

Scenic Regional Library
Board Minutes – February 18, 2025

Scenic Regional Library Board of Trustees met via Zoom February 18, 2025 at 7:09 pm. Board Vice President Kathi Ham presided at the meeting. Board members attending the meeting were Joy Dufrain, John Barry, John Cheatham, Bob Niebruegge, Karen Holtmeyer, Linda Andrae, Sarah Rothermich, Carla Robertson and Paula Sutton. Board members Susan Richardson, Laura Hengstenberg and Martha Lindsley were 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. They were approved as presented.

Approval of Minutes

Director Campbell mentioned at last month's meeting that the Automation line was over. He informed the Board that this was due to an oversight of a bill being paid via a credit. Director Campbell said that everything else looks good and on track for the year. He informed the Board that the next bond payment would be coming out in April.

Financial Report

Paula Sutton made a motion to approve the Financial Report. Linda Andrae seconded the motion. All voted aye. Motion carried 10-0.

Reports:

Director Campbell informed that Board that the upcoming Art Gallery exhibit, Missouri Masters, opens on March 7, 2025. He also informed the Board that the value of the art in the exhibit was close to \$300,000. This exceeds our insurance coverage. Director Campbell emailed our insurance broker to ask if he thought we needed to temporarily increase our coverage.

Gallery Exhibit Art Values

The library's overall liability insurance policy was renewed through Auto-Owners Insurance. Director Campbell stated there were a few changes made to the policy. He said that the deductibles would be raised from \$10,000 to \$15,000. The biggest change is the wind and hail coverage deductible, which was increased to 3% of the total value of each building. This is approximately \$75,000. The changes resulted in the library's premium decreasing from \$58,864 to \$55,199. The library has the option to pay more to lower its deductible to \$15,000, but it would negate the premium savings. John Barry stated that the library had reserves and the higher deductible was fine. No one on the Board voiced interest in paying for the lower deductible.

Insurance Renewal

American Foods Group will be opening a \$800 million, 775,000 square foot, beef processing plant in northern Warren County. Director Campbell stated that at Library Advocacy Day, a legislator from Warren County mentioned that the land for the plant has been leased to the company by the County. This would mean that the library will not receive any property tax revenue from the plant, except for personal property taxes. Director Campbell found an article online

Warren County Beef Processing Plant

from the Warren County Record that said the company received \$80 million in tax abatements, but was still paying \$57 million in taxes. In addition, they were paying additional money in lieu of taxes. The article didn't mention the land lease. It was unknown if the library would receive any of the payments in lieu of taxes. Most likely, these would go to the schools.

**Unfinished
Business:**

Last month, the Library Board discussed the library's vehicles and the criteria for future replacement. The Library Board members were unable to agree on criteria. Director Campbell asked Library Board member Laura Hengstenberg, who works for Crawford Electric, to find out their vehicle replacement criteria. They replace their vehicles at "roughly 10-12 years or 120,000 miles". As reported last month, the car has 138,500 miles and the van has 102,860 miles. Director Campbell stated that based on the information received from Crawford Electric, he recommends that we should replace the car in FY2025-2026 and will include the cost of replacement in the proposed FY2025-2026 Annual Budget in June. He said that the van will be replaced when it reaches the 120,000 to 140,000 mileage range, most likely in FY2027-2028 when it will be 12 years old. Director Campbell suggested to the Board that they approve these criteria for vehicle replacement moving forward.

**Vehicle
Replacement Plan**

Bob Niebruegge made a motion to accept the vehicle replacement criteria. John Cheatham seconded the motion. All voted aye. Motion carried 10-0.

New Business:

Large portions of the concrete sidewalks and patios and the Warrenton and New Haven branches have deteriorated over the past few years. As a result, the library budgeted \$150,000 to replace most of the concrete at the two locations. The library only received two bids for the Warrenton branch work and three for the New Haven branch. Curb Appeal Landscapes in Washington was the low bidder for the Warrenton branch work at \$110,700. Franklin County Construction in New Haven was the low bidder for the New Haven branch work at \$21,000. The total project cost would be \$131,700. Director Campbell recommended that the Board award the contract for the Warrenton branch project to Curb Appeal Landscapes, and the New Haven branch project to Franklin County Construction.

**Concrete
Replacement Bids-
New Haven and
Warrenton
Branches**

John Cheatham made a motion to award the contract for the Warrenton branch project to Curb Appeal Landscapes, and the New Haven branch project to Franklin County Construction. John Barry seconded the motion. All voted aye. Motion carried 10-0.

Due to some issues with the current landscaping, the library re-bid it's landscaping system wide. Bids were due February 12. We received bids for all locations, except Sullivan. Director Campbell and Associate Director Kjersti Merseal reviewed the bids. After reviewing the scope of work, references, and

**Landscaping Bids
for All Branches**

cost for the bids at each location Director Campbell's recommendation was to award the bids for the Hermann and New Haven branches landscaping to Advanced Outdoor Solutions; Marthasville location landscaping to Sanchez Lawn & Landscape; Owensville branch landscaping to Grellner Lawn Care; Pacific, St. Clair and Union/Administration branches to U.S. Lawns; and Warrenton and Wright City branches landscaping to Green Acres Solutions.

John Cheatham made a motion to award the bids for the Hermann and New Haven branches landscaping to Advanced Outdoor Solutions, the Marthasville location landscaping to Sanchez Lawn & Landscape, the Owensville branch landscaping to Grellner Lawn Care, the Pacific, St. Clair and Union/Administration branches to U.S. Lawns and the Warrenton and Wright City branches landscaping to Green Acres Solutions. Bob Niebruegge seconded the motion. All voted aye. Motion carried 10-0.

Director Campbell informed the Board that on February 6 the government's new grant guidelines included a requirement for libraries to have a cybersecurity policy. The policy isn't expected to change a library's existing measures, but to document the protections they already have in place. The State Library said that the policy is primarily intended to protect personally identifiable information for a library's employees and patrons. They did provide some basic policy language that would minimally meet the new requirement. The library needs to have the policy in place before it applies for another grant. The library does plan to apply for a grant to replace some of our existing self-check systems; the grant opens on February 15. Director Campbell requested that the Library Board approve the minimal policy language required by the Missouri State Library for the grant. Then, in the coming months, write a more robust policy.

Cybersecurity Policy

Adjourn

John Barry made a motion to approve the minimal policy language as required by the Missouri State Library for the grant, followed by a revision in the coming months. Bob Niebruegge seconded the motion. All voted aye. Motion carried 10-0.

There being no further business, Joy Dufrain adjourned the meeting at 7:45 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____

