

Scenic Regional Library
Board Minutes – October 23, 2018

Scenic Regional Library Board of Trustees met at the Scenic Regional Library St. Clair Branch in St. Clair, Missouri on October 23, 2018; at 7:00 pm. Board President John Barry presided at the meeting. Board members attending the meeting were, Leonard Butts, John Cheatham, Joy Dufraim, Kathleen Ham, Karen Holtmeyer, Carol Leech, Bob Niebruegge, Susan Richardson, Carla Robertson, Paula Sutton, and Diann Wacker. Library Board member Carol Bell was absent. Steven Campbell, Library Director, Kjersti Merseal, Business Manager and Human Resources Manager, and Charlean Stockton, Administrative Assistant were also present.

There were no public comments.

Public Comments

Bob Niebruegge made the motion to approve the Minutes of the September 18, 2018, meeting as amended. Paula Sutton seconded the motion. All voted Aye. The motion carried 12/0.

Approval of Minutes

The Board reviewed the Financial Report. Director Steve Campbell asked if there were questions, or comments. Board President John Barry questioned the amount of the Ameren line item in the Financial Report. Director Campbell explained it was the cost incurred to have Ameren move power poles which were left in the new parking lot in Warrenton. The poles were moved by Ameren the first week of October. Director Campbell stated that was the standard cost for that service.

Financial Report

Susan Richardson made the motion to approve the Financial Report. Diann Wacker seconded the motion. All voted Aye. The motion carried 12/0.

The Board reviewed the Reports.

Librarian's Reports

Since May, the library has been accumulating furniture from the former library buildings. It had been stored in storage pods in Union and Warrenton, as well as the former New Haven and Pacific branch buildings. With the New Haven building selling and the library's lease in Pacific ending in October, the library had a serious storage issue.

Surplus Furniture

Legends Bank agreed to allow the library to store all its surplus furniture in the vacant former Ashley Furniture Store building in Union, as the bank owns the building. The bank will not be charging us for the space. Scenic Regional can occupy the space until the end of the year and can also have a sale or auction at the building. The library's surplus furniture has almost filled the entire 21,000 sq. ft. building.

Bill Snow, Facilities Manager, Paul Schroeder, Collection Development Manager, and Director Steve Campbell moved most of the branches' furniture to storage and shelving to recycling on throughout the summer. However, after moving shelving and furniture from several branches over the past few months, Director Campbell contracted with Cord Moving to move the two remaining storage pods in Union and the contents of the former Pacific branch building to the former Ashley Furniture Store building. The vast majority of

the existing steel shelving at the previous branch buildings was sold for scrap.

Director Steve Campbell informed the Board that his plan was to have an auction or sale November 30, 2018 and December 1, 2018.

Director Steve Campbell attended the Missouri Library Association (MLA) annual conference in Columbia on October 10-12, 2018. He also attended the MLA Board orientation on October 9, 2018, and was elected member-at-large for 2019-2020. Director Campbell was selected as assistant treasurer for MLA in 2019 and treasurer in 2020.

Missouri Library Association and Annual Conference

Ten staff members attended the conference, and staff shared hotel rooms when possible. St. Clair branch manager Kara Bell presented a preconference session on intellectual freedom.

The grand opening for the Pacific branch was held on September 29, 2018. Initially, the turnout was small; however, during the dedication ceremony the crowd grew rapidly. Our volunteers and staff ended up distributing 248 hot dogs. An estimated 275 people attended the event.

Grand Openings at Pacific and Warrenton Branches

Mayor Steve Meyers, Scenic Regional Library Foundation President Alice Whalen, and Missouri Library Association President April Roy spoke at the event. The Pacific Chamber of Commerce also did a ribbon cutting. Sue Reed, who had been manager of Scenic Regional Library's Pacific branch for over 40 years, attended the event. She was also recognized for her years of service by Mayor Steve Meyers. Ms. Reed also attended the groundbreaking last year and Friends' tour of the branch.

The Warrenton branch grand opening will be held on October 20, 2018, and will represent the library's final grand opening until the Union branch is complete next spring or summer. The Sullivan branch grand opening had the largest grand opening turnout, with at least 350 people.

The Pacific Friends of the Library held their auction event on Tuesday, October 16, 2018. All the food and alcohol was provided by the Friends' members or local businesses. The Friends paid \$150 for a steel drummer to perform. The event was a silent auction. There were only a handful of businesses in attendance, but Friends' members called and texted local business people they knew personally during the bidding and managed to obtain some additional bids. They did auction off all nine available spaces at the branch. The event raised \$1,450 for the Pacific Friends of the Library.

