

Scenic Regional Library  
Board Minutes – January 18, 2022

Scenic Regional Library Board of Trustees met virtually via Zoom on January 18, 2022 at 7:00 pm. Board President Karen Holtmeyer presided at the meeting. Board members attending the meeting were Susan Richardson, Paula Sutton, Joy Dufraim, Linda Andrae, John Barry, Carla Robertson, Kathleen Ham, Michele Fehlings, Robert Niebruegge, Laura Hengstenberg, and John Cheatham. Board member Martha Lindsley was absent.

Library Director Steven Campbell, Assistant Library Director Megan Maurer, Business and Human Resources Manager Kjersti Merseal, and Administrative Assistant Erica Mosley were also present. Union Branch Manager Renny McBride, Wright City Branch Manager Kayleigh Baryo, and Marketing Specialist Sarah O’Daniel briefly attended.

There were no public comments.

**Public Comments**

***Robert Niebruegge made the motion to accept the November 16, 2021 minutes as written. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0.***

**Approval of Minutes**

Director Campbell presented the Financial Report. He said the Books line, notably overbudget at the last meeting, is now closer to where it should be at 50% through the fiscal year. Capital Expenses are underbudget, but only because the first payment for the Hermann project financing has not yet been made. Director Campbell expressed some concern that only about 20% of tax revenue has been collected, whereas this time last year closer to 25% had been collected. However, Director Campbell said most of the revenue usually comes in December and January.

**Financial Report**

***John Barry made the motion to approve the Financial Report. Michele Fehlings seconded the motion. All voted Aye. The motion carried 12/0.***

**New Staff Introductions**

New Marketing Specialist Sarah O’Daniel, Union Branch Manager Renny McBride, and Wright City Branch Manager Kayleigh Baryo introduced themselves to the Board and then exited the meeting.

**Reports**

Director Campbell gave the following updates to the reports in the Board packet:

He has not yet heard from JEMA’s attorneys if they are willing to accept the Library’s settlement offer.

233 Chromebooks are now checked out. The Library will potentially have to pay for one month of data, as devices checked out in January are not due until July, after the grant cycle ends.

Laura Hengstenberg was very supportive of the Library offering Spanish language services. Carla Robertson recommended any translator used should be insured.

The Red Cross wants to do two more blood drives, at the Pacific and Union branches, in May. The Board discussed potential resources to organize a blood drive in Gasconade County.

Director Campbell said there are now 14 positive COVID cases among Library staff, and additionally 16 staff members have had to be quarantined since December 21. 48% of staff are now boosted. Having more staff boosted helps keep the Library open, because boosted individuals are not required to quarantine, as per the CDC.

The check to Washington Public Library for the reciprocal borrowing agreement was signed today. As expected, the amount was underbudget.

Director Campbell presented the architect's proposed design for expansion of the Wright City branch. The design makes use of the existing lot, and would require the Library to purchase approximately .88 of an acre from the school. This includes 15 feet of land along the side of the building to create a road from the front to the new back parking lot. Complicating factors are the water retention basin and the school's bus barn road. Director Campbell said he would like to secure land before the impending beef processing plant drives land prices up. He asked the Board for permission to pursue the purchase of land from the school. The school is currently researching to determine the cost of one acre. Director Campbell would rather pay the full cost of deepening the retention basin later, if it means the school will offer a more favorable price on the land now. He is waiting on details about the retention basin from Cochran Engineering. Laura Hengstenberg said she would not fully agree to any expense that is still to be decided.

### New Business

#### Wright City Property

***Joy Dufrain made the motion to begin negotiations to purchase a tract of land from the Wright City School District. Paula Sutton seconded the motion. All voted Aye. The motion carried 12/0.***

Director Campbell will return to the Board with a proposal from the school district for the approval.

The Board discussed the proposed Community Bulletin Board Policy.

***Laura Hengstenberg made the motion to approve the Community Bulletin Board Policy. John Cheatham seconded the motion. All voted Aye. The motion carried 12/0.***

#### Proposed Revision to the Policy on Posters, Flyers, and Public Information

The Board discussed what to do about branches that experience low usage during morning and evening hours. Joy Dufrain suggested opening later and closing later, which would keep the same number of hours but slide them later in the day. Susan Richardson suggested cutting morning and evening hours and adding Sunday hours, and asked for data to be gathered about Sunday usage at Washington Public Library. Director Campbell said that when the library surveyed the public, there wasn't strong interest in Sunday hours. John Cheatham dislikes keeping buildings open when no one is using them, and said with COVID it's a good time to consider shortening hours. Carla Robertson said people are getting used to seeing limited availability at businesses everywhere. Director Campbell said branch hours should only be

#### Branch Service Hours

reduced when there is a resignation, to avoid cutting staff hours. The Board asked Director Campbell to gather more information and bring it back to them.

The Board discussed the results of the Health Insurance Survey of full-time staff. Laura Hengstenberg suggested offering opt-out incentives. John Barry was concerned that staff who opted out might not be able to opt in again. Kathleen Ham was concerned about meeting the group minimum if too many staff opt out. Kjersti Merseal confirmed there is an open enrollment period every October, and that the Library must maintain a minimum of 75% of eligible staff enrolled. Robert Niebruegge suggested getting insurance through the Chamber of Commerce, but Director Campbell, John Cheatham, and Laura Hengstenberg were against changing insurance.

