

Scenic Regional Library
Board Minutes - July 17, 2018

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

There were no public comments.

Public Comments

Karen Holtmeyer made the motion to approve the Minutes of the June 19, 2018, meeting. Joy Dufrain seconded the motion. All voted Aye. The motion carried 12/0.

Approval of Minutes

Scenic Regional Library spent 89.39% for the 2017-2018 fiscal year, and the total revenue collected for the fiscal year was 104%.

Financial Report

Linda Little, Branch Manager at Owensville announced her retirement and Heather Gerling, Tech Services Clerk, submitted her resignation. Both positions were opened internally and the library has received several good applications.

Director Steve Campbell announced to the board that Monday, November 12, 2018, had been scheduled for Staff Development Day. It will again be held at the ECC Training Center and presenters are being scheduled.

Changes have been made to the Scenic Regional St. Clair branch design. The plan is to extend the cement fiberboard and repainting areas of the siding to better blend with the existing building.

Bob Niebruegge made the motion to approve the Financial Report. Diann Wacker seconded the motion. All voted Aye. The motion carried 12/0.

The Board reviewed the Reports.

Librarian's Reports

The new Pacific branch opens on August 29, 2018. The lease for the library's current facility in Pacific ends October 31, 2018; therefore, the library's shelving and furniture will need to be moved from the leased facility in early September.

Pacific Branch Lease Agreement

Director Steve Campbell spoke with the landlord of the Pacific building on July 5, 2018. The landlord stated that according to the lease, the building needed to be in the same condition as it was when Scenic Regional began renting it, and that he expected the library to shampoo the carpets, fill in the holes in the walls from the shelving brackets, and repaint the affected areas.

The lease states "at the expiration of the lease term, lesser shall quit and surrender the premises herby demised in a good state and condition as they were at the commencement of this lease, reasonable use and wear thereof and damages by the elements accepted". As Scenic Regional Library has been in the building for 15 years, Director Campbell feels the building is actually in very good condition, considering the length of time.

Director Campbell contacted the library's attorney, David Politte. He agreed that the language did not intend for the library to get the building into rent-ready condition for a new tenant; it was not a reasonable expectation, particularly with a commercial lease. The library provided Mr. Politte a copy of the full lease to review. After reviewing the lease, Mr. Politte agrees that Scenic does not have to get the building "renter ready" according to our lease.

Scenic Regional Library has received many complaints from the public in Warrenton over the past few months about the construction (parking, restrooms, noise, water, handicapped ramp). The general contractor believes that attempting to remain open during the remaining construction at the branch will be impossible. As a result, we were recently informed by the general contractor that the Warrenton branch will need to be closed for 8 weeks due to the remaining construction. This will be from August 1, 2018 until October 1, 2018, and the library will be complete and open to the public on Monday, October 1, 2018.

Warrenton Branch Closing

Branch Manager Stephanie Hassler will work at the administrative offices in Union on projects. Mrs. Hassler lives in Villa Ridge, so Union is a closer drive. She is full-time and the library wouldn't want her to be laid off and lose her benefits and retirement for those two months.

Director Steve Campbell and Assistant Director Megan Maurer met with the Warrenton branch staff at a meeting on July 9, 2018 to inform them of the situation. The Warrenton branch part-time staff was given two options. They can be laid off and collect unemployment for the two months, which will not be contested; or, they can each work four hours a week at the Wright City branch. Currently, the Wright City branch is already fully staffed. However, there is a small chance that we could offer some staff more than the four hours each week if the Wright City branch experiences a surge in usage due to the Warrenton branch closure. The Warrenton staff was provided with a letter notifying them of their layoff for the purposes of filing for unemployment.

Adult programming for the branch will continue off-site. Children's storytimes, outreach, and programming will be cancelled. The Summer Reading Program will be complete when the branch closes.

Director Campbell told the board that the staff didn't appear very upset by the news. The next day, some of the staff told Youth Services Librarian Christy Schink that they were actually fine with the layoff because they had vacations or children's sports activities scheduled over the next couple months.

Owensville Branch **HVAC Issues**

Since the new Owensville branch opened, we have been dealing with HVAC issues. While the thermostats have read 72 degrees throughout the building, it has felt much warmer. The staff has complained that the building felt “stuffy” and humid. The humidity levels in the building were around 70%.

The Owensville branch opened to the public on May 23, 2018. The library notified the general contractor of the issue on June 7, 2018 and June 14, 2018. On June 14, 2018, a technician was sent to the branch to re-balance the system. However, the adjustments failed to correct the issue. On July 3-5, 2018, the general contractor recalibrated the system, again. Wright Construction placed three commercial dehumidifiers in the building on July 5, 2018, and they were full within three hours. The dehumidifiers continue to operate at the branch.

