term limits. Director Steve Campbell offered the board two recommendations for these vacancies, which take effect June 30, 2018.

**Scenic Regional Library Foundation Board Appointments**

To fill the expired term of Doug Dunlap, Gasconade County, Director Campbell recommended Kevin McFadden. Mr. McFadden was a recommendation of Library Board member Bob Niebruegge. Mr. McFadden is retired after working as a bakery manager for Schnuck Markets. He moved

to Owensville from St. Louis in 2016. Since moving to the area, he has joined the Owensville Lion's Club, where he currently serves on the Building Committee and is responsible for scheduling groups to rent the Lion's Club Hall. Mr. McFadden was also appointed to the City of Owensville's Planning and Zoning Committee and in the process of being appointed to the Board of Alderman to fill out the remaining term of an alderman who stepped down.

To fill the expired term of Debbie Maczuk, Franklin County, Director Campbell recommended Dorothy Schowe. Ms. Schowe was recommended by Library Foundation Board member Debbie Maczuk. Ms. Schowe is active in the New Haven Friends of the Library. She is also involved with Franklin County Area United Way and was a former United Way Board member. Ms. Schowe also serves on the Franklin County Community Resource Board. She retired from East Central College after 36 years as public relations director.

Director Steve Campbell informed the board of his plan to recommend Foundation Board members for appointees for Warrenton and Hermann at the May Library Board meeting.

***Bob Niebruegge made the motion to accept nominees Kevin McFadden and Dorothy Schowe to the Foundation Board. Carol Bell seconded the motion. All voted Aye. The motion carried 11/0.***

Director Steve Campbell requested that the Library Board revise the Purchasing Policy to eliminate the advertising requirement. With the library's practice of obtaining multiple quotes from vendors when making a purchase, Director Campbell doesn't believe that advertising for bids results in lower purchase costs, it may have the opposite effect by limiting vendors to only those who take the time to bid and added costs incurred for advertising for bids. Director Campbell informed the Board that local vendors are contacted for quotes whenever possible.

**Recommended  
Revision to the  
Library's  
Purchasing Policy**

***John Barry made the motion to accept the recommended revision to the Library's Purchasing Policy. Paula Sutton seconded the motion. All voted Aye. The motion carried 10/0.***

Director Steve Campbell recently met with the Wright City School Administration. During the meeting, the superintendent asked about library cards for their students and faculty. Library Board member Carla Robertson remarked that when the Bookmobile visits the school, the teachers can check out books that the students can then read even though they live in Lincoln County. Library Board member John Barry said when the tax levy was 7 cents, the St. Charles City-County Library wouldn't agree to a reciprocal agreement. Library Board member Bob Niebruegge asked if Hermann and Wright City were the only schools in that particular situation. Director Steve Campbell noted it is that way in Pacific as well due to some of Jefferson County not having library service. Library Board member Bob Niebruegge said he feels that the library is doing a disservice by not offering cards to the students. The property that the Wright City branch sits on was donated by the school. Library Board member John Barry said the library would be doing a disservice to our taxpayers by offering the cards to non-taxpayers for free. Library Board member Kathleen Ham added that if the offer was extended to

**Non-Resident  
Library Cards**

Wright City students it should also be extended to Hermann students. Library Board member John Barry motioned to keep the policy the same. A motion died without a second.

Library Board member Carol Bell questioned the upcoming auctions and Donor Wall Books, inquiring where the money was going and how/who would spend it. She expressed that she would like for all items be subtracted equally from all Friends of the Library groups. Ms. Bell stated she knew that some items had been ordered already to get the best price. Director Steve Campbell said he planned to discuss with the Friends of the Library groups what items they felt were important and what they would want to sponsor. Director Campbell pointed out that if the groups decide to sponsor something, they will have a small name plate on those items, but if the groups decide not to, they will not get the recognition. Director Campbell specified that any monies made will stay within the respective Friends of the Library groups.

Library Board member Carol Bell was concerned that some Friends of the Library groups would be giving money and some not. She said there was quite a difference in the amounts of money the Friends of the Library groups have brought in. Director Campbell explained that some groups may donate and some may not.

Library Board member Bob Niebruegge expressed that he felt the library funds were to cover the basics, and the Friends of the Library groups would cover the extras. Director Steve Campbell brought up that things had changed since the initial plans; and there isn't space in the buildings for many of the extras. Director Campbell said that an example of a Friends of the Library project would be providing the materials for a butterfly garden outside the new branch; Mr. Niebruegge agreed.

***There being no further business, Board President John Cheatham adjourned the meeting at 8:04 pm.***

\_\_\_\_\_  
Secretary

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

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