

Scenic Regional Library
Board Minutes – November 16, 2021

Scenic Regional Library Board of Trustees met virtually via Zoom on November 16, 2021 at 6:06 pm. Board President Karen Holtmeyer presided at the meeting. Board members attending the meeting were Joy Dufrain, Linda Andrae, John Barry, Carla Robertson, Kathleen Ham, Michele Fehlings, Robert Niebruegge, Laura Hengstenberg, and John Cheatham. Board members Paula Sutton, Susan Richardson, and Martha Lindsley were absent.

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

There were no public comments.

Public Comments

Robert Niebruegge made the motion to accept the October 19, 2021 minutes as written. Joy Dufrain seconded the motion. All voted Aye. The motion carried 8/0.

Approval of Minutes

Director Campbell presented the Financial Report. He noted the book budget is at 43%, whereas it should be at approximately 33%. He has spoken to the Collection Development Manager about this.

Financial Report

\$38,000 in State Aid has been received. As usual, State Aid was not included in the budget, so these are essentially surplus funds.

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

Director Campbell said the new Wright City Branch Manager Kayleigh Baryo, who was not mentioned in the Board packet, will be introduced to the Board at the January meeting along with Renny McBride and Sarah O’Daniel.

Reports

The Board discussed the article in the *Warren County Record* about the Marthasville group lobbying for a new branch. Director Campbell said the newspaper’s editor, Adam Rollins, has promised to contact the Library for comment when writing future articles. Director Campbell said emailing a survey to Marthasville area residents is fairly low effort, and will potentially give valuable information that can be used in future talks with the Marthasville group. He asked the Board if anyone had objections to doing a survey. Karen Holtmeyer said she thought it was a great idea. Director Campbell said Mayor Lange has prepared a counter-offer to present at the January Board meeting, and Director Campbell expects this will be an offer to sell the two lots at a discounted price. He wants the Library’s architect to look at the site before making any decisions. The lots are very small, and Director Campbell does not think they are the best spot for a branch. He said somewhere along 47 would be more ideal as it would be easily accessible to more people.

Laura Hengstenberg joined the meeting at 6:13.

Henderson Building Solutions completed their evaluation of the Library's HVAC issues. They are recommending modifications which will cost approximately \$25,000. The evaluation cost was \$15,000. The Library's attorney Dave Politte agreed that the \$40,000 should be added to JEMA's original settlement amount. He said that he will be in touch with JEMA's attorneys.

Director Campbell reported that the Hermann project is moving quickly. Mold remediation will be finished tomorrow, and next week they will start marking the floors for wall placement. HVAC ductwork might begin next week as well.

Director Campbell showed the Board the new blueprints showing the two finished rooms that Dave Politte's law firm will lease as office space in the Hermann building for \$4,800 per year. He said that according to the architect, it is very simple and cheap to outfit the space at this point in construction. The rooms will have only drop ceilings and painted walls. Director Campbell asked the Board how they felt about placing newspaper ads for other tenants to rent the remaining 857 square feet. Robert Niebruegge and Michele Fehling both liked the idea.

John Cheatham joined the meeting at 6:28.

The 100 new mobile hotspots purchased through the Emergency Connectivity Fund Grant are all cataloged and available for checkout. All of the 300 Chromebooks are cataloged and ready to go out. Assistant Director Maurer said the last of them would be transported to the branches tomorrow. Director Campbell is hopeful about finding funding through either the State or Federal government, to continue the program past next summer.

Wright City has given approval to the Library to use the mobile kitchen for frying and sautéing without a range hood. The only cities still awaiting decisions now are St. Clair and Owensville.

The re-upholstery project is nearly completed, and the final payment has been made. Director Campbell said he and Megan Maurer signed the check, which is not normal practice even though they both have check-signing privileges. (Normally checks are signed by one staff member and one Board member.) However, an exception was made as the upholstery business asked to receive their check in a shorter timeframe.

Director Campbell said a new beef processing plant is going to be built between Wright City and Foristell, creating 1,300 jobs. He expects rapid growth in that part of Warren County in the next five years, and anticipates needing to expand the Wright City branch. The school has offered to sell land to the Library at a reasonable price. Director Campbell said the Board should revisit this in January and consider buying before land prices in the area skyrocket.

Director Campbell informed the Board of an Administrative decision about the new PTO policy for part-time staff. Staff had begun submitting PTO requests for over a year in advance. Administration felt this was unfair to new

staff, as requests are granted on a first-come first-served basis. So now requests can be made only six months in advance. Director Campbell asked if the Board approved of that change. Karen Holtmeyer said she thought it was fine.

Director Campbell has issued a new face mask survey to staff. 69 out of 77 employees have responded so far, and 62% are in favor of keeping the face mask requirement for staff.

New Business

Director Campbell asked the Board to remove Barbara Harman from the Library Foundation Board. She has missed five meetings and has not returned phone calls or emails.

Library Foundation Board

Michele Fehlings made the motion to remove Barbara Harman from the Scenic Regional Library Foundation Board of Directors. John Barry seconded the motion. All voted Aye. The motion carried 10/0.

Director Campbell recommended appointing Angie Hilbert to the Library Foundation Board. He said he was very impressed by her presentation to the Board about the Marthasville branch, and thinks she is a very pro-library person. John Barry said she would be an excellent member. Karen Holtmeyer said she would be an asset.

Recommendation – Angie Hilbert

Michele Fehlings made the motion to appoint Angie Hilbert to the Scenic Regional Library Foundation Board of Directors for Warren County. John Barry seconded the motion. All voted Aye. The motion carried 10/0.

The Board discussed the term limit provision in the Foundation Board bylaws.

Proposed Revision to the Library Foundation Board Bylaws

Robert Niebruegge made the motion to strike the sentence “Directors may serve for a second, but not a third consecutive term, but may serve after a year’s absence from the Foundation Board” from the bylaws of the Scenic Regional Library Foundation Board of Directors. Joy Dufrain seconded the motion. All voted Aye. The motion carried 10/0.

Laura Hengstenberg pointed out that with the deletion of that sentence, the bylaws now have no provisions of any kind detailing the reappointment process. Director Campbell said he would redraft that section of the bylaws and bring it before the Board for approval at the next meeting.

Director Campbell said Administration has identified eight library policies that need to be revised or revoked. These will be discussed at future meetings. He asked the Board to revoke the Interim Check Policy. It is no longer relevant; every check the Library writes is an interim check because all checks are written between board meetings now.

Proposed Revocation of the Library’s Interim Check Policy

Laura Hengstenberg made the motion to revoke the Library’s Interim Check Policy. Michele Fehlings seconded the motion. All voted Aye. The motion carried 10/0.

There was no unfinished business.

Unfinished Business

*There being no further business, Board President Karen Holtmeyer **Adjourn** adjourned the meeting at 6:50 pm.*

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____