

Scenic Regional Library
Board Minutes – May 17, 2022

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on May 17, 2022 at 7:00 pm. Board President Karen Holtmeyer presided at the meeting. Board members attending the meeting were Joy Dufrain, John Barry, John Cheatham, Susan Richardson, Carla Robertson, Kathleen Ham, and Robert Niebruegge. Board members Paula Sutton, Linda Andrae, Michele Fehlings, Laura Hengstenberg, and Martha Lindsley were absent.

Library Director Steven Campbell, Associate Director of Business and Human Resources Kjersti Merseal, Assistant Director Megan Maurer, and Administrative Assistant Erica Mosley were also present.

There were no public comments.

Public Comments

Susan Richardson made the motion to approve the April 19, 2022 minutes. Kathleen Ham seconded the motion. All voted Aye. The motion carried 8/0.

Approval of Minutes

Director Campbell presented the Financial Report. He said that, with not quite two months to go in the fiscal year, the budget is becoming a little tight, which he attributes to inflation. He said the Library will still finish the year under budget—he estimates about \$100-150,000 surplus. He believes revenue will finish at least \$200,000 over projections, too. All together this will mean a margin of approximately \$300,000.

Financial Report

Robert Niebruegge made the motion to approve the Financial Report. Joy Dufrain seconded the motion. All voted Aye. The motion carried 8/0.

Director Campbell gave the following updates to the reports:

Reports

Library Foundation Fundraiser Mailing: So far, \$300 in donations have been received.

New Hermann Branch: Carpet is being put down today. The RFID security gates will go in this week. John Barry asked about invitations to the grand opening event, and Director Campbell said they will be sent out in June or early July to Board members, elected officials, and others in the community.

Library COVID cases: In the last two weeks, the Library has had three staff COVID cases. Of those three staff members, two were boosted and one was only vaccinated. Administration closed the Owensville and Union branches briefly, then reopened them at reduced hours due to staffing issues related to the cases and related quarantines.

St. Clair Historical Museum Display: Director Campbell will meet with representatives of the Museum tomorrow at the St. Clair branch to discuss the placement of the sign. He would prefer a spot on the concrete, rather than the grass.

Community Read Book 2023 Selection Committee: Four individuals have been selected for the committee so far.

Washington Public Library: Director Campbell reported that Washington businessman Roger Langendoerfer still plans to meet with the City Council about the Washington Library joining Scenic Regional, but no date has been set yet.

HVAC: It was reported in the Board packet that the settlement with JEMA was increased to \$173,800. However, \$14,900 has been added to that amount to cover the cost of the HVAC evaluation conducted by Henderson, bringing the total settlement request to \$188,700. Director Campbell said that hot and humid weather has arrived, so it will be quickly evident if the repairs are working.

Director Campbell said the preliminary budget will be presented at the June meeting. Typically, the preliminary budget shows zero new revenue. However, this year Director Campbell will include projected revenue. This will result in less adjustment to the final budget. The budget will still not include State Aid projections.

Assistant Director Maurer gave an update on the Secure It program. Distribution started on April 18, almost one month ago. Of 300 medicine lock boxes, 173 have been given away. Of 180 gun locks, 95 have been given away. Of 100 medicine timer caps, 42 have been given away. Of 400 Deterra drug disposal bags, 80 have been given away. Once items run out, Assistant Director Maurer will seek more funding to continue the program if possible.

The final bill to remove shelving and other furniture from the old Union branch building was \$7,100.

The Board will need to elect new officers at the June meeting.

John Barry wanted to discuss findings presented by the auditor at last month's audit training session. In the audit, the Library's cash and assets are approximately \$5 million, while liabilities are approximately \$17 million. Because the Library's buildings and furniture are not included as assets, it appears there is a \$12 million deficit. The Board discussed adding an addendum to the audit, for the benefit of future Board members and the public, clarifying this issue. The addendum could potentially include a depreciation schedule for the buildings and contents. Kjersti Merseal will discuss the matter with the auditor and report back to the Board.

New Business

Director Campbell said it will cost approximately \$1,500 to do the repairs identified on the inspection of the old Union building. The parts necessary to do some of these repairs won't arrive until May 30, five days after closing. Typically, when repairs aren't completed before closing the seller is required to place 50% over the cost of the repairs in escrow. The Library's realtor is currently negotiating to avoid this hassle.

Sale of the Old Union Branch Building

Director Campbell requested the Board formally approve the sale of the building. He also asked them to name Assistant Director Maurer and himself as signatories.

Joy Dufrain made the motion to approve the sale of the old Union branch building to the Union School District for \$950,000. Susan Richardson seconded the motion. All voted Aye. The motion carried 8/0.

Robert Niebruegge made the motion to approve Megan Maurer and Steve Campbell as signatories on the contract and for the sale/closing of the old Union building. Joy Dufrain seconded the motion. All voted Aye. The motion carried 8/0.

The Board discussed proceeding with the purchase of the Marthasville lot in light of the soil sample findings. Director Campbell said that while the soil on the lot is poor, the architect still recommends that the library move ahead with the purchase; the location is great and \$50,000 is a really good deal. The site will need to be remediated by making the footings and foundation for the future building larger than normal. Karen Holtmeyer said Dollar General and Heritage Bank are nearby, likely built on similar soil. She said it's a great spot; any farther down the hill is in the flood plain, and any farther up the hill is closer to Warrenton.

Purchase of Land in Marthasville

John Barry made the motion to approve the purchase of the Marthasville lot for \$50,000. Robert Niebruegge seconded the motion. All voted Aye. The motion carried 8/0.

John Cheatham made the motion to approve Megan Maurer and Steve Campbell as signatories on the contract and for the sale/closing of the Marthasville lot. Carla Robertson seconded the motion. All voted Aye. The motion carried 8/0.

There was no unfinished business.

Unfinished Business

The Board discussed the approaching ten-year anniversary of Director Campbell's tenure at the Library. John Barry said it's been "a fantastic journey." Director Campbell thanked the Board for their support.

There being no further business, Board President Karen Holtmeyer Adjourn adjourned the meeting at 7:46 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____