

Scenic Regional Library
Board Minutes – June 19, 2018

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Owensville Branch in Owensville, Missouri on June 19, 2018; at 7:00 pm. Board President John Cheatham presided at the meeting. Board members attending the meeting were John Barry, Carol Bell, Joy Dufrain, Kathleen Ham, Karen Holtmeyer, Carol Leech, Bob Niebruegge, Carla Robertson, Paula Sutton, and Diann Wacker. Library Board members Leonard Butts and Susan Richardson were 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

Board Member Bob Niebruegge entered the meeting at 7:03 pm.

Karen Holtmeyer made the motion to approve the Minutes of the May 22, 2018, meeting. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.

Approval of Minutes

Kjersti Merseal, Business Manager and Human Resources Manager, made adjustments to the budget in regards to the Wright City opening day collection and construction funds to make the budget more accurate. The budget for Scenic Regional Library has a surplus of over \$600,000, and revenue is up \$265,000 from last year.

Financial Report

Ms. Merseal informed the Board that Linda Little, Branch Manager of the Owensville Branch, will be retiring at the end of August. The search to find a new branch manager will begin in July.

John Barry made the motion to approve the Financial Report. Carla Robertson seconded the motion. All voted Aye. The motion carried 11/0.

The Board reviewed the Reports.

Librarian's Reports

Director Steve Campbell reviewed the schedule of upcoming events with the Board. Although there were a few delays to the projects, the Wright City, Owensville and New Haven branches have all opened and are serving patrons.

Building Project Update

The St. Clair branch was expected to re-open on June 15, 2018, however, due to delays in AT&T moving the internet services over to the addition the branch is closed until the situation has been resolved.

Director Steve Campbell signed the contract with Wright Construction for the Union project. Scenic Regional also purchased a builder's risk policy for the construction. The library also provided the builder's risk policy for the general contractor for the first seven construction projects as it was less expensive than having the general contractor provide the policy.

Union Branch and Administrative Offices Project Update

The Union Fire Protection District issued a fire permit. The City of Union is expected to issue the building permit the second week of June. Construction is expected to begin during the third week of June. The project is scheduled for completion in April 2019. The contract required Wright Construction to complete the building within 300 days or pay a \$100 penalty per day.

The Warrenton Health Department received two complaints in late May about the Warrenton branch. The first complaint was that the temporary handicap ramp at the branch did not have a handrail. The second complaint was that the port-a-potties did not have running water; they only have hand sanitizer.

Warrenton Health Department Complaints

Neither complaint was a code violation. However, the library did replace the existing port-a-potties at the branch with one that has a sink with running water (at a higher cost). The public restrooms at the branch will be inaccessible for several more weeks. The individual who complained about the port-a-potties told the Health Department that she believed the branch should be closed during the construction; the Health Department official Director Campbell spoke with did not agree.

The Friends of the Library auction events for both the New Haven and Owensville branches have been held; events at each branch included food, drinks and live entertainment. Bidding at the branches went well, with \$3,000 in total donations for New Haven and Owensville brought in \$5,225.

Auction Events

Grand Openings for Wright City and Owensville were well attended. Board Member Bob Niebruegge told the Board he was pleasantly surprised by the amount of people that attended the Owensville Grand Opening.

Grand Openings

All the furniture will be installed at the Owensville and Wright City branches by June 23, 2018. The shade structures for the patios at the New Haven branch should be installed within the next two weeks. The final pieces of furniture for the New Haven branch will not arrive until July 16, 2018.

Furniture Delivery

Scenic Regional has purchased charging stands for place beside tables and chairs. These provide easier access to power for people charging their laptops and phones. The charging stands were ordered in mid-June and should be delivered for the Owensville, New Haven, and Wright City branches around mid-July.

The new dedication plaques for the entryways should arrive later this week. The plaque dimensions are 18" x 26". They are made of "holly bronze". Holly bronze castings are made of aluminum and are dyed with a long lasting bronze tone dye that makes the plaque resemble real bronze. They are less expensive than real bronze. The plaques are approximately \$1,500 each.

Entryway Plaques

Board Member Carol Bell asked about the status of the Donor Wall. She feels that they should be up for the New Haven Branch Grand Opening. Director Steve Campbell explained that while he would also like that, the Facilities Manager for Scenic Regional had been on vacation and had much work to catch up on once he returned. Director Campbell said he would speak to him about the possibility of having them displayed for the grand

opening.

Show-Me Institution contacted Scenic Regional Library inquiring about the amount of money Scenic Regional loses through tax abatement. This request came to the library via a Sunshine Law Request. The library's four counties do not provide the library with this information. Kjersti Merseal, Business Manager and Human Resources Manager, contacted the auditor for the library concerning the issue. If Scenic Regional is unable to provide an answer, there is possibility that the attorney for the library will have to be involved. A Sunshine Law Request has to be answered within 72 hours according to the law.

Sunshine Law Request

The Board must elect a new slate of officers for 2018-2019. As per the usual rotation, John Barry will become president of the Board, Kathleen Ham will be vice president and Leonard Butts will be secretary. A Franklin County Board member must be elected treasurer based on the Library's bylaws. Board Member Carol nominated Susan Richardson to the office of treasurer.

Election of Library Board Officers for 2018-2019

Bob Niebruegge made the motion to approve the new slate of officers for the 2018-2019 year. Joy Dufrain seconded the motion. All voted Aye. The motion carried 11/0.

While the library's fiscal year begins July 1, its tax rate is not set until the end of August. The library cannot calculate its revenue projections for budgeting purposes until the tax rate is set. As a result, last year, the Board re-approved the existing budget as a stop-gap measure for July, August, and September, until the new revenue projections were available. Steve Campbell asked the Board to follow the same course of action for the upcoming fiscal year's budget. Before approval, there will need to be some significant adjustments to the budget due to the new buildings; utilities, cleaning and maintenance.

2018-2019 Annual Budget

Bob Niebruegge made the motion to approve the presented budget. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.

New Business

Board Member Carla Robertson expressed concern that the study rooms are not soundproof. She worries if someone were to be having a private conversation, or perhaps an attorney doing a deposition, it would not be confidential. She also mentioned to the Board that Dollar General has literacy grants available to communities with a library in them, and suggested that the grants be investigated. Board Member John Barry remarked that the administrative staff responsible for writing the grants for the library be congratulated on their work, as they have enabled the library to make purchases it otherwise wouldn't have been able to afford.

Board Member Bob Niebruegge asked Director Steve Campbell if the new phone numbers were long distance within the communities they serve. Board Member Carol Bell inquired if the library could pay the additional money to go back to the old numbers. She said that she was upset that the patrons have to pay long distance fees to call our branches, and would like it to be addressed. Director Campbell stated that the move to VoIP was made to save money for the library; and by paying to get the old numbers or adding a toll

free number, the library would be negating the savings. Mr. Niebruegge agreed that he felt the library should go back to the old phone numbers, as Scenic Regional has asked the tax payers to give more money to the libraries and now we are asking them to pay to contact the library. Board member John Barry stated that the Century link bill for one branch for one month was over a \$1,000. Director Campbell will be looking into the issue. Board Member John Cheatham suggested no changes be made until we have a full report.

Board Member Carol Bell asked about the status of the women's restroom sign in the New Haven branch. Director Campbell said the architects were working on it.

President John Cheatham then thanked the board for the last year of their support of the library and the cooperation he has received. Mr. Cheatham also offered his appreciation of Director Campbell and the administrative staff.

There being no further business, Board President John Cheatham adjourned the meeting at 7:57pm and with Director Steve Campbell invited the Library Board to tour the new Owensville Branch.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____