

Scenic Regional Library
Board Minutes – October 21, 2025

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on October 21, 2025 at 7:00 pm. Board President Kathi Ham presided at the meeting. Board members attending the meeting were John Barry, Bob Niebruegge, Sarah Rothermich, Martha Lindsley, Carla Robertson, Karen Holtmeyer, Jennifer Schwentker, Joy Dufrain and Susan Richardson. Board members John Cheatham, Laura Hengstenberg and Linda Andrae were absent.

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

There were no public comments.

Public Comments

There were no additions or corrections to the minutes. They were approved as presented.

Approval of Minutes

Director Campbell reported that we are 25% through the budget year. He noted that all budget sections are currently at or below 25%, which is appropriate given that this is the first month reflecting the new budget. He also explained that a few budget lines may appear skewed due to the recent payment of several large bills. Additionally, he mentioned that some items will be reallocated to different budget lines to more accurately reflect their proper categorization.

Financial Report

John Barry made a motion to approve the financial report. Martha Lindsley seconded the motion. All voted aye. Motion carried 10-0.

Reports:

Director Campbell informed the Board that he has received two phone calls regarding interest in purchasing the old Toyota Camry that is for sale. One from an individual and one from a used car dealership. He stated that the individual should be coming to look at the car this week.

2015 Toyota Camry

Director Campbell reported that he spoke with Cochran Engineering, who confirmed that the drainage plan for the situation in Hermann is complete. Cochran also indicated their intention to include an additional drainage pipe in the plan. Director Campbell explained to the Board that once the City approves the plan, the Board will need to decide whether to put the project out for bid or award the contract directly to Franklin County Construction, who had done most of the previous work. He noted that this could be considered an “emergency” situation due to the time sensitivity of completing the work before the spring rains. The Board will decide how to proceed in November.

Hermann Branch Drainage Project

Director Campbell informed the Board that Board Member Linda Andrae had officially resigned from the Library Board, effective immediately.

Library Board Member Resignation

Director Campbell reported that he received a response from the agent of Jeanine Cummins, author of the Community Read book “Speak to Me of Home”. The agent confirmed acceptance of the proposed terms: a \$5,000 plus expenses. Director Campbell noted that, if awarded, the grant the Library applied for would cover the \$5,000, and the Foundation would cover the expenses. If they do not receive the grant, they may ask the Foundation to split the expenses.

Community Read

There was no unfinished business.

**Unfinished
Business:**

New Business:

Keith Slusser joined the Board meeting via Zoom to present the Annual Audit to the Library Board. Mr. Slusser briefly went over the figures that were presented to the Board in the provided packet. The Board had no questions for Mr. Slusser at this time.

**Annual Audit
Presentation**

Carla Robertson made a motion to accept the audit. Sarah Rothermich seconded the motion. All voted aye. Motion carried 10-0.

Director Campbell reviewed an email the Board received from a teenager regarding their hotspot suspension. Director Campbell stated he met with Circulation Coordinator Macee Garvey, to discuss the matter. He said they decided to change the procedures related to overdue hotspots to reflect the change in demand and increase in devices. Now, if a patron returns a hotspot late three times, they will receive a three-month suspension. Director Campbell stated he reached out to the patron and that no action from the Board was necessary.

**Email to the
Library Board-
Hotspot Suspension**

Director Campbell reviewed an email the Board received from the Master Gardeners of Warren County regarding the seed library at the Warrenton branch. Director Campbell mentioned that the Warrenton branch had previously partnered with the Master Gardeners and had initiated discussions about launching a seed library at their branch. However, there was a disagreement on how to run the project. When it was communicated that the branch staff would be responsible for overseeing the seed library, the Master Gardeners stated they no longer wished to be involved. After receiving this message, Assistant Director Megan Maurer reached out to the Master Gardeners and had a positive follow-up conversation. Director Campbell informed the Board that he believes the issue has been resolved and no action from the Board is necessary.

**Email to the
Library Board-
Master Gardeners
of Warren County**

Director Campbell informed the Board that he presented the Library’s Annual Report to Warren County, Gasconade County, and Franklin County Commissions and mailed Crawford County a copy of the report. Director Campbell briefly went through some of the key points in the report. It can be found on the Library’s website. The Board indicated that they did not want hard copies printed for them.

**Annual Report for
FY 2024-2025**

The Library's RFP for painting services was advertised in the Missouriian on September 23 and distributed to all the painting contractors in the Library's district. Director Campbell stated we only received two bids. HPS Painting & Contracting is a one-man operation, located in Pacific. He bid on all 8 locations. The other company, Creative Touch Paint & Design, which is located in Washington, only bid on the St. Clair, Union, Sullivan and New Haven branches. Unlike HPS, Creative Touch is a larger company with a team of painters. Director Campbell expressed concerns about HPS due to its size. He indicated that he was more inclined to award Creative Touch the contract for the branches they bid on and to reach out to local contractors for the remaining locations. The Board decided not to award the contract at this time and asked Director Campbell to break up the work by branch too see if the Library could get more quotes. Accepting a quote for individual branches will not require Board approval.

Paint Bids

Director Campbell reported that the monthly review of the Personnel Policy had been delayed while the Library's attorney reviewed the document. The attorney recommended adding language regarding the option of drug testing in cases of reasonable suspicion or after an on-the-job accident. Director Campbell incorporated this language and reviewed it with the Board. The Board discussed the proposed changes to both the drug testing and bereavement policies. Regarding the bereavement policy, the current language requires that employees use bereavement leave within 90 days. The Board suggested changing the language to say "Director's discretion" to allow for flexibility in cases where an employee may need to use the leave after 90 days. Director Campbell stated that he would revise the language accordingly, and the updated policy would be brought to the Board for a vote at the conclusion of the review process.

Personnel Policy Review

There being no further business, Kathi Ham adjourned the meeting at 8:35 pm.

Adjourn

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____