Friends of the Library Auctions

The Warrenton Friends of the Library held their auction event on Thursday, October 18, 2018. The group spent about \$250 on food. Blumenhof Winery served wine at no cost. A student at East Central College played violin at the event. No local businesses attended the fundraiser despite invitations being sent to every Chamber of Commerce member. The auctioneer, Charlie Nordwald, provided his services for free. There were only 8 bidders, including some Friends' members and the auctioneer. The Friends' did manage to auction all eight available spaces in the branch. After expenses were deducted, the event raised \$1,700 for the Warrenton Friends of the Library.

The Warrenton branch Friends' auction was the sixth and final auction event this year. The Friends' raised \$21,650 with the six auctions; an average of \$3,600 per auction. The amounts ranged from \$1,450 at Pacific to \$5,500 in Owensville.

Wright Construction will repair the parking lot where the light poles were removed, which will create two new parking spaces at the branch. Wright Construction still needs to replace all the exterior lighting on the building with LED. The replacement exterior fencing for the branch is being delivered during the week of October 22, 2018.

Building Project Update

The changes to the St. Clair branch exterior will begin on October 18, 2018. The Nichiha concrete panels and metal longboard will be extended along Springfield Avenue and wrapped around the corner. The light green Nichiha panels on the exterior were also repainted a light gray. The St. Clair branch Community Garden will most likely be completed in the spring prior to planting season.

The mobile partition walls were delivered to the branches and installed in early October. Warrenton, St. Clair, Pacific, and Sullivan have the walls to divide their meeting rooms into two small spaces.

In October, Wright Construction's subcontractor will go around to all the new branches to start up the fire places for the first time.

The final parking light was delivered and installed at the Sullivan branch in early October.

The foundation and slab has been poured at the Union branch site. The steel is expected to be delivered the week of October 22, 2018, and take approximately two weeks to erect.

Director Steve Campbell asked the Board how they would like to approach a meeting location schedule for the upcoming year. Recently, meetings have been held at the new branches, allowing the board to see the new buildings and reducing mileage for some. After discussion, it was decided that the November meeting would be held in Warrenton, the January meeting in Pacific and then the meetings would resume in Union, which is a central location for all board members.

Scenic Regional Library Board of Trustees Meeting Schedule

Bob Niebruegge made the motion to approve the revised schedule of meeting locations. Diann Wacker seconded the motion. All voted Aye. The motion carried 12/0.

As reported last month, JEMA hired a third-party engineer (Aedifa-Case) to determine the cause of the library's relative humidity issues in the new buildings. It was determined that the units were not equipped with a hot gas reheat mechanism when they were manufactured; this feature helps to control relative humidity. A hot gas reheat mechanism cannot be added after manufacturing. However, an electric reheat coil can be added.

HVAC Issues

Aedifa-Case has recommended that the HVAC unit fans be sped up. These

were slowed down to lower relative humidity; however, the slowed fan rate does not comply with building codes. If that doesn't work, Aedifa-Case is recommending that three air supply diffusers be added to each branch to better circulate air. If those changes don't work, then they are recommending the addition of an electric reheat coil to each HVAC unit. It would have cost \$1,500 to \$2,000 to have a hot gas reheat feature added to each unit in the factory. The electric reheat coil will cost \$4,000-5,000 to add to each unit.

Wright Construction is in the process of increasing the speed of the fans in all the new buildings.

Director Steve Campbell reported to the Library Board previously about the Ambassador Company obtaining permission from branch staff to solicit donations from local businesses for books. It's basically a scam. The company also publishes the books. They are not books the library would have in its collection.

Ambassador Book Program

Apparently, the Owensville branch staff was also contacted by the company. A sales representative from the company recently attempted to obtain verbal permission from the Owensville branch staff to solicit additional donations from businesses for more books, but the staff refused to do so. Unfortunately, around the same time, the new branch staff discovered some boxes of the company's books in storage. The administration staff was unaware. Director Campbell believes that this occurred around the same time as the Pacific branch. A former employee at the branch must have given the company consent to solicit donations on behalf of the library. Three local Owensville businesses, including Walmart, have their names in the books.

The company has been unresponsive to our attorney's letters and will not return my phone calls. Director Campbell plans to contact the three businesses, apologize, and explain the situation.

Library Board President John Barry asked the library administration to look into business credit cards which offer cash back and other incentives. Kjersti Merseal, Business Manager and Human Resources Manager, shared with the Board her findings on new reward-earning credit cards for Scenic Regional Library.

Library Credit Cards

Carla Robertson made the motion to move Scenic Regional Library to the Ink Business Cash credit card. Karen Holtmeyer seconded the motion. All voted Aye. The motion carried 12/0.

