

Scenic Regional Library
Board Minutes – November 17, 2020

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on November 17, 2020 at 7:00 pm. Board President Susan Richardson presided at the meeting. Board members attending the meeting were Martha Lindsley, Robert Niebruegge, and John Barry. Board members Linda Andrae, John Cheatham, Paula Sutton, Kathleen Ham, Diann Wacker, Carla Robertson, Joy Dufrain, Michele Fehlings, and Karen Holtmeyer attended virtually via Zoom. Library Director Steven Campbell, Assistant Library Director Megan Maurer, Business and Human Resource 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 20, 2020 minutes as written. John Barry seconded the motion. All voted Aye. The motion carried 11/0.

Approval of Minutes

John Barry made the motion to accept the November 2, 2020 minutes as written. Paula Sutton seconded the motion. All voted Aye. The motion carried 11/0.

Director Campbell presented the Financial Report. The Library is one-third through the fiscal year. The Materials, Operations, and Personnel budgets are below the 33% mark. 3.5% of revenue has been collected for the year, which is normal; the majority of revenue will come in in December and January.

Financial Report

Linda Andrae joined the meeting via Zoom at 7:04.

Robert Niebruegge made the motion to accept the Financial Report. Martha Lindsley seconded the motion. All voted Aye. The motion carried 12/0.

Kjersti Merseal reported on the financial impact of the new temporary sick leave policy. Since implementing the policy, there have been 56 instances of staff calling in sick, either because they were COVID positive, had symptoms of COVID, had been exposed to someone with COVID, or had a family member being tested. So far, after two weeks, the financial impact has been \$471. The 56 instances resulted in 386 scheduled hours missed; however only 74 hours had to be covered with additional staff. Many of those hours were covered by Administrative staff, the full-time floater, or a manager, so there was minimal impact to the budget.

Reports

At the time of the meeting 15 staff were out, system-wide. This included approximately two-thirds of the Administrative staff. Director Campbell said once Administrative staff was able to return to work, it would become easier to cover for sick staff at the branches. He said the Library is on course to spend about \$1,000 per month as a result of the new temporary sick leave policy, and that when Administrative staff becomes available that number might be even lower, which he said is easily sustainable from a financial standpoint.

Director Campbell reported that Pam Idel, Gasconade County member of the Scenic Regional Library District Foundation Board of Directors, submitted her resignation by email. Her position will need to be filled.

Director Campbell said mediation with JEMA will cost the Library some money in legal fees. However, it is required in the Library's contract as part of the litigation process. The Library's lawyer has chosen not to hold a meeting with Director Campbell before the mediation.

There was no unfinished business.

Unfinished Business

New Business

50 out of 57 frontline staff responded to the Library's survey about a face mask requirement for patrons. 37 staff members (74%) were in favor of, and willing to enforce a requirement. 13 staff members (26%) were either not in favor of a requirement, or not willing to enforce one. Director Campbell said this was a dramatic change from the last time staff was surveyed in August, when there was a 50/50 split. Based on this information, he believes that it's clear that most staff want a requirement for the public and are willing to enforce it. Passport and notary service have also been temporarily suspended, because they put staff within six feet of patrons, without a shield, for more than fifteen minutes.

Staff Face Mask Requirement Survey

John Barry, Martha Lindsley, and Carla Robertson were all in favor of a requirement. Michele Fehlings said she would support a requirement as long as staff was willing to enforce it. Kathleen Ham said Library staff should be considered frontline workers because they are dealing with the public every day, and she was in favor of doing anything that makes them feel safer in their positions. Paula Sutton pointed out that patrons who refuse to put on a mask to enter the library can still get curbside service. Linda Andrae said her temperature was taken just to enter a credit union, so she does not think a mask requirement is too much to ask.

Robert Niebruegge said if the Library wants to require masks, it should supply them to patrons. Director Campbell did not think it would be cost prohibitive to supply patrons with masks, and said that offering a free mask can diffuse a tense situation.

Martha Lindsley made the motion to require all patrons over the age of two (as recommended by the CDC) to wear masks in the library, effective immediately; the Library will provide masks to patrons who do not have them. John Barry seconded the motion. All voted Aye. The motion carried 12/0.

Robert Niebruegge said he was upset by an email sent out by Director Campbell to library staff which said that they were prohibited from attending community meetings and functions due to COVID precautions. Director Campbell clarified that staff was only prohibited from attending these meetings as part of their work duties and that the Library cannot prohibit staff from doing anything outside of work.

Director Campbell proposed amending the library's dress guidelines to permit wear t-shirts and other shirts with literary or book-related slogans and graphics. The change was a request from staff at the library's recent virtual staff development day.

Staff Dress Guidelines

John Barry was in favor of allowing staff to wear literary or book-related shirts, because it promotes the Library and makes staff feel good. Carla Robertson said she had no problem with it, but to be aware that the slogans and graphics on these kinds of shirts can sometimes be crude, so she encouraged tastefulness. Director Campbell said managers should be vigilant about reporting anything inappropriate.

Paula Sutton made the motion to amend the staff dress guidelines in the Personnel Handbook allow staff to wear t-shirts and sweatshirts with literary, library, or book-related slogans and graphics. Martha Lindsley seconded the motion. All voted Aye. The motion carried 12/0.

Director Campbell distributed copies of the architect's preliminary designs for the new Hermann branch. He also displayed them on Zoom for the Board members to see virtually. It is similar to the other branches, with the main differences being a long corridor that will allow access to tenant space and to the meeting room when the branch is closed; and an art gallery. Local artists would be able to display and sell their work, with the Library getting a cut of each sale. However, the gallery is tentative, depending on cost. The plans also include storage space for the entire system to use. (Currently the Library rents storage space in Union.)

Preliminary Designs of Hermann Building

The plan includes punching in numerous windows to create a lot of natural light, emulating the other branches. The front of the building is higher than the back, so even though it is an existing structure, it will have the same high ceilings that the other branches have.

The architect included an alternate plan, which includes stripping the non-structural metal off the front of the building. This would cost approximately \$30,000. The front would then be clad with new materials to match the other branches. The full cost of this plan is not yet known.

Final versions of the plan will be presented to the Board at the February meeting. Director Campbell said the Library will not present the plans to the public, like it has with the other buildings due to COVID precautions.

John Barry left the meeting at 8:20.

Martha Lindsley made the motion to adjourn the meeting. Robert Niebruegge seconded the motion. All voted Aye. The motion carried 11/0.

Adjourn

There being no further business, Board President Susan Richardson adjourned the meeting at 8:23 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____