

Scenic Regional Library
Board Minutes – August 23, 2022

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on August 23, 2022 at 7:00 pm. Board President Robert Niebruegge presided at the meeting. Board members attending the meeting were Joy Dufrain, John Barry, Kathleen Ham, Paula Sutton, Laura Hengstenberg, John Cheatham, Martha Lindsley, Susan Richardson, Carla Robertson, and Karen Holtmeyer. Board member Linda Andrae joined the meeting via Zoom.

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

The Scenic Regional Library Board of Trustees will consider the proposed property tax rate of \$0.1908 per \$100 of assessed valuation for Scenic Regional Library District, a consolidated library district and political subdivision, to generate revenue for the fiscal year that began on July 1, 2022.

Public Hearing

There were no public comments on the property tax levy.

There were no public comments.

Public Comments

No changes were made to the June 21, 2022 minutes.

Approval of Minutes

Director Campbell presented the Financial Report. He said the Library is approximately 7% through the budget, which is where it should be. Less than 1% of revenue has been collected, which is typical for this time of year.

Financial Report

The Annual Report is almost finished, and the Board may have it as early as the September meeting.

John Cheatham made the motion to approve the Financial Report. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0.

Robin Schaefferkoetter, Owensville Branch Manager, transferred to the Warrenton Branch, and Administrative Assistant Erica Mosley will be the new Owensville Branch Manager. The new Administrative Assistant, Brenda Humphrey, will be introduced to the Board at the next meeting.

Reports

Repairs on Administration's HVAC unit totaled \$14,000. Although the compressor was under warranty, labor and additional parts were charged.

The memorial sign for Michele Fehlings is printed and will be installed near the public computers at the Hermann branch next week.

Director Campbell closed on the Marthasville property on August 15. He had hoped to close on the Wright City lot at the same time, but the school district did not run the required public notices in the newspapers on time, delaying the

sale. The Wright City School Board has also not yet voted to approve the sale, but will do so at their upcoming meeting.

Robert Niebruegge asked for updates about Aging Ahead. Director Campbell said they donated over \$1,800 for memory kits.

The Library's art gallery has now sold five pieces. The Board was in favor of waiving its 35% share of pieces belonging to the volunteer Art Gallery Manager. Karen Holtmeyer said Ms. Hausman has done excellent work with the gallery.

Director Campbell said that, after factoring in the art gallery security system and work by C&S Heating and Cooling, the fund balance for the 2022-2023 fiscal year have been reduced from 44.11% to 43.33%. The Library is still trying to reach its 50% reserve requirement. Director Campbell will update the Board on that number at next month's meeting.

Director Campbell will be testifying next Monday regarding the lawsuit against JEMA. The recommendations made by Henderson have been implemented by C&S and are not working at three of the five branches: New Haven, Owensville, and Sullivan. No one knows why, and because the adjustments took so long and summer is almost over, the weather is no longer at the temperature and humidity levels needed to test the modifications. Director Campbell will let the Board know via email how Monday goes. John Cheatham said he is concerned that having repairs and adjustments made by so many different firms could potentially make future repairs and maintenance more difficult. Director Campbell agreed.

Director Campbell has received a response from Dr. Hudanick at ECC regarding having students from the Culinary School participate in cooking programs with the Library's mobile kitchen. Director Campbell is hopeful that they can work out an agreement.

The Board discussed the New Haven Friends of the Library group's proposal about funding the construction of an amphitheater behind the New Haven branch. Director Campbell asked if the Board would like to approve the plan. Karen Holtmeyer and John Cheatham said the project will need to be approved by an architect. Linda Andrae said the Board will need to approve it, as the Library will likely be funding repairs and maintenance if they are ever needed. Susan Richardson said she would like to see a very detailed plan. Director Campbell said plans will need to be drawn before the project is put out to bid.

Director Campbell said he is trying to add an additional \$6,000 to the Hoopla budget, on top of the \$6,000 increase already allocated in the preliminary budget. Kathleen Ham asked about how the Library's reciprocal agreements affect its digital resources. Hoopla is pay-per-use, which is why it is so expensive. Director Campbell said the Library is required to share its digital

resources with Washington Public Library by the nature of the reciprocal agreement and because so many Scenic patrons live in Washington's district. He has looked into the issue before, and determined it is impossible to pull stats on how much of the Library's digital circulation is from reciprocal borrowers. But he will investigate with Circulation Coordinator Diane Disbro again and report back to the Board. Megan Maurer believes that Washington Public Library reciprocal borrowers can't be limited because their library card numbers start with the same digits Scenic's do, and digital resource log-ins only authenticate the first few digits. Changing library card numbers would be complicated and costly.