The Library Board wanted to wait until the final cost of the rock excavation at the Union site was determined before making any decisions about arbitration. The final cost of the rock excavation was \$220,000, but was reduced to \$155,000 by the subcontractor after negotiations with Wright Construction. We also received a bill for utility rock removal, but this was expected and the library's responsibility. Library Board President John Barry and Director Steve Campbell met with Wright Construction; the meeting was amicable. They would like for the library to pay \$100,000 and Wright Construction pay \$55,000. Director Campbell would like to see an even split. Wright Construction would like to avoid going to court, as it would be costly and

Union Rock Excavation

would take years. Board President John Barry feels that Wright Construction thinks there will be more construction work from the library in the future. Director Campbell would like to offer Wright Construction an offer in which they pay \$100,000 and the library pay \$55,000 in order to negotiate to a 50-50 split. Board member John Cheatham agreed with Director Campbell's position of offering a lower position and working to an agreement.

Bob Niebruegge made the motion to negotiate with Wright Construction to obtain the lowest possible share of the rock excavation cost for Scenic Regional with the final share of the cost not exceeding a 50-50 split. Joy Dufraim seconded the motion. All voted Aye. The motion carried 12/0.

The Library Board requested a second estimate for the renovation of the building in Hermann. JEMA, the library's architects, contacted Sircal Contracting in Jefferson City. Their estimate came in at \$788,000, which was well below the estimate provided by Wright Construction of \$1,525,000 estimate, which included a 5% contingency.

**Property in
Hermann, Missouri**

Director Steve Campbell did confirm with the owner that during the summer it cost \$550 a month to maintain the building at 78 degrees as requested by the board.

The owner said that he has been in discussion with two businesses about leasing space in the building. The first business is a book engraving company currently operating in the Hermann industrial park. They want 10,000 sq. ft. of space, but don't want their rent to increase; they're currently paying \$20,000 per year. This would only be \$2 per square foot. The second business is a gymnastics studio seeking 6,000 sq. ft. However, they only want to pay \$1,500 a month. This would only be \$3 per square foot. While both businesses would require minimal build-out, even without any owner build-out, the lease amounts are below market value.

Board Member Bob Niebruegge asked about humidity and moisture in the building. Director Campbell stated there was a leak, but it could be easily fixed. Board Member Leonard Butts said that he would still be interested in seeing utility bills.

Board Member Carol Leech asked about plans for the HVAC, and Director Campbell said that the building would be divided with separate utilities for each unit. The current owner has an estimate of \$35,000 from Carl Burns to repair and repave the parking lot.

Board Member Bob Niebruegge expressed concern about the location and visibility of the location. Director Campbell assured the Board the building was not in a flood plain. Board Member John Cheatham suggested investigating the slab depth to be sure it would support the weight of the library's collection.

The Board decided to wait one more month on voting to purchase the building, which would give Director Campbell time to gather more information. Board Member Kathi Ham asked if the current owner may be willing to do the plumbing required, as he is a licensed plumber.

The administrative staff completed the library's annual report. Administrative Assistant, Charlean Stockton, collected the data and Youth Services Librarian, Christy Schink and Graphic Designer Amanda Feldman produced the layout. Scenic Regional Library is required by Statute to provide the annual report to the County Commissions by October 31, 2018. Director Campbell is scheduled to present the annual report to the Commissions on the following dates:

Franklin County Commission - October 23 at 10:00 AM
Gasconade County Commission - October 25 at 9:00 AM
Warren County Commission - October 30 at 11:00 AM

John Cheatham made the motion to approve the 2017-2018 Annual Report. Leonard Butts seconded the motion. All voted Aye. The motion carried 12/0.

Carol Leech made the motion to move to Closed Session. Paula Sutton seconded the motion. There was a roll call vote: John Barry—Aye, Leonard Butts—Aye, John Cheatham—Aye, Joy Dufrain—Aye, Kathleen Ham—Aye, Karen Holtmeyer—Aye, Carol Leech—Aye, Paula Sutton—Aye, Robert Niebruegge—Aye, Susan Richardson—Aye, Carla Robertson—Aye and Diann Wacker—Aye.

The Board moved into Executive Session at 8:10 pm.

The Board returned from Executive Session at 8:27 pm.

The Library Board voted unanimously in Executive Session to provide \$100 gift cards and a paid day of vacation to each staff member who was involved in the building project. The Library Board also voted unanimously in Executive Session to provide the Library Director an additional week of vacation each year.

There being no further business, Board President John Barry adjourned the meeting at 8:29 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____