### **Health Insurance Survey**

Several Board members expressed interest in using Library email accounts. Robert Niebruegge suggested sending a group text when an important email is sent, to remind Board members to check their accounts. Director Campbell asked all interested members to contact him after the meeting and he will have accounts established for them.

### **Library Board Member Email Accounts**

Director Campbell said the IT Manager received bids from six computer vendors. She is recommending the second-lowest bid, as the lowest bid does not include necessary VGA or DVI connectors for the monitors. Joy Dufrain asked why all the computers still have Windows 10. Director Campbell relayed the IT Manager's answer: because some of the Library's older computers are not capable of upgrading to Windows 11. She will wait until the replacement schedule allows all the computers to be upgraded at the same time.

### **Computer Bids for FY 2021-2022**

***Laura Hengstenberg made the motion to approve the quote from Insight for computer replacement. Joy Dufrain seconded the motion. All voted Aye. The motion carried 12/0.***

### **Unfinished Business**

The Board discussed ways of bringing more library services to Marthasville. Assistant Director Maurer said after seeing the vending system in person in Roanoke, she does not think it's the way to go, but she was pleased with the southern Warren County email survey results indicating people in Marthasville would use a self-service kiosk, hold lockers, or some facility other than a full branch. Michele Fehlings and John Cheatham were also hesitant about the vending machine. Director Campbell was in favor of trying a book drop and holds lockers, before investing in a \$250,000 vending machine. John Barry said the best place to invest in land in Marthasville is along 47, not the downtown lots proposed by the Marthasville group. Michele Fehlings agreed the lots were not a good location. The Board was in favor of looking for an acre of land in Marthasville along 47 to purchase, where a book drop and holds lockers could be placed; eventually building a branch on the site.

### **Marthasville**

Director Campbell said the current temporary COVID policy—which allows staff who are COVID positive or are in quarantine due to exposure to a COVID positive person, to miss work without using paid leave—is becoming

### **Temporary COVID Leave Policy**

worthless now that COVID tests are so hard to find. He said that, like last winter, Library staff are again in danger of going into negative time and losing their jobs. Laura Hengstenberg and Linda Andrea were against paying staff who miss work because of COVID. Laura Hengstenberg didn't think they should be fired, just that they should not be paid after they run out of PTO. Director Campbell said that under the Library's current policy any employee who is in negative time is terminated. He said the Library is having a difficult time keeping staffed as it is. He said part-time staff are not protected by FMLA. Assistant Director Maurer added that not all full-time staff are FMLA-eligible, and that FMLA does not cover quarantines.

Susan Richardson said this is a temporary situation, and suggested reinstating last year's Temporary Sick Leave Policy for 30 or 60 days. She is in favor of keeping staff in the Library, and said if everyone is terminated or quits and the Library closes, then the money saved will do no good. Director Campbell said the policy did not cost the Library very much last winter, about \$1,000 per month. He said the expense is worth it if it keeps staff from being stressed out about losing their jobs over things they can't control.

Assistant Director Maurer said she appreciates the policy and knows managers and staff do as well, but that it will paralyze staffing. She does not want anyone coming in to work sick, but wants the Board to know branches are likely to close much more frequently.

***Robert Niebruegge made the motion to reinstitute the Temporary Sick Leave Policy for 60 days. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0.***

Director Campbell said he spoke with the auditor about the questions raised by Board member Laura Hengstenberg. The auditor said that, yes, they can present the audit to the Board at their meeting for no charge. Director Campbell said it is too late to do that this year, but next year he can stipulate the auditors finish in time to present at the November Board meeting. He asked the Board if they were interested in receiving training from the auditor about how to read and interpret an audit. Several Board members said yes, if the training is provided on a voluntary basis outside of a Board meeting.

**Annual Audit for  
FY 2020-2021**

Laura Hengstenberg asked about the deficiency in year-end financial statements mentioned in the audit. Director Campbell said the auditor uses this term when the Library does not prepare its own financial statements in house. He said he can look into having this done in house if the Board wants; however, he prefers having an outside firm do it, because with such a small staff it is hard to ensure internal controls. He said the Business Manager is capable of preparing the statements herself, but then there would be no division of duties.

Robert Niebruegge asked about cash transactions not being reconciled to the Evergreen reports. Director Campbell and Kjersti Merseal said this is mentioned on the audit every year, and that it is due to not having a point-of-sale system at the branches. Staff often fail to input photocopy and other small transactions into the system. The discrepancy is a matter of cents, and always

results in a surplus.

*John Cheatham made the motion to approve the audit for Fiscal Year 2020-2021. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0.*

There was no unfinished business.

**Adjourn**

*There being no further business, Board President Karen Holtmeyer adjourned the meeting at 9:24 pm.*

\_\_\_\_\_  
Secretary

Approved: \_\_\_\_\_  
President, Scenic Regional Library Board of Trustees

Date: \_\_\_\_\_