

Scenic Regional Library
Board Minutes – May 16, 2023

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on May 16, 2023 at 7:00 pm. Board President Robert Niebruegge presided at the meeting. Board members attending the meeting were John Barry, Karen Holtmeyer, John Cheatham, Laura Hengstenberg, Linda Andrae, Susan Richardson, Sarah Rothermich, Kathi Ham, Paula Sutton, Joy Dufrain and Martha Lindsley. Board member Carla Robertson was absent.

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

There were no public comments.

Public Comments

Board President Robert Niebruegge notes that Director is misspelled in the April minutes. Director Campbell states the error will be corrected. Otherwise, the minutes are approved as presented.

Approval of Minutes

Director Campbell stated that the Library is 83.3% through the budget year. Additionally, Director Campbell stated the reason the supplies section of the budget was over was due to new plastic bags being purchased for all branches. The postage was over budget due to mailings for Turning Point that the Library will be reimbursed for. The Automotive Repair line was over due to the maintenance vehicle accident in the fall, for which we are currently awaiting the insurance reimbursement check. Furthermore, Director Campbell stated we have already the second installment of state aid and should finish the year at about 102%.

Financial Report

Board member John Barry asked how the sales tax for the art gallery at the Hermann branch was handled. Director of Business and Human Resources, Kjersti Merseal, responded that she had to register with the Department of Revenue. Director Campbell commented that we have sold four pieces of art so far this exhibit.

Board member Susan Richardson inquired as to why there was a patron count decrease at the Wright City Branch. Director Steve Campbell explained that last school year the school was having a few dozen middle school students in and out of the building. The principal instructed students to only go to the Library if they had a need to be there and use the facility. This should account for the lessened patron count.

Financial Report stands approved as presented.

Martha Lindsley arrived at 7:03 PM

Reports

Director Campbell provided information regarding a sign for the next gallery exhibit at the Hermann Branch. The sign will read “This exhibit contains depictions of the human form. Minors must be accompanied by a parent or legal guardian.” Board member Laura Hengstenberg asked about the use of the word

Art Gallery Updates

“must” and if it was enforceable and necessary. Director Steve Campbell stated that it was recommended that we use the word “must”, but it was not enforceable.

Director Campbell mentioned Lindenwood University student, Meredith Rodgers, contact the Library about an internship at the gallery. She will be assisting the gallery with several things including notifying artists, hanging the upcoming exhibit, attending Arts Council meetings. and other duties. Additionally, Director Campbell indicated that Art Gallery has cost the Library approximately \$1500 in publicity so far this fiscal year. There is a Missouri Arts Council grant available that could cover half of the library’s publicity costs in the coming fiscal year.

Art Gallery Intern

Director Steve Campbell briefly commented on the LGBTQ+ complaint, stating that nothing more has materialized from this.

Patron Complaints

The Secretary of State’s new rule for public Libraries will go into effect on May 31, 2023. Director Steve Campbell states we have started working on changes to our policies. The Board should see at least 4 revised policies to approve at next month’s meeting.

Secretary of State’s Rule

Audience levels will now be required on all program publicity. The state will also require audience levels for outside groups using the Library’s meeting rooms if there is any publicity for said meeting. Director Campbell stated that the meeting room policy would reflect this change. There was a brief discussion about enforcement and consequences. Director Steve Campbell responded that if a group is caught not following this policy, it is within our right to prohibit them from using the meeting room in the future, but unfortunately there is not a way to monitor individual entry at this time.

All minor Library card will expire in July. Following this, it will be required that the parent or legal guardian come into the branch and sign a permission form, which Administrative Assistant Bree Hendrickson will then scan into our server and shred to avoid storing them. Director Campbell stated this is not ideal, but we should be receiving more information later this month. Board Member Sarah Rothermich stated that if parents have complaints about the minor Library card policy or the audience level policy, that the best course of action is to contact the Secretary of State.

Minor’s Library Cards

Unfinished Business

As instructed by the Library Board, a survey was conducted about the strategic planning initiatives drawn from other libraries’ strategic plans. Fourteen staff members and 13 Board members were surveyed. Nine Board members responded. While the responses between staff and Board differed, there were several points of commonality including Help Bridge the Digital Divide, Improve Access/Reduce Barriers & Technology, just to name a few.

Strategic Planning

Board Member Linda Andrae voiced her concern about strategic planning and how it could possibly take too much staff time and derail us from the direction we are heading. Director Steve Campbell responded by stating that the Board is well aware that the Library is heading in certain directions, but the plan would document it and break it down into finer points.

Board Member Kathi Ham stated that, in her opinion, the strategic plan needs to be flexible. She indicated that had this been done three years ago, there would have been major delays due to the Covid shut downs. Director Campbell stated that nothing further would happen for the next month and that his plan was to flush out that data that was gathered to make goals to present to the Board. Additionally, Director Campbell noted that other libraries that were looked at for reference, had consultants working with them to get their information.

Per Mr. Politte, Scenic Regional Library Attorney, the language under “unattended Children at Closing Time” is unnecessary, as the Library is not liable. Director Steve Campbell states that anything beyond the first two paragraphs goes into procedures rather than policy and that Administration would still direct staff to help unattended children closing via procedures, even with the policy language doesn’t address it.

**Policy on
Unattended
Children**

John Cheatham made a motion to adopt the policy language changes per the attorney’s recommendation, and that Administration is to instruct staff on procedure. Laura Hengstenberg seconds the motion. All voted aye. Motion carries 12-0.

New Business

Director Steve Campbell indicated that he was working on the Library’s Petitioning Policy, as it had not been reviewed since 2016. He went on to discuss the findings of the policies held by other surrounding libraries. Director Campbell indicated that currently the Library does not require registration of petitioners; does not require that people remain 25 feet from the door; and does not allow table and chairs to be set up. Director Campbell is in favor of maintaining the Library’s current stance on this and plans to draft the policy and present it to the Board upon completion.

Petitioning Policy

Director Steve Campbell presented to the Board that he would like to obtain quotes and select a firm to conduct a salary and benefits study for the Library. Director Campbell indicated the cost of this would be approximately \$20,000.00 and that the funds would come from the Capital Expenses-Improvements line, as the parking lot project cost was much less than anticipated.

**Compensation
Study**

John Barry made a motion to move \$20,000.00 from the Capital Expenses – Improvements line to the Operations – Professional Services line for a salary study . Paula Sutton seconds the motion. All voted aye. Motion carries 12-0.

Director Steve Campbell presented the Library Board with a request to approve the proposed Preliminary Budget for FY 2023-2024. This would include changes such as adding holiday pay for part time employees which would add approximately \$53,000.00 to the budget, increases in Hoopla, Flipster (e-magazines), new phones at the branches, a 5% pay increase, a 3% increase in benefits, concrete repairs/replacements at three branches, and changing auditors.

Proposed FY 2023-2024 Annual Budget

Director of Business and Human Resources Kjersti Merseal stated that she had reached out to several auditors and is waiting on a proposal from 1 and a few others who have responded have stated they are not taking new clients at this time.

Karen Holtmeyer made a motion to approve the Preliminary Annual Budget as presented. Joy Dufraim seconds the motion. All vote aye. Motion carries 12-0.

Miscellaneous

Board Member John Cheatham inquired about sale status the old Administration Building still owned by the Library. Director Campbell stated that there has been no new information for several months and that the price has been the same since 2017. The Library Board recommended that Director Campbell search for a new realtor to list the building. Director Steve Campbell stated he would look into new options.

There being no further business, Sarah Rothermich moved to adjourn the meeting at 8:27 pm.

Adjourn

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____