

Scenic Regional Library
Board Minutes – May 22, 2018

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Wright City Branch in Wright City, Missouri on May 22, 2018; at 7:00 pm. Board President John Cheatham presided at the meeting. Board members attending the meeting were John Barry, Carol Bell, Leonard Butts, Joy Dufraim, Kathleen Ham, Karen Holtmeyer, Carol Leech, Bob Niebruegge, Susan Richardson, Carla Robertson, Paula Sutton, and Diann Wacker. Steven Campbell, Library Director, Megan Maurer, Assistant Director, Kjersti Merseal, Business Manager and Human Resources Manager, Charlean Stockton, Administrative Assistant and Renny McBride, Wright City Branch Manager was also present.

There were no public comments.

Public Comments

Board member Carol Bell entered the meeting at 7:07 pm.

Paula Sutton made the motion to approve the amended Minutes of the April 17, 2018 meeting. Carla Robertson seconded the motion. All voted Aye. The motion carried 13/0.

Approval of Minutes

Scenic Regional Library is completely staffed, with the exception of an open Adult Programmer position in Pacific.

Financial Report

The budget sits at 90.26%, but that includes over \$500,000 for the building project. Business Manager and Human Resources Manager, Kjersti Merseal, stated the library is now over projected revenue. 100.3% of revenue has been collected for the current fiscal year.

Bob Niebruegge made the motion to approve the Financial Report. Leonard Butts seconded the motion. All voted Aye. The motion carried 13/0.

The Board reviewed the Reports.

Librarian's Reports

The library did not receive a \$22,000 digital imaging grant intended to digitize the *New Haven Leader* and *Gerald Journal*. The letter from the State Library stated that the grant wasn't awarded because they did not feel like the collection was a priority. The grant would have completed digitizing the library's entire newspaper collection on microfilm prior to 1966. Over the past five years, the library digitized over 300,000 pages of historical newspapers on microfilm with three grants. The grants were all submitted in partnership with, and mostly written by, the Missouri State Historical Society. The *New Haven Leader* and *Gerald Journal* grant would have digitized an additional 54,000 pages of historical newspapers. The library can re-submit the grant in January of 2019.

Digital Imaging Grant

The library was awarded a \$30,921 grant for five Bibliotheca self-check systems. The grant was written by the library's Collection Development and ILL Manager Paul Schroeder. The self-check systems will be installed at the Wright City, St. Clair, Warrenton, Pacific, and Sullivan branches. Space for a

Self Check Grant

self-check system, along with the necessary power and data, was included in the design of each new facility. The self-check system will be equipped with software which will allow patrons to register for programs at the kiosk, be suggested “read-alikes” for the items they’re checking out, and even download an e-book or e-audiobook.

Self-check machines are due to be installed in the Wright City branch on May 23, 2018. Director Steve Campbell stated that in his experience with self-check systems, circulation desk traffic was reduced by 20%.

The library was also awarded a \$10,000 grant for a mobile STEM lab. Youth Services Librarian Christy Schink wrote the grant. The library will use the lab for programming at the library, as well as to provide STEM programming off-site at schools. The programming will begin at schools around the library district this fall.

STEM Grant

Scenic Regional contracted with the *Missourian* to send out a mass mailing to announce the opening of the new branch to every household in the primary zip code of the new Wright City branch. The mailing also lists the new branches phone number, address, hours, Facebook page address, the library’s services, and other information. The mailing is supposed to arrive by May 21, 2018, when the branch opens.

Mailings for New Branches

While the original plan was not to do a mailing for the other branches, when it was discovered that the Owensville and New Haven branches would be receiving new phone numbers, Director Campbell decided to contract for an identical mailing in those communities. The mailings should also arrive around the time that the new facilities will be opening.

The grand openings for Wright City, Owensville, and New Haven have been scheduled and publicized.

Grand Openings

The groundbreaking at the Union site was very successful. There were approximately 65 people in attendance, including five Library Board members. There was an article and large photo (above the fold) on the front page of the *Missourian* the following Wednesday.

Union Branch and Administrative Offices Groundbreaking

The bids were due on May 8 for the Union branch and administrative offices project. The facility, designed by JEMA, is 23,000 sq. ft.; 5,800 sq. ft. for the administrative offices and bookmobile and 17,200 sq. ft. for the branch.

Union Branch and Administrative Offices Bid Selection

Based on JEMA’s estimates, we expected the bids to be between \$5,200,000 and \$5,500,000. Scenic Regional received only two bids for the project. This may be due to the construction community believing that Scenic Regional would award the project to Wright Construction because they were already building the other seven branches.

The first bid was submitted by Hankins Construction, located in St. Louis, for \$4,643,000. The second bid was from Wright Construction, located in St. Peters, for \$4,307,000. Wright Construction’s bid was \$337,000 lower than Hankins Construction. Scenic Regional has been satisfied with Wright Construction, as they have been easy to work with and have communicated

very well with the library administration throughout the project. Director Steve Campbell recommends that the Library Board award the contract to Wright Construction.

The attorney for Scenic Regional Library would review the contract with Wright Construction prior to Director Campbell signing it. According to the bid, Wright Construction would begin construction the first or second week of June and complete the project in April 2019.

Joy Dufrain made the motion to award the contract for the Union Branch and Administrative Offices Building Project to Wright Construction. Paula Sutton seconded the motion. All voted Aye. The motion carried 13/0.

The Scenic Regional Library Foundation Board currently has two remaining vacancies; one representative from Warren County and another from Gasconade County. During the Wright City Friends of the Library tour on May 17, 2018, Director Steve Campbell met Sandy Feldkamp. Ms. Feldkamp is a member of the Wright City Friends of the Library and is a financial advisor at Edward Jones in Warrenton. Ms. Feldkamp is a library user and supporter; she is also interested in getting more involved in the community. Director Steve Campbell recommends that the Library Board appoint Ms. Feldkamp to the Library Foundation Board. Her three-year term would begin July 1, 2018.

**Library Foundation
Board Appointment
Recommendation**

Director Campbell also spoke to Hermann Mayor Bob Koerber about the Gasconade County vacancy on the Library Foundation Board. He has recommended Hermann resident Gretchen Williams. Mayor Koerber asked Ms. Williams if she would be interested in serving on the Foundation Board. Director Campbell will speak to Ms. Williams prior to the Library Board meeting. If she is interested in serving, Director Campbell will obtain a short statement about her background, which he will have at the May 22, 2018, Library Board meeting.

Karen Holtmeyer made the motion to accept nominee Sandy Feldkamp to the Foundation Board. Carol Joy Dufrain seconded the motion. All voted Aye. The motion carried 13/0.

There being no further business, Board President John Cheatham adjourned the meeting at 7:38 pm and with Director Steve Campbell invited the Library Board to tour the new Wright City Branch.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____