

Scenic Regional Library
Board Minutes – April 18, 2023

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on April 18, 2023 at 7:00 pm. Board President Robert Niebruegge presided at the meeting. Board members attending the meeting were John Barry, Karen Holtmeyer, John Cheatham, Laura Hengstenberg, Linda Andrae, Susan Richardson, Sarah Rothermich, Kathi Ham, Carla Robertson, Joy Dufraim and Martha Lindsley. Board member Paula Sutton was absent.

Library Director Steven Campbell, Assistant Library Director Megan Maurer, Director of Business and Human Resources Kjersti Merseal, and Administrative Assistant Bree Hendrickson were also present.

There were no public comments.

Public Comments

There were no additions or corrections to the minutes. *The minutes were approved as presented.*

Approval of Minutes

Director Campbell stated that the Library is 75% through the budget year, with expenditures at approximately 73.8%. Operations is on target at 74%, but the closest it's ever been to exceeding the budgeted amount; he attributed the increase to inflation. Additionally, Director Campbell stated that half of the Library's state aid has not arrived yet.

Financial Report

Financial Report stands approved as presented.

Director Campbell provided a brief introduction of Bree Hendrickson, Administrative Assistant for Head Quarters in Union.

Reports

Director Campbell reports that he and several employees will be going on branch tours on May 9 to St. Clair, Pacific, Warrenton and Wright City and the May 10 to the Sullivan, Owensville, Hermann and New Haven branches.

Board member Carla Robertson inquired about Board meetings being held at other branch locations. Director Campbell stated that decision would be up to the Board. Discussion was had amongst the Board members about driving distances for each member to the different locations. There was no decision to change Board meeting location at this time.

Community Read 2022 wrapped up with a visit from "Walking with Peety" author Eric O'Grey on April 13th and 14th. Approximately 50 people attended the Union event and approximately 116 people at the culinary program event in Washington. Director Campbell stated that Assistant Director Megan Maurer and Director of Youth and Outreach Services Christy Schink were crucial team members orchestrating this event along with other staff and volunteers. Additionally, the event was live streamed, which Board Member Kathi Ham stated she appreciated so that she could still attend the event virtually.

Community Read

The newly formed Scenic Regional Arts Council met on March 22 at the Hermann branch and has had one member resign. They are in the process of replacing the council member. Entry deadline for the exhibit is April 22. The “Portraits” exhibit will start June 2.

**Scenic Regional
Arts Council**

Director Campbell noted that the Library has seen a surge in passport applications so far, this fiscal year, rather than calendar year. The Library has processed 464 passports since July 2022, generating \$34,000. Board President Robert Niebruegge inquired as to how the revenue number is so high. Kjersti Merseal responded that it is due to not only the passport fee itself, but also photo processing fees and expediting fees that are charged to the patron.

Passport Services

Wright City branch had carpet tiles removed and glued back down. The carpet tiles were coming up and creating a tripping hazard. The branch was closed until 4:00 PM on April 13 while the work was completed. The cost was \$1,250.

**Building
Maintenance**

Warrenton branch has experienced periodic flooding in their meeting room over the past few years. Green Acres Lawn Care added a drain system to improve drainage in the area. The cost was \$1,500.

Administration has had flooding located in the administrative assistant’s office since construction. Wright Construction never resolved this issue. Franklin County Construction extended the exterior flashing above the brick outside the office. This appears to have solved the issue. The cost was \$1,825. As a result of the flooding, several carpet tiles were damaged. The Library’s Facilities Manager will install the new carpet. We plan to send the bill for repairs and carpet tiles to Wright Construction.

Owensville branch had ServPro come in and clean up water. Owensville branch has to run water in the meeting room for 10 minutes each week to clear the water lines and prevent the water from smelling. Unfortunately, a staff member forgot to turn the water off at closing. Due to a clogged drain line, this caused a water overflow and flooded the meeting room and into the Library. The cost was \$2,200.

Former Library Board member JoAnn Schweissguth, passed away on March 31. JoAnn was appointed to the Library Board in July of 2002 and resigned in October of 2013. Director Campbell stated he attended her visitation on behalf of the Library. Ms. Schweissguth’s husband was coming to the library later this week with the memorial funds. The library also planned to have an article about the fund in the May newsletter.

**Former Library
Board member
JoAnn Schweissguth**

The Secretary of State’s rule for public libraries goes into effect May 30, 2023, with libraries having to submit their revised policies by July 31. Director Campbell stated the Board should be seeing documents presenting language changes to policy as early as May. Additionally, Director Campbell stated that this will affect the 16-17 year old patrons as, under this rule, they would need a parent or legal guardian to be present to renew their Library membership. Director Campbell stated that the community has many 16-17-year-olds who are no longer at home or with a parent or legal guardian. Several Board members discussed the teens in their communities who fall under this category as well.

**Secretary of State’s
Rule for Public
Libraries**

The Missouri House cut roughly \$113,000 in state aid for Scenic Regional. Director Campbell stated he had been in correspondence with the library's state representatives, but only heard back from Missouri State Representative Bruce Sassman. Representative Sassman's response was that the House would not budge on the cuts.

State Aid

Director Campbell noted that, although not in the agenda, he would like to remind the Board that the book sale will be May 18 to May 20 and the branches could use volunteers as well as book donations.

Book Sale

Director Campbell briefly mentioned the ongoing lawsuit JEMA. JEMA's attorney filed a motion to compel, which would force the library to begin the discovery process. This would involve the Library's attorney reviewing thousands of emails and cost tens of thousands of dollars. Director Campbell said the we will know more about the status of the humidity issue by mid-June and the Library was trying to stall on discovery until that time. The Library's goal is to settle the case to avoid trial.

New Business:

The Library now has a Surplus Property Policy, written by Director Campbell. The policy refers to any property that is no longer suitable or needed for Library operations. Director Campbell briefly noted a few examples. The policy also includes language about materials. Friends of the Library run the book sales at their respective branches. The profits of the sale go to the Friends of the Library.

Library Policies- Surplus Property Policy

Laura Hengstenberg made a motion to approve. Joy Dufrain seconded the motion with date change to April 18 2023. All voted Aye. The motion carried 7-0.

Unfinished Business:

Director Campbell provided the Board with the Library's policy on unattended children last month. Director Campbell proposed changes based on feedback from the branch managers. The Board discussed the proposed policy. They recommended that Director Campbell consider adding to the policy that staff should contact the police using the non-emergency line, in the event of a minor child voluntarily remaining on Library premises alone after closing. The Library Board also asked that Director Campbell ask their attorney about liability related to the proposed changes.

Library Policies- Unattended Children Policy

John Barry departed meeting at 8:42 PM

The Board was presented with 15 strategic areas that were covered by various other library's strategic plans. The Board discussed which goals they felt were most important and how to come to a consensus on which were top priority, and how to most effectively build a strategic plan from the list. The Board recommended that Director Campbell send an email survey to the Board members and Library management allowing them to each choose five strategic areas that, in their opinion, will be the most critical in the coming few years.

Strategic Plan

Director Campbell responded that he would create the email survey and get it to them.

There being no further business, Laura Hengstenberg moved to adjourn the meeting at 8:52 pm. **Adjourn**

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____