The Board was in favor of Administration choosing a new panic button system for any bid under \$15,000. Megan Maurer said Administration is working to verify the new system will not be the same as the current one: poor customer service and connectivity issues. She said the systems at the Warrenton and Pacific branches are currently not working at all.

New Business

Director Campbell said that, because there was a delay in Crawford County sending personal property figures to the State Auditor's office, there is a small chance the \$0.1908 figure could change slightly. Director Campbell projected all revenue using the \$0.1908 figure. He does not believe it would be any significant difference but will notify the Board when the final figure is received. Robert Niebruegge recommended adding "or maximum allowed" to the motion in case of any changes.

Tax Levy

John Barry made the motion for the Board of Trustees to set the property tax rate at \$0.1908 per \$100 of assessed valuation, or maximum allowed under the Hancock Amendment, for Scenic Regional Library District, a consolidated library district and political subdivision, to generate revenue for the fiscal year that began on July 1, 2022. Paula Sutton seconded the motion. All voted Aye. The motion carried 12/0.

Director Campbell discussed the ongoing difficulty with staffing coverage at the nine branches. Because each branch is so thinly staffed, illness, vacation, and turnover places significant strain on the Library's staffing resources. He noted that three employees resigned just yesterday because they got full time jobs elsewhere. Director Campbell said the Library cannot afford to add an additional part-time person at every branch. The solution Administration is proposing is to promote the current Library Assistant Floater to Branch Coverage Supervisor, and hire three additional part-time floater positions. In the Board packet, the starting salary for the three part time positions is stated as \$15. He said this is because he plans to propose increasing pay for all Library Assistants and Programmers from \$13-14 to \$15-16. He said currently

Proposed Plan for Addressing Branch Staffing/Coverage Issues

those positions pay less than McDonald's, and he doesn't feel the Library should be paying its staff less than McDonald's.

Joy Dufrain made the motion to create a Branch Coverage Supervisor position and three part-time Floater positions, effective immediately. Carla Robertson seconded the motion. All voted Aye. The motion carried 12/0.

The Board discussed adding language to the Library's personnel policy relating to employees bringing children to the workplace.

**Personnel Policy
Revision-Children
in the Workplace**

John Cheatham made the motion to approve the proposed revision to the Personnel Policy Section 134 – Workplace House Rules. Karen Holtmeyer seconded the motion. All voted Aye. The motion carried 12/0.

Unfinished Business

Laura Hengstenberg made the motion to approve the purchase of a 0.87-acre lot behind the Wright City branch from the Wright City School District for \$50,000, and to approve Steven Campbell and Megan Maurer as signatories. Joy Dufrain seconded the motion. All voted Aye. The motion carried 12/0.

**Wright City
Property Purchase**

Susan Richardson made the motion to move to Executive Session. John Barry seconded the motion.

**Closed Session –
RSMo 610.022 (3)
Personnel**

There was a roll call vote to move into Executive Session: Susan Richardson—Aye, John Cheatham—Aye, Joy Dufrain—Aye, Laura Hengstenberg—Aye, John Barry—Aye, Paula Sutton—Aye, Kathleen Ham—Aye, Carla Robertson—Aye, Martha Lindsley—Aye, Karen Holtmeyer—Aye, Robert Niebruegge—Aye, Linda Andrae—Aye.

The Board moved into Executive Session at 7:56 pm.

There was a roll call vote to move out of Executive Session: Susan Richardson—Aye, John Cheatham—Aye, Joy Dufrain—Aye, Laura Hengstenberg—Aye, John Barry—Aye, Paula Sutton—Aye, Kathleen Ham—Aye, Carla Robertson—Aye, Martha Lindsley—Aye, Karen Holtmeyer—Aye, Robert Niebruegge—Aye, Linda Andrae—Aye.

The Library Board returned from Executive Session at 8:25 pm.

There being no further business, Board President Robert Niebruegge adjourned the meeting at 8:25 pm.

Adjourn

[Signature lines on following page.]

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____