

Scenic Regional Library
Board Minutes – January 21, 2020

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on January 21, 2020 at 7:01 pm. Kathleen Ham presided at the meeting. Those attending the meeting were Linda Andrae, John Cheatham, John Barry, Karen Holtmeyer, Carla Robertson, Joy Dufrain, Paula Sutton, Bob Niebruegge, Carol Leech, Leonard Butts, and Diann Wacker. Board member Susan Richardson was absent. Steven Campbell, Library Director, Megan Maurer, Assistant Director, and Kjersti Merseal, Business & HR Manager were also present.

There were no public comments.

Public Comments

Bob Niebruegge made a motion to accept the November 19, 2020 minutes. Paula Sutton seconded the motion. All voted Aye. The motion carried 12/0.

Approval of Minutes

Director Steve Campbell highlighted several financial items, including that tax monies from all counties have started to come in. The library is at the halfway mark for the fiscal year and nearly all budget lines are trending under budget. Director Campbell did point out the Automation Support line being over budget and went on to explain that it appears e-rate credits were not given on the internet service at the Wright City Branch. This lack of credit is being investigated.

Financial Report

Carol Leech made the motion to approve the Financial Report. Karen Holtmeyer seconded the motion. All voted Aye. The motion carried 12/0.

Director Steve Campbell provided the following updates to his written report.

Reports

A formal welcome and introductions were made for new Library Board member Linda Andrea (Villa Ridge, Franklin County).

Director Campbell recently met with Carl Sandstedt former and retired director of St. Charles City County Public Library. Mr. Sandstedt is considering making a financial donation to the Wright City Branch in memory of his mother.

The digital sign project for Union continues to progress. The city has agreed to pay for half the cost of the sign, while the other half will be covered by the Union Friends of the Library (75%) and the library (25%). Due to the placement of the sign, four trees on the north end of the building will need to be removed. The trees are not on library property, but permission to remove the trees has been received from the neighboring land owner. The final design of the sign is still being considered. Paula Sutton inquired about how, when, and who would be updating the digital section of the sign. Director Campbell reported that the library has offered to make the updates and the city agreed.

Alan Bell contacted Director Campbell regarding the installation of a bench outside of the New Haven branch to commemorate the service of former Library Board member Carol Bell. Director Campbell stated that he responded

to Mr. Bell that the library welcomes the bench donation with an inscription for Mrs. Bell.

Director Campbell extended an invitation to the Board to attend Library Advocacy Day in Jefferson City on March 11, 2020.

The Library Board and Director Campbell extended congratulatory words to Kecia Philpot, Sullivan Branch Manager, on her nomination for Woman of the Year for the Sullivan Chamber of Commerce. In addition to Mrs. Philpot's nomination, the Sullivan branch was also nominated for the Public Service award for the Sullivan Chamber of Commerce. The Union Chamber of Commerce also announced their award nominations, which includes Union Assistant Branch Manager, Macee Jarvis, for the Outstanding Young Person.

In an effort to draw more patrons to the outdoor spaces at the branches, the library is considering purchasing musical instruments that will be installed on the children's patios. The first instrument installation would occur in Union, using the anticipated funds from the estate of Anita Jaeger. The instruments were viewed and tested during the American Library Association conference this past summer. Library staff also conducted a test to ensure the sound of the instruments would not be disruptive to the patrons inside the building.

Director Campbell shared with the Board an update on Missouri House Bill 2044. This bill was introduced by a representative from Newton County and although it has yet to be assigned to committee, the local and national news outlets have given it extensive coverage. In summary, the bill proposes a Parental Oversight Committee for libraries to review the content in children's books. Additionally, if a librarian is found to be providing material deemed inappropriate the librarian could be fined and/or jailed. The Missouri Library Association and the American Library Association have both issued statements on the bill. The library has also posted a statement on the bill on the website.

There was no Unfinished Business.

