

Scenic Regional Library
Board Minutes – September 15, 2020

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on September 15, 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, Michele Fehlings, Diann Wacker, Joy Dufrain, and Karen Holtmeyer. Board members Robert Niebruegge, Paula Sutton, John Barry, and Carla Robertson were 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

Karen Holtmeyer made the motion to accept the August 25, 2020 minutes as written. Joy Dufrain seconded the motion. All voted Aye. The motion carried 9/0.

Approval of Minutes

Director Campbell presented the financial report.

Financial Report

Board member Diann Wacker entered the meeting at 7:05.

Board member Linda Andrae asked for clarification on the circulation report and patron count data. Director Campbell said use of e-resources is up 17%, and physical circulation is down 25%. He pointed out that although circulation is down, it is still higher than it was before the new Library buildings were opened. The drop in foot traffic is partly due to large groups no longer being able to use Library meeting rooms. Ms. Andrae asked how the virtual programs were tracked. Assistant Director Megan Maurer explained that the Library is currently tracking three-second views to satisfy State reporting requirements, as well as one-minute views for in-house purposes.

John Cheatham made the motion to approve the Financial Report. Michele Fehlings seconded the motion. All voted Aye. The motion carried 9/0.

Director Campbell presented results from the Community Survey to the Board. The cost of doing the survey was approximately \$6,500 for printing, postage, and mailing. He would like the Library to do a Community Survey every two to three years. Responses will be useful for programming and publicity planning. The results from this survey have been given to branch programmers. “Local history” was the most requested programming type. Director Campbell said the big take-away is that about 99% of responses were positive. He expected negative feedback about the Library’s COVID-related closure, but there were very few COVID-related comments. Administration staff will continue to dig more deeply into the results. Assistant Director Maurer said that the Library may restructure the survey in the future, as some of the multiple-option answers in this survey led to more typing by staff, and results were harder to analyze.

Reports

Director Campbell passed around samples of the new Scenic Shop merchandise for the Board to see.

The parking lot at the old Union branch has been patched and sealed, but not yet striped. Prospective buyer Crosswalk Church has looked at the property three times but has not yet made an offer.

The bench for former Library Board member Carol Bell has been installed at the New Haven branch. The cost of the bench was funded by an anonymous donation.

Director Campbell has met with Horn Architects regarding the design of the new Hermann building. He has provided them with information from prior plans from JEMA and Cochran, and with plans from other branches to show features of existing buildings. Horn will interview Library staff about what they do and don't like. Later in the process the Library will hold a community meeting in Hermann to get the public's feedback on the design. The plans will be presented to the Board at the February meeting.

The lot next to the Warrenton branch, which the library at one time considered buying to allow for possible future expansion, has been sold to an insurance company. Director Campbell said this does not mean the branch cannot be expanded one day (there is space for a 3,000 square feet addition in the back of the building). The insurance company is planning to place the driveway to their parking lot in the shared roadway between their property and the branch. The Library cannot prevent them from doing so. However, Director Campbell is going to approach them to see if they would allow the Library to use their parking lot for overflow during evening programs. Board member Joy Dufraim said the Library working with the insurance company to use their parking lot is far superior, and cheaper, to any other option. She said that in the past a police officer has had to direct traffic after evening programs.

The budget Director Campbell presented to the Board was the same as at the August meeting, with the exception of larger pay increases for certain staff. The revisions increase the previously proposed raises by \$1,000 for Branch Manager base pay, and 50 cents per hour for Library Assistants and Programmers. Area retail stores have increased their starting pay for staff, and Director Campbell believes that, considering how much Library Assistants and Programmers do, the Library should be paying staff more than retail.

The Board discussed the possibility of making the branch managers positions exempt, since the raises are so significant. Doing so would make scheduling much easier, but it would affect vacation time. Vacation time is currently calculated differently for exempt and non-exempt staff. Board member Michele Fehlings was in favor of leaving vacation time unchanged for newly exempt employees. Director Campbell proposed the idea of "class one" and "class two" exempt levels. The change to vacation policy will be presented for a vote at the next Board meeting.

Unfinished Business

**Proposed Annual
Budget for FY 2020-
2021**

John Cheatham made the motion to accept the Proposed Annual Budget for FY 2020-2021. Kathleen Ham seconded the motion. All voted Aye. The motion carried 9/0.

There was no new business.

New Business

John Cheatham made the motion to move to closed session. Joy Dufrain seconded the motion.

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

There was a roll call vote to move into Executive Session: John Cheatham—Aye; Linda Andrae—Aye; Karen Holtmeyer—Aye; Diann Wacker—Aye; Joy Dufrain—Aye; Kathleen Ham—Aye; Michele Fehlings—Aye; Martha Lindsley—Aye; Susan Richardson—Aye.

The Board moved into Executive Session at 7:55 pm.

There was a roll call vote to move out of Executive Session: John Cheatham—Aye; Linda Andrae—Aye; Karen Holtmeyer—Aye; Diann Wacker—Aye; Joy Dufrain—Aye; Kathleen Ham—Aye; Michele Fehlings—Aye; Martha Lindsley—Aye; Susan Richardson—Aye.

The Board returned from Executive Session at 8:07 pm.

There being no further business, Board President Susan Richardson adjourned the meeting at 8:07 pm.

Adjourn

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____