

Scenic Regional Library
Board Minutes – January 19, 2021

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on January 19, 2021 at 7:01 pm. Board President Susan Richardson presided at the meeting. Board members attending the meeting were John Cheatham, Robert Niebruegge, John Barry, and Karen Holtmeyer. Board members Linda Andrae, Paula Sutton, Kathleen Ham, Carla Robertson, Joy Dufrain, and Michele Fehlings attended virtually via Zoom. Board member Martha Lindsley was absent. Library Director Steven Campbell, Assistant Library Director Megan Maurer, Business and Human Resource Manager Kjersti Merseal, and Administrative Assistant Erica Mosley were also present.

There were no public comments.

Public Comments

Karen Holtmeyer made the motion to accept the November 17, 2020 minutes as written. Robert Niebruegge seconded the motion. All voted Aye. The motion carried 10/0.

Approval of Minutes

The Library is 50% through the fiscal year. Some line items, such as automation support and electronic materials are over 50% because those bills are annual. The Notes Payable line is at 75% because of the old post office building in St. Clair; that note will be paid off in February, freeing up funds in the future.

Financial Report

Paula Sutton joined the meeting via Zoom at 7:08.

Circulation is still down. However, after adjusting for Bookmobile usage, circulation is only down 15% from the previous December. Foot traffic is down, mostly due to lack of in-person programming and meeting room usage.

Administration budgeted zero for State Aid and Athletes and Entertainers funds. However, those funds have been received, which will add up to about \$100,000 in revenue. In all, Director Campbell anticipates about a \$200,000 budget surplus for the fiscal year.

John Barry made the motion to accept the Financial Report. John Cheatham seconded the motion. All voted Aye. The motion carried 11/0.

Director Campbell reported on another incident of pushback against the mask requirement at the Sullivan branch over the weekend. A patron wearing a GoPro camera refused to wear a mask, and was escorted out by the police. He was banned from Library property for 30 days for being verbally abusive to staff.

Reports

Director Campbell said incidents have increased since the Franklin County mask mandate was lifted at the end of December. However, overall the incidents are still infrequent, especially considering how many people are complying. The final results of the staff survey show that 79% of frontline staff still support the Library's mask requirement for patrons. Director Campbell asked the Board if they want to continue the requirement. No

formal vote was taken, but those present voiced strong agreement with keeping the mask requirement.

The architect of the new Hermann branch design is getting two cost estimates from local contractors. If the estimates are drastically different from expectations, that will cause a delay and plans might not be ready to present at the next Board meeting.

“No Parking” signs for the Owensville branch have been picked up for installation by Facilities Manager Bill Snow, to discourage overnight use of the parking lot.

A library director in Columbia, Missouri recently organized a letter writing campaign to the Missouri Department of Health and Human Services to have library workers moved into the next tier of COVID vaccine recipients. Director Campbell participated, and the response was for organizations to fill out an online form requesting vaccinations for their employees. Director Campbell filled that form out today.

Carla Robertson asked about the Library’s stance on requiring vaccines for employees. Director Campbell said that, while employers can legally require it, he is not planning to do so. His plan is to end the Temporary Sick Leave Policy for staff when vaccines become widely available. After that time, any employee who has declined a vaccine and contracts COVID will be required to use their own sick leave time to cover their absence. Carla Robertson said she agreed with that approach.

Five years ago, the Board unanimously approved implementing RFID technology at the Library. However, that was in the middle of the building project, and the cost of RFID was also more than expected, so it did not proceed. Director Campbell wants to use this year’s expected budget surplus to restart this project. RFID has become more widespread in Missouri, and costs are about 50% less than when first proposed. Director Campbell will get quotes from three RFID vendors (Biblioteca, EnvisionWare, and Tech Logic). He, Megan Maurer, and Kjersti Merseal will then select one to recommend at the next Board meeting.

Unfinished Business

New Business

Director Campbell presented the Fiscal Year 2019-2020 Audit to the Board. Kjersti Merseal explained the management issue the auditors found in regards to reconciling weekly branch cash reports. The Library does not have a Point of Sale system, so branch staff cannot count down their cash drawers every night. She has in the past added a line to reconcile the over/under amounts down to zero.

FY 2019-2020 Annual Audit

Robert Niebruegge made the motion to approve the Fiscal Year 2019-2020 Audit. John Cheatham seconded the motion. All voted Aye. The motion carried 11/0.

Kjersti Merseal reported on the impact of the Temporary Sick Leave Policy. She said implementing reduced service hours has significantly lessened the financial impact, because Administration does not have to call in extra staff as

often. She said that since instituting the policy, there have been 213 instances of staff calling in to use the policy. (An “instance” is a single day, so one staff member out sick for a week would count as five instances.) The total financial impact since starting the policy is \$2,175. A total of 1,244 work hours have been missed, but only 163 have needed to be covered. The Board members were pleased, and considered the financial impact minimal. John Barry said the policy “worked.”

Megan Maurer reported on the impact of reduced service hours on branch staffing. She said it also “worked.” Reducing service hours did not result in cutting any employee’s hours. Branch managers are scheduling three staff members at once, so if someone calls in sick there are still two staff on duty, which is the normal amount at all but the largest branches. Director Campbell asked Megan Maurer how many times branches called her for help to schedule coverage at their branches prior to the reduction. She said several times a day. Now, she only gets those calls a couple times a week. John Barry said that, from what he hears in Warrenton, the public there understands the need for reduced hours.

Director Campbell distributed printed screenshots of an online petition started by a patron who wants to reopen the children’s areas at the Library (which the patron mistakenly called the “Franklin County Library.”) Before the shut-down in March branch staff were attempting to disinfect the children’s area hourly, but this was unsustainable. When the Library reopened in June, Administration decided keeping the children’s areas closed was the safest option. Currently, the petition has 163 signatures. It is unclear what the petitioners will do if they reach their goal of 200 signatures, but Director Campbell is prepared to draft a letter in response explaining the Library’s position. The Library is following CDC guidelines. The petitioner’s claim that there are no Missouri COVID deaths among children under nine is true, however children can take COVID home to parents and grandparents. Carla Robertson said she supports the Library’s position, and that the petitioners are looking at the issue through one lens, while the Board must look at it through all lenses. Linda Andrae said when Franklin County was tracking her COVID exposure, they suggested it likely came from her grandchildren.

Director Campbell proposed purchasing a donor wall book for the Owensville branch in honor of resigned Board member Diann Wacker, in recognition of her many years of service.

John Barry made the motion to purchase a donor wall book for Diann Wacker to display at the Owensville branch. Paula Sutton seconded the motion. All voted Aye. The motion carried 11/0.

Karen Holtmeyer made the motion to move to closed session. Robert Niebruegge seconded the motion.

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

**Closed Session-
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legal**

The Board moved into Executive Session at 7:55 pm.

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

The Library Board returned from Executive Session at 8:06 pm.

*There being no further business, Board President Susan Richardson **Adjourn** adjourned the meeting at 8:08 pm.*

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____