

Scenic Regional Library
Board Minutes – June 16, 2020

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on June 16, 2020 at 7:00 pm. Board President Kathleen Ham presided at the meeting. Board members attending the meeting were Paula Sutton, Joy Dufraim, John Cheatham, Susan Richardson, Carol Leech, Robert Niebruegge, Diann Wacker, John Barry, Carla Robertson, and Karen Holtmeyer. Board member Linda Andrae was absent. Steven Campbell, Library Director, Megan Maurer, Assistant Library Director, Kjersti Merseal, Business and Human Resource Manager, and Erica Mosley, Administrative Assistant, were also present.

There were no public comments.

Public Comments

John Cheatham made a motion to accept the May 19, 2020 minutes as written. Carla Robertson seconded the motion. All voted Aye. The motion carried 11/0.

Approval of Minutes

Director Campbell reported the Library is 91.3% through the budget, and he anticipates a \$375-400,000 surplus. Only 98.72% of tax revenue has been collected, which he speculates is due to coronavirus-related unemployment. If the economy rebounds, the Library may catch up on receiving those funds next year as back taxes are paid.

Financial Report

John Barry made a motion to approve the Financial Report. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.

The sculpture by Larry Pogue has been installed outside the Administrative offices, by the flag pole.

Reports

Administration has not yet decided how long to continue requiring staff to wear masks to work. Some branches report about half of their patrons are wearing masks. At the New Haven branch, it is down to about a third.

Kjersti Merseal has applied for CARES act funds through Franklin and Gasconade counties, to reimburse the Library for coronavirus-related costs. She has been unable to contact Warren county for their application procedures. Board member John Barry encouraged her to contact the Warren County Clerk, and said he does not believe Warren County has made a distribution of funds yet.

Installation of the digital sign at the Union branch will begin on June 18 and will be completed June 22.

Board President Kathleen Ham signed the application for the grant for mobile hotspots. Board member Carla Robertson pointed out T-Mobile recently had a large service outage. Director Campbell said the Library looked into several carriers, but T-Mobile was the best option, and was highly recommended by St. Louis area libraries. It is also the only option through the grant.

Director Campbell said that so far, feedback for changing the dates of the Friends of the Library membership year has been positive. Board President Kathleen Ham suggested individual expiration dates instead, with membership good for one year from date of application. Director Campbell said the Friends groups have declined this option in the past, but he will mention it again at the upcoming Foundation meeting.

The community survey is scheduled to be mailed on July 15. An online submission option has been added to the community survey. Online access to the survey will not be publicized, but will only be available to those who receive the mailed survey, to avoid skewing results through duplicate submissions.

Unfinished Business

The proposed preliminary annual budget fulfills the Library's statutory requirement, but actual budgeting will change after all financial data is gathered in August and September. The Board will then approve the final budget in September. Director Campbell estimates actual collected property tax revenue could be \$100,000 in the coming fiscal year, but as there is no way to know at this time the preliminary budget assumes zero revenue. Board Secretary Susan Richardson believes the Library should not necessarily expect a hike in insurance premiums, because insurance companies have surplus funds due to non-emergency procedures being postponed during the coronavirus pandemic.

Annual Budget

John Cheatham made a motion to approve the Preliminary Annual Budget. Robert Niebruegge seconded the motion. All voted Aye. The motion carried 11/0.

Design work on the new Hermann branch will take four months. Board member John Cheatham was in favor of postponing design work, as it will take at least four months to break ground even after a buyer for the old administration building is found. Board President Kathleen Ham said patrons are happy just to have the library open again and are not anxious for a new building.

Contract for Architectural Services

John Cheatham made a motion to table the approval of the contract for architectural services until the July Board meeting. John Barry seconded the motion. All voted Aye. The motion carried 11/0.

John Barry made the motion to elect Susan Richardson as President, Karen Holtmeyer as Vice President, Robert Niebruegge as Secretary, and John Cheatham as Treasurer for 2020/2021. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.

Election of New Officers

There was no new business.

New Business

There being no further business, Board President Kathleen Ham adjourned the meeting at 7:55 pm. **Adjourn**

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____