

Scenic Regional Library
Board Minutes – May 19, 2020

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on May 19, 2020 at 7:00 pm. Board President Kathleen Ham presided at the meeting. Board members attending the meeting were John Cheatham, Susan Richardson, Carol Leech, Robert Niebruegge, Diann Wacker, John Barry, and Karen Holtmeyer. Board members Linda Andrae, Paula Sutton, and Joy Dufraim attended the meeting via conference call. Board member Carla Robertson 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.

John Barry made a motion to accept the April 21, 2020 minutes as written. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.

Approval of Minutes

Director Campbell said the Library is 83.3% through the fiscal year and is on track for a \$300,000 surplus. Only \$41,000 in revenue needs to be collected in May and June to reach the projected budget revenue. He anticipates tax revenue may not reach 100% because of the current economic situation, but the Library will still reach 100% of overall revenue, which will be sufficient under the circumstances.

Financial Report

Director Campbell mentioned that the circulation numbers for April, when the Library was closed, reflect item renewals. March patron count data, for the first 17 days in March the Library was open, has not yet been gathered, but will appear in next month's report. There will be no patron count data for April.

Robert Niebruegge made a motion to approve the Financial Report. Susan Richardson seconded the motion. All voted Aye. The motion carried 11/0.

Curbside service launched on May 18. The first day, 240 patrons were served system-wide. Director Campbell said no issues have been experienced so far, with the exception of one minor incident at the Hermann branch, when a patron entered the building through an unlocked door and expressed their displeasure that the library was closed. But overall patrons are happy and are following social distancing rules. Megan Maurer said staff is pleased with the curbside plan, and every individual she spoke with said they were excited to come back to work.

Reports

Director Campbell and Megan Maurer visited each branch between May 16 and May 18 and gathered staff feedback about the reopening plan. Staff is concerned about helping patrons on the public computers, as it is impossible to maintain social distancing while doing so, and it is anticipated that many patrons will not wear masks. Cybrarian, the time management software the Library uses on its public computers, recently released an update at no additional cost which will allow staff remote access to patron computers. Staff can control the patron's mouse and view the patron's screen from the circ desk computers. This will resolve many staff concerns.

Administration has decided that toys in the children's areas will be placed in storage and the Clevertouch machines will be turned off, as it is not feasible to keep them sanitized constantly throughout the day.

The Board discussed the possibility of requiring the public to wear face masks when entering the Library. Local entities, including the Washington Public Library, the Eureka Walmart, and the county courthouse, are requiring people to wear masks, but this is rare in the area. Board President Kathleen Ham said she was surprised at the public pushback against wearing masks. She does not think requiring masks is feasible. Board Secretary Susan Richardson said wearing a mask is absolutely the thing to do, however the Library can't afford to provide the public with masks, and staff cannot enforce it safely. Board member Linda Andrae agreed, saying masks should be encouraged but not required.

Director Campbell said the free-standing protective shields purchased for the service desks turned out to be too small, and staff did not feel safe. He is currently communicating with a company that makes custom shields, which are larger and can hang from the soffits. The company can make them in about a week, which should give the Library time to install them before June 1. Director Campbell stated that he will feel staff is safe only when adequate shields are in place at the service desks.

Board member Robert Niebruegge suggested placing chairs in front of the service desks to keep patrons a safe distance away. Board member John Barry suggested making aisles one-way at larger branches.

Director Campbell noted that counting patrons at the door is not feasible. The Library's spaces are so large that 25% of fire capacity is rarely if ever reached. He is, however, concerned about overcrowding in study rooms. Administration will address the remaining issues in the coming week.

Unfinished Business

New Business

Adjourn

There was no unfinished business.

There was no new business.

There being no further business, Board President Kathleen Ham adjourned the meeting at 7:42 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____