Unfinished Business

Director Campbell outlined a proposed user agreement for the St. Clair Community Garden. The garden will include 14 large beds and eight small beds. With the exception of the fencing the Friends of the Library in St. Clair have covered all of the costs for the garden, including sweat equity. Carla Robertson suggested that vaping be included in the no smoking section of the policy. Joy Dufrain recommended adding a guideline regarding an opening and closing of growing season. Bob Niebruegge advised that the guidelines should be considered part of circulation and not a stand-alone policy. The Library Board determined that the user agreement would not be considered a policy at this time, therefore would not require Board approval.

New Business-St. Clair Community Garden

Director Campbell provided a proposed wage schedule to comply with the increasing minimum wage standards, which by law will set minimum wage at \$12.00 per hour as of 2023. The proposed schedule will provide a 3% increase each year in part- and full-time library assistant starting salaries until 2023. John Barry shared that he thought it was good to do a gradual increase, as it

Minimum Wage Proposal

helps to build it into the budget. Bob Niebruegge noted that while it does cost more to take the proposed approach, it could help with retention.

John Barry made a motion to adopt the proposed wage schedule. John Cheatham seconded the motion. All vote Aye. Motion carried 12/0.

The library's annual audit was received in December. Hardcopies of the audit were mailed to the Library Board and to the state, as required by law.

**FY 2018-2019
Annual Audit**

Bob Niebruegge made a motion to accept the annual audit findings. Diann Whacker seconded the motion. All voted Aye. The motion carried 12/0.

Director Campbell presented two bids for the digital sign in Union. There were two bids for review, Ziglin Signs (\$44,691.43) and Warren Signs (\$50,490). Director Campbell recommended that the Board accept the quote from Ziglin Signs. There was discussion about the sign design. The Library Board preferred the design provided by Warren Signs. Director Campbell said that he was still working with Ziglin Signs to find a better design, but that it wouldn't change the cost. Director Campbell polled the Board as to whether they prefer the digital message board and sign cabinet attached or separated. The Board appeared to unanimously prefer the two portions of the sign to be separated. Director Campbell said that he would take that feedback into consideration as he worked on the design with Ziglin Signs.

**Bids for Union
Digital Sign**

John Barry made a motion to accept the bids from Ziglin Signs for the Union digital sign. Joy Dufrain seconded the motion. All vote Aye. The motion carried 12/0.

Director Campbell shared that it was time to start the design process for the new Hermann facility. The Request for Qualifications (RFQ) would be advertised locally in the *Missourian* and directly mailed to the five local firms in the library's service area. John Barry inquired about the proposed square footage of the facility. Director Campbell responded that the square footage would be driven somewhat by cost and noted that it is also up to the Board to determine the final library footage. John Cheatham stated the importance of storage and considering that in the design.

**Proposed Plan for
the new Hermann
Facility**

John Barry made a motion to move forward the RFQ for the design of the Hermann facility. Bob Niebruegge seconded the motion. All vote Aye. The motion carried 12/0.

Joy Dufrain made a motion to move to closed session. Carla Robertson seconded the motion.

There was a roll call vote to move into Executive Session: John Barry—Aye, John Cheatham—Aye, Kathleen Ham—Aye, Karen Holtmeyer—Aye, Bob Niebruegge—Aye, Linda Andrae—Aye, Paula Sutton—Aye, Joy Dufrain—Aye, Carla Robertson—Aye, Leonard Butts—Aye, Carol Leech—Aye, and Diann Wacker—Aye.

**Closed Session-
RSMo 610.021(2)
Real Estate**

The Board moved into Executive Session at 8:24 pm.

There was a roll call vote to move out of Executive Session: John Barry—Aye, John Cheatham—Aye, Kathleen Ham—Aye, Karen Holtmeyer—Aye, Bob Niebruegge—Aye, Linda Andrae—Aye, Paula Sutton—Aye, Joy Dufraim—Aye, Carla Robertson—Aye, Leonard Butts—Aye, Carol Leech—Aye, and Diann Wacker—Aye.

The Board returned from Executive Session at 8:42 pm.

There being no further business, Board President Kathleen Ham adjourned the meeting at 8:42 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____