

Scenic Regional Library
Board Minutes – January 16, 2018

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on January 16, 2018; at 7:00 pm. John Cheatham presided at the meeting. Those attending the meeting were John Barry, Carol Bell, Leonard Butts, Kathleen Ham, Karen Holtmeyer, Carol Leech, Susan Richardson, Paula Sutton, and Diann Wacker. Board members Joy Dufrain, Bob Niebruegge and Carla Robertson were absent. Steven Campbell, Library Director, Megan Maurer, Assistant Director, Kjersti Merseal, Business Manager and Human Resources Manager and Charlean Stockton, Administrative Assistant was also present. Guests Stephanie Jackson, Branch Manager of Scenic Regional Library's Warrenton branch, and Macee Jarvis, Assistant Branch Manager of Scenic Regional Library's Union branch were additionally in attendance.

There were no public comments.

Public Comments

Paula Sutton entered the meeting at 7:07 pm.

John Barry made the motion to approve the Minutes of the November 14, 2017 meeting. Carl Leech seconded the motion. All voted Aye. The motion carried 10/0.

Approval of Minutes

Equipment Lease is over budget due to the lease buyout of an obsolete copier in Warrenton, and the Professional Development is over budget due to the bills from the ALA Conference in June 2017 being paid this fiscal year. Revenue is coming in slower than last year, but nothing to be concerned about. Books by Mail statistics were incorrect due to a change in the statistical reporting through Missouri Evergreen; the issue has been corrected.

Financial Report

Karen Holtmeyer made the motion to approve the Financial Report. Susan Richardson seconded the motion. All voted Aye. The motion carried 10/0.

The Board reviewed the Reports.

Librarian's Reports

Director Steve Campbell introduced Stephanie Jackson, Branch Manager of Scenic Regional Library's Warrenton branch, and Macee Jarvis, Assistant Branch Manager of Scenic Regional Library's Union branch to the board. Ms. Jackson has been with Scenic Regional for 2.5 years and worked for both the Warrenton and Union branches previously as a Circulation Clerk and then the Assistant Branch Manager. Ms. Jarvis started at the Union branch as a Shelver, a Circulation Clerk and as the Children's Programmer before her promotion to the Assistant Branch Manager's position.

Introduction of New Employees

Ozark Regional Library Director Holly Martin Huffman did not give Scenic Regional Library's letter about the reciprocal agreement to the Crawford County Library Board, despite repeated requests. Ms. Huffman wanted to wait until negotiations began with Crawford County.

Crawford County Update

She did say that the Crawford County Library now has a new attorney who

has finally contacted their attorney to gather information about their separation. Director Steve Campbell sent a letter directly to the new director of the Crawford County Library, Elizabeth Outar, on January 9, 2018. Ms. Outar appears to be a former school librarian from the Rolla area and was hired in late December by the Crawford County Library Board of Trustees.

The district's separation from Ozark Regional Library is expected to be official on January 31, 2018. According to the newspaper, all the Crawford County Library branches will be closed the entire month of February while they re-label and re-catalog their materials.

The first order of seventy-three (73) donor wall "books" have been placed with Craig Newsome, owner of the Warmwood Company in Bland, Missouri. Once the order is complete, the plan is to display a set at each branch in late January to publicize them. Overall, we have sold 92 "books", grossing a total of \$15,600:

**Donor Wall
"Books"**

Director Steve Campbell told the Board that they begin advertising and hiring staff for the new Wright City branch in March. In addition to the branch manager, there will be a full-time clerk hired at the branch. He also would like to move one or two Warrenton staff members over to the new branch, at least temporarily. As part-time positions open throughout the system this year through attrition, the library plans to combine part-time positions into full-time clerk positions at the St. Clair, Union, Warrenton branches—one at each location. This is an effort to decrease turnover at the branches, which has been high. The Pacific and Sullivan branches already have a full-time clerk. Due to the cost of benefits, two part-time positions do not equal the cost of a full-time position. The cost difference will be absorbed through utilizing some unfilled positions in the personnel budget.

**2018 Branch
Staffing**

Director Steve Campbell gave the Board an update on the building project. Construction is still on schedule to have the New Haven and Wright City branches complete by the end of April and the Owensville branch in May.

**Building Project
Update**

Currently, exempt staff receives four weeks of vacation leave per year. This would remain the same. Non-exempt staff receives two weeks of vacation leave and can earn an additional week after eight years of employment.

**Recommended
Vacation Leave
Policy Revision**

The recommended revision would change the amount of vacation leave for new employees from two weeks to three weeks and allow them to earn four weeks of vacation after ten years of employment. The policy change, if approved, would not retroactively award library staff with vacation leave. John Barry stated that he did not have an issue with the policy revision as long as a system was in place to keep staff from taking vacation at the same time. Director Campbell explained that all vacations require prior approval and felt it would not become a problem.

Paula Sutton made the motion to approve the Vacation Policy Revision. Susan Richardson seconded the motion. All voted Aye. The motion carried 10/0.

The library received its finalized audit for the 2016-2017 fiscal year. Bound copies were mailed to the Library Board members in December. The audit was also submitted to the State of Missouri prior to the December 31, 2017 deadline. There does not appear to be any abnormalities with the audit, although the auditor did have four recommendations.

2016-2017 Audit

The recommendations presented in this year's audit were partially addressed last year. However, it appears that the changes were not to the auditor's satisfaction. Business Manager Kjersti Merseal contacted the auditing firm earlier this month and discussed some additional procedural changes the library planned to make to address these issues.

John Barry made the motion to approve the 2017-2017 Scenic Regional Library Annual Audit. Carol Bell seconded the motion. All voted Aye. The motion carried 10/0.

Lincoln County commission created a library board with five appointed members in an effort to bring a library to Lincoln County. Currently there are no libraries in the entire county. Director Steve Campbell requested that the Library Board give the Lincoln County Library Board of Trustees the assurance that it would accept the Lincoln County Library into the system, if they met the legal requirements and requested admission. He informed the Board that absent Board member Bob Niebruegge did not think that the addition of Lincoln County would be a good idea because of the distance involved from Union. Mr. Niebruegge also thought that the library was moving too fast. Director Steve Campbell also informed the Board that absent Board member Joy Dufraim supported the idea of the Lincoln County Library joining Scenic Regional.

Lincoln County Library District

Carol Bell feels that the library has enough that is not being addressed and that taking on Lincoln County would be a poor decision for the three existing counties. Carol Leech agreed and that a library building for Hermann also needs to be addressed in the future. There was much discussion. Susan Richardson stated that Scenic Regional's mission is to bring books and services to people, and if Lincoln County was able to pass a \$.20 levy and share our administrative costs, it would be a win-win situation for both.

After more discussion, John Cheatham said he thought that it would be beneficial to Scenic Regional to admit Lincoln County if they were able to meet all the necessary requirements. Due to multiple requirements, including a tax increase and approval from the county commission, it could take years before the County Library would even be able to request admission. Director Steve Campbell says that he feels we will benefit from adding Lincoln County, that it will allow more money for other expenses by sharing administrative costs.

John Barry made the motion to accept Lincoln County Library into Scenic Regional Library if they can meet all the legal requirements and request admission prior to August 2020. Susan Richardson seconded the motion. All voted Aye. The motion carried 10/0.

There being no further business, Board President John Cheatham adjourned the meeting at 8:49 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____