

Scenic Regional Library  
Board Minutes – March 17, 2020

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on March 17, 2020 at 7:00 pm. Kathleen Ham presided at the meeting. Those attending the meeting were Diann Wacker, John Barry, John Cheatham, Carol Leech, Bob Niebruegge, Susan Richardson, Karen Holtmeyer, Joy Dufrain, and Linda Andrae. Board members Paula Sutton and Carla Robertson were absent. Library Director Steven Campbell, Assistant Director Megan Maurer, Business and HR Manager Kjersti Merseal, and Administrative Assistant Erica Mosley were also present.

There were no public comments.

**Public Comments**

***Karen Holtmeyer made a motion to accept the February 19, 2020 minutes. Joy Dufrain seconded the motion. All voted Aye. The motion carried 9/0.***

**Approval of Minutes**

Director Steve Campbell stated that the library is 67% through the current fiscal year. All lines are below budget. A payment of \$706,000 has been made to the library's bonds. Director Campbell anticipates the library will still meet 100% of expected tax revenue this year.

**Financial Report**

The library has earned \$11,000 on passport applications this year. However, passport revenue is expected to taper off because of coronavirus-related travel restrictions.

**Linda Andrae entered the meeting at 7:05 pm.**

***John Barry made a motion to approve the Financial Report. Susan Richardson seconded the motion. All voted Aye. The motion carried 10/0.***

Director Campbell added that last year, \$64,000 was set aside for the reciprocal agreement with Washington Public Library. This year that line will run over. It is not clear why the overage occurred.

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

**Reports**

The buyer of the library's old administrative building is still waiting for the zoning variance she requested from the City. However, closing is set for April 30. Director Campbell anticipates the library will receive \$325,000 from the sale, after replatting expenses.

Funds from the Anita Jaeger inheritance were received on March 17, 2020, sooner than expected. Director Campbell said that Youth Services Librarian Christy Schink has placed the order for the outdoor musical instruments for the Union branch.

Director Campbell was under the impression that the new Union facility did not experience any more water leaks during the most recent rain. However, Megan Maurer and Kjersti Merseal said there must have been leaks because

the carpet was wet. The additional caulking Wright Construction used did not work. Water is still entering above the caulk. Wright's third-party consultant has proposed a new plan: to shut down the HVAC, remove the lower level of the exterior wall, and install flashing to cover the seam. There is no date set for this project.

John Barry pointed out that, should the library renew its efforts to annex southern Montgomery County, construction of the new Hermann branch would be good incentive for Montgomery County voters. Director Campbell agreed it would be beneficial for voters to see progress on the branch at the same time they were considering a tax levy. However, he reiterated the many steps involved in annexation, and how difficult it would be to find a candidate from such a small section of county to serve on the library Board.

Due to coronavirus, numerous library events have been cancelled or postponed, including the 1000 Books Before Kindergarten launch, the author fair in May, and Pioneer Days. There will be no programming or meetings until mid-May. The library is currently scheduled to reopen April 6. Director Campbell said that, because of the escalating coronavirus situation, it is likely the library will have to extend that date. If the library stays closed past mid-April, the book sale will be postponed because that would not allow enough time for promotion.

A St. Clair branch staff member was tested for coronavirus. The test came back negative.

The Board discussed plans for next month's meeting, in case coronavirus makes it unsafe to meet in person. Director Campbell said the meeting cannot be cancelled, because the Board is required to meet 10 times per year; however, the bylaws allow phone and video conferencing. The Board agreed to conduct next month's meeting by phone if necessary.

Director Campbell introduced the library's new Administrative Assistant, Erica Mosley, to the Board.

Horn Architects will submit their contract to the library on March 18, 2020. Director Campbell will send it to the library's attorney for review.

John Cheatham agreed to allow Kjersti Merseal to stamp his name on checks during the library's closure. This will save Paula Sutton from having to come in. Kjersti Merseal will then leave the stamped checks on Director Campbell's desk to sign.

Kathleen Ham asked if the library's digital resources will be able to handle the larger volume of usage during the closure. Director Campbell said that, for most of the library's digital services, increased usage does not result in increased cost to the library. However, Hoopla charges by item. There is currently no plan to raise the library's per-patron item limit for Hoopla, as doing so could greatly affect the budget.

All branches experienced increased foot traffic and usage on March 17, after the closure was announced to the public.

There was no unfinished business.

## Unfinished Business

With the resignation of Board member Leonard Butts, Susan Richardson will move up to Vice President to fill his spot, and Karen Holtmeyer will move up to Secretary. Leonard Butts would have become President on July 1; this role now falls to Susan Richardson. Susan Richardson said she is willing to serve as President; however, her current travel plans might force her to miss as many as four meetings, which she feels is unacceptable. She suggested someone else from Franklin County serve in the role. John Cheatham said he was in favor of waiting until June—when Susan Richardson’s travel plans will become more clear—to make any decisions. Susan Richardson and Director Campbell agreed.

## New Business- Library Board Officers

Director Campbell summarized his revisions to the proposed Epidemic and Public Health Emergency Policy. After touring the branches on the first day of heightened cleaning procedures, he and Megan Maurer observed that wiping down checked-in items with Clorox wipes was not practical or effective. Staff has instead been instructed to quarantine returned items for 72 hours. The coronavirus is believed to stay alive for 24 hours on paper, and two to three days on plastic surfaces (such as DVD cases).

## Proposed Epidemic and Public Health Emergency Policy

Director Campbell said the proposed policy is not specific to coronavirus, and is a good general guideline for any future public health emergencies.

***John Cheatham made a motion to adopt the proposed Epidemic and Public Health Emergency policy. John Barry seconded the motion. All voted Aye. Motion carried 10/0.***

Director Campbell said that the library’s attorney has approved the proposed contract between the City of Union and the Library Foundation for the digital sign that will be installed at the Union branch. Director Campbell noticed the Foundation President’s name is spelled wrong in the contract but will have it corrected.

## Union Branch Digital Sign Agreement

Karen Holtmeyer said she was glad the Board chose the current sign design over the previous version shown at last month’s meeting.

***Carol Leech made a motion to approve the contract with the City. Susan Richardson seconded the motion. All voted Aye. Motion carried 10/0.***

***Bob Niebruegge made a motion to move to closed session. Carol Leech seconded the motion.***

## Closed Session- RSMo 610.021(12) contract negotiations

***There was a roll call vote to move into Executive Session: Kathleen Ham—Aye; Diann Wacker—Aye; John Barry—Aye; John Cheatham—Aye; Carol Leech—Aye; Bob Niebruegge—Aye; Susan Richardson—Aye; Karen Holtmeyer—Aye; Joy Dufraim—Aye; and Linda Andrae—Aye.***

The Board moved into Executive Session at 7:37 pm.

***There was a roll call vote to move out of Executive Session: Kathleen Ham—Aye; Diann Wacker—Aye; John Barry—Aye; John Cheatham—Aye; Carol Leech—Aye; Bob Niebruegge—Aye; Susan Richardson—Aye; Karen Holtmeyer—Aye; Joy Dufrain—Aye; and Linda Andrae—Aye.***

The Board returned from Executive Session at 7:52 pm.

***There being no further business, Board President Kathleen Ham adjourned the meeting at 7:52 pm.***

\_\_\_\_\_  
Secretary

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

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