

Scenic Regional Library
Board Minutes – October 15, 2019

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on October 15, 2019; at 7:00 pm. Board President Kathleen Ham presided at the meeting. Board members attending the meeting were Leonard Butts, John Cheatham, Susan Richardson, Carol Leech, Diann Wacker, Joy Dufrain, and Karen Holtmeyer. Board members Paula Sutton, Robert Niebruegge, John Barry, and Carla Robertson were absent. Steven Campbell, Library Director, Megan Maurer, Assistant Library Director, Kjersti Merseal, Business and Human Resource Manager, and Charlean Stockton, Administrative Assistant were also present.

There were no public comments.

Public Comments

Karen Holtmeyer made the motion to approve the September 17, 2019 minutes. Susan Richardson seconded the motion. All voted Aye. The motion carried 8/0.

Approval of Minutes

A larger amount of the budget is being spent this year than in past years due to the new buildings.

Financial Report

The auditor came to the Library this week. She is still reviewing items that were requested. She will then send Kjersti Merseal a list of questions and suggestions.

Director Steve Campbell asked about the \$17,000 credit card bill. The size of the bill was due to bookmobile repairs and Missouri Library Association Conference registrations. Director Campbell suggested running more bills through our credit card to receive more money back. The Library Board member who signs the checks does see an itemized list of credit card expenditures.

Leonard Butts made the motion to approve the Financial Report. Diann Wacker seconded the motion. All voted Aye. The motion carried 8/0.

Director Campbell said that Library Foundation President Alice Whalen has asked him to create a Power Point presentation highlighting all the things the Library Foundation had done in the last fiscal year, including donor wall books, fundraising, auction events, and the book sale.

Librarians' Reports

The storage room at the Administrative offices is full. The Library is currently looking into getting additional storage space for tables and chairs. There is no room on the Union building's property for a storage shed.

The St. Clair branch staff continue to feel unsafe due to security issues at the branch. Recently, blood was found in the public bathroom; ServPro cleaned up the blood.

Board Secretary Susan Richardson asked about the plan outlined in Director Campbell's report to have a social worker at the Library. She wanted to know what coverage it would provide. Director Campbell said the social worker

could travel to each branch to assist patrons. The Warrenton branch has compiled a list of community resources for the underserved. However, Director Campbell feels that the list will continue to grow. Board President Kathleen Ham asked if the Staff Development Day presenter will offer any solutions. Megan Maurer said no, but the presenter may offer tools to deal with the issues.

The Lincoln County Library Board President is against joining Scenic Regional Library. However, she has invited Director Campbell to a meeting with the Lincoln County Library Board and the Lincoln County Commissioners to present options. Ballot language could be worded to include an “intent to join Scenic Regional Library.”

Board member Joy Dufrain said Director Campbell should find out if there are any newcomers on the Lincoln County Library Board, as this could affect the outcome.

The Lincoln County Library Board currently has no funding, and their attempt to get a 10-cent tax levy failed. Director Campbell said that if the Lincoln County Library Board decided to try again, but attempt to join Scenic Regional, the campaign could be operated the same way as Scenic Regional Library’s in 2014—focused on mass mailings, social media, and speaking to groups. However, Director Campbell said there will be many challenges to overcome to make the Lincoln County merger work.

The Library Board reviewed another section of the proposed revisions to the Personnel Policy Manual.

Director Campbell said Board Vice President Leonard Butts went through the revisions and made him aware of changes within the new policies. Video surveillance and additional patron privacy language will be added.

Unfinished Business
Review of Proposed
Revisions to the
Personnel Policy
Manual

New Business

The Annual Report for the 2018-2019 fiscal year was presented to the Library Board.

Annual Report for
FY 2018-2019

Working with schools to provide every student with a library card has increased the amount of new library cards issued systemwide. Attendance for the adult programming has tripled. Children’s programming has seen a 72% increase.

Susan Richardson made the motion to accept the Annual Report for fiscal year 2018-2019. Carol Leech seconded the motion. All voted Aye. The motion carried 8/0.

Facilities Manager
Van Bids

Director Campbell reported that the Library received three bids for the Facilities Manager’s new van. The Toyota Sienna will not work; it does not have the towing capacity. Only one bid covered all specifications. Board member Diann Wacker asked which could be bought with a credit card. Board member John Cheatham liked the lower price, but doesn’t like buying outside the District. Director Campbell noted that dealerships within the District did

not submit bids. The bid did come in \$10,000 less than budgeted. Board member Joy Dufrain asked if both had towing capacity. Board Secretary Susan Richardson said Facilities Manager Bill Snow should be allowed to select the van since he will be driving it.

Board member John Cheatham made the motion to accept the lowest bid for the new Facilities Manager van. Karen Holtmeyer seconded the motion. All voted Aye. The motion carried 8/0.

Director Campbell called the Library's former Pacific branch manager Georgia Mofield for suggestions of people who may be willing to serve on the Board. She offered one name, and said that she would get some more possible names.

Board member Carol Leech made a motion to move to closed session. Board member John Cheatham seconded the motion.

**Closed Session
RSMo 610.021(1)
legal action**

There was a roll call vote to move into Executive Session: Kathleen Ham—Aye, Leonard Butts—Aye, John Cheatham—Aye, Susan Richardson—Aye, Carol Leech—Aye, Diann Wacker—Aye, Joy Dufrain—Aye, and Karen Holtmeyer—Aye.

The Board moved into Executive Session at 8:41 pm.

At 9:12 pm, Library Board member Leonard Butts exited the meeting.

The Library Board returned from Executive Session at 9:15 pm.

There being no further business, Board President Kathleen Ham adjourned the meeting at 9:16 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____