Unfortunately, due to the ongoing HVAC issues at the branch over the past six weeks, the humidity has damaged some of the collection. Most the books in the children’s area have wavy pages and badly warped covers.

Director Steve Campbell spoke to Ted Schroeder, the library’s insurance broker, about the issue. The library’s deductible is \$5,000. 2,000 new items would cost about \$32,000 to replace. The branch has about 15,000. We submitted an insurance claim on July 5, 2018. The engineer for the attorney representing the library’s insurance company will visit the branch on July 13, 2018, to begin an investigation into the cause of the damage. BriC, the library’s mechanical engineers for the design work, prepared a report based on their investigation. JEMA believes that the issues are related to the initial set-up and programming of the HVAC system.

Director Steve Campbell contacted Lois Bacon, Scenic Regional Library’s Baker & Taylor (book vendor) representative about the issue. The plan would be to order a “shelf-ready” opening day collection to replace the damaged items. She said that it would only take about two weeks to receive the items once the orders are placed.

Scenic Regional will be waiting until there is certainty the humidity issue has been resolved and that insurance company determines that the incident is covered under the library’s policy before placing the replacement book orders. The library has about 500 children’s picture books in storage in Union which will be sent out to Owensville, at least for a temporary fix.

Scenic Regional has also encountered humidity issues with the concrete slabs at all the new branches. If the humidity levels for the concrete slabs are above “95 relative humidity”, the flooring manufacturer will not honor the warranty. At the new New Haven and Wright City branches, the library spent several thousand dollars for special tape to install the flooring due to the humidity levels remaining above 95.

Flooring Warranties

At St. Clair and Sullivan branches, JEMA, the library's architects, recommended installing the flooring with the regular glue and voiding the 10-year warranty. The flooring would still have a 1-year warranty. They didn't think the special tape, which was a few thousand dollars, or the special glue, which would have cost \$20,000-30,000, were worth the additional expense.

The Sullivan branch is still expected to open on Monday, July 23, 2018. The grand opening will be Saturday, August 11, 2018. The Missouri State Librarian, Robin Westphal, has agreed to speak at the event, as well as Franklin County Commissioner, Tim Brinker.

**New Haven Branch
Soft and Grand
Openings**

The Sullivan branch Friends of the Library tour will be on Thursday, July 19, 2018, at 7:00 PM. The Sullivan branch Friends of the Library auction fundraiser event will be held on Thursday, August 2, 2018.

Last month, Library Board members in Owensville and New Haven expressed concern about the new phone numbers at those branches being long-distance calls for local residents. The library was unaware that the new numbers would be long-distance calls for local residents due to Fidelity's lack of an interconnect agreement with Vonage, the voice-over IP (VOIP) carrier. The library did not encounter such issues when the library moved to VOIP in Warrenton, Union, or Wright City.

**Telephones at the
New Haven,
Owensville, and
Sullivan Branches**

After reviewing the situation, the library determined that while savings were larger for the Union branch and administrative offices due to the buildings having many lines, the smallest branches, such as the Owensville and New Haven branches, didn't realize much or any savings from the move to VOIP. As a result, the library administration is in the process of moving back to traditional phone lines at the New Haven and Owensville branches.

Vonage will not charge the library a disconnect fee. While the conduit has already been installed during construction, Fidelity is charging the library \$240 to pull the traditional phone lines into the three new buildings. The library will also purchase a total of thirteen new phones for the three branches. The library will also set up a special recording on the Owensville and New Haven branches Vonage phone numbers for a month redirecting people to the new (old) phone numbers. The library hopes to move the Owensville and New Haven branches back to their original phone numbers with Fidelity by the end of July. The new Sullivan branch will keep its existing Fidelity phone number when it opens on July 23, 2018.

Construction was supposed to begin on the new Union branch and administrative offices the third week of June. Unfortunately, there were delays with obtaining the permit. As a result, the construction was unable to begin until the third week of July. On Monday, July 16, 2018, trees were being cleared from the site.

**Union Branch and
Administrative
Offices Project
Updates**

Director Steve Campbell received an email from Board Member Carol Bell, who was unable to attend the board meeting. He distributed copies of the email to the Board members, who read the email. Ms. Bell expressed her concerns and issues regarding the new Scenic Regional Library's New Haven Branch. The Board members discussed the letter. They agreed that the new facility was very nice and sufficient for the community.

Board
Correspondence

There being no further business, Board President John Barry adjourned the meeting at 8:07 pm and with Director Steve Campbell invited the Library Board to tour the new New Haven Branch.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____