

Scenic Regional Library
Board Minutes – October 20, 2020

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on October 20, 2020 at 7:00 pm. Board President Susan Richardson presided at the meeting. Board members attending the meeting were Martha Lindsley, Linda Andrae, John Cheatham, Kathleen Ham, Karen Holtmeyer, Robert Niebruegge, Paula Sutton, and John Barry. Board members Carla Robertson, Joy Dufrain, and Michele Fehlings attended virtually via Zoom. Board member Diann Wacker was absent. 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

Paula Sutton made the motion to accept the September 15, 2020 minutes as written. John Barry seconded the motion. All voted Aye. The motion carried 11/0.

Approval of Minutes

Paula Sutton made the motion to accept the minutes from the September 15, 2020 executive session as written. John Barry seconded the motion. All voted Aye. The motion carried 11/0.

Director Campbell presented the financial report. The Library is 25% through the fiscal year, and almost every budget line's expenditures fall into that 20-25% range. The only budget lines that are over are Miscellaneous Expenditures and Postage, both because of the community survey, and Auto Maintenance, because of a Bookmobile repair.

Financial Report

The Library will begin receiving a majority of its revenue from the counties in December and January. Athletes and Entertainers funds were being withheld by the Governor, but they were released on Friday and the Library has received \$10,505.

Board member Joy Dufrain joined the meeting via Zoom at 7:04.

The Library has also received \$49,000 in State Aid and will likely receive another \$49,000 in the spring. State Aid was not factored into the Library's revenue projections, so that is nearly \$100,000 in additional revenue this fiscal year.

Karen Holtmeyer made the motion to approve the Financial Report. Robert Niebruegge seconded the motion. All voted Aye. The motion carried 12/0.

If the spring book sale is cancelled, Director Campbell plans to again ship books to Thriftbooks. A book sale is always best because the Library makes more money and there is better volunteer involvement, but Thriftbooks is a good short-term solution.

Reports

Director Campbell stressed that Administration does not necessarily decide to close branches because of a positive COVID test at a branch, but because the

branch can't be staffed (due to quarantined staff). The full-time positions of Library Assistant Floater and New Haven Adult Programmer/Hermann Library Assistant have been filled, partly due to quarantine-related staffing needs. Administration planned to leave those positions vacant until around October 20, to save enough money to pay for the Hermann design work. Start dates for both positions fell into that range, so budgetary needs have been met. The ILL position remains unfilled, with the workload distributed amongst outreach staff. Director Campbell commended Assistant Director Megan Maurer for her efforts to keep the branches open and staffed.

Central Elementary in Union requested Bookmobile services for students while two school libraries were temporarily closed due to a merger. The Library sent 600 books to distribute to the classrooms, using the library van. This was the preexisting plan to service schools without the Bookmobile. Director Campbell said Central Elementary's principal was very happy. The arrangement will continue through the end of October.

The Hermann branch's Wifi has been upgraded. The Wifi switch was replaced and an access point added. This new equipment can be moved to the new building.

It rained over two inches the night of October 19. There were no leaks in the Union/Administration building.

Director Campbell will have a floor plan for Hermann to show the Board at the next meeting.

The Bookmobile has not been picked up, but the Library did receive the check for \$12,500.

The Owensville branch parking lot will be re-striped Thursday, weather permitting.

Paula Sutton reported that former Library Director Ken Rohrbach suffered a heart attack while visiting his grandchild in Cape Girardeau. Director Campbell will follow up and update the Board by email.

John Cheatham asked if the Library has heard anything about the old Union building. Director Campbell said the church that was looking at the property never submitted an offer.

Unfinished Business

New Business

Robert Niebruegge found the "professional" and "para-professional" designations in the new Vacation Leave Policy confusing. Director Campbell pointed out there are definitions in the Personnel Policy Manual, but the entire section was not duplicated in the Board packet. The terms "exempt" and "non-exempt" were clarified for several Board members who also expressed confusion. Kjersti Merseal explained the accrual system. An error was found in the new policy ("non-exempt" should read "para-professional"). If approved, it will be approved as amended.

Vacation Leave Policy

John Cheatham made the motion to accept the new Vacation Leave Policy,

as amended. Karen Holtmeyer seconded the motion. All voted Aye. The motion carried 12/0.

Director Campbell presented the Annual Report to the Board. Because many of the Library's circulation numbers are down due to COVID, this year's Annual Report does not have as many bar charts showing growth as previous years. Board President Susan Richardson liked the pictures of the new buildings and said they were a great improvement over the old buildings.

**FY 2019-2020
Annual Report**

Director Campbell said the 22% e-circulation increase is not necessarily due to COVID, as it has shown a steady increase every year. He said he plans to emphasize the Community Survey results, which show high public satisfaction with the Library's use of tax funds, when he presents the Annual Report to the Commissions.

Director Campbell asked the Board's opinion on what to do about staff who have exhausted their CARES Act provisions. Staff currently receive full pay for up to two weeks of COVID-related absences, and an additional two weeks at two-thirds pay. Several Library staff have already used up that time, and Director Campbell believes the situation will get worse heading into winter months as COVID cases increase. Staff are also rapidly using up accrued sick time because Administration has told them to stay home with even minor non-COVID cold symptoms, when many of them would normally come in to work.

CARES Act

Martha Lindsley said the Library is unlike other businesses whose revenues are tied to productivity. She was in favor of being as generous as possible with employees, beyond the law. John Barry was in favor of waiting until December 31, when the CARES Act expires, and reassessing the situation then. Director Campbell pointed out that, under the Library's current policy, some staff may already be in danger of termination if they run out of leave time in November and December. He did not think this fair to employees who are forced into quarantine by the Health Department.

Linda Andrae voiced concerns over CARES Act provisions about child care leave. She felt it will be difficult for the Library to verify employees' family situations, especially when it comes to virtual learning and quarantine status. Kjersti Merseal said that in every case, so far, she has been able to secure documentation from employees' doctors or employees' family members' doctors.

Susan Richardson and John Cheatham proposed continuing to pay employees two-thirds of their salary after they exhaust CARES Act leave, until such time as the Board finds a solution. Carla Robertson said there are many social services available during the pandemic, including housing assistance and food assistance, for any employees who will struggle at two-thirds pay. Robert Niebruegge said that in the meantime, the Library should research how schools, other libraries, and other types of businesses are handling this situation.

John Cheatham made the motion to continue for the next four weeks, paying two thirds salary to employees who exhaust CARES Act provisions,

until the next Board meeting. John Barry seconded the motion. All voted Aye. The motion carried 12/0.

John Cheatham has been contacted by the Lion's Club. They have an eye glass collection box in front of Farmers and Merchants bank in St. Clair, which is closing. They want to put the box in front of the Library. Director Campbell will go look at the box. John Cheatham said it looks like a mailbox and can be refurbished, if needed.

*There being no further business, Board President Susan Richardson **Adjourn** adjourned the meeting at 8:40 pm.*

Secretary

Approved: _____
President, Scenic Regional Library
Board of Trustees

Date: _____