

Scenic Regional Library
Board Minutes – September 17, 2024

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on September 17, 2024 at 7:00 pm. Board President Joy Dufrain presided at the meeting. Board members attending the meeting were John Barry, John Cheatham, Carla Robertson, Karen Holtmeyer, Susan Richardson, and Sarah Rothermich. Board members Kathi Ham, Laura Hengstenberg, Bob Niebruegge, Martha Lindsley, Paula Sutton and Linda Andrae were absent.

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

There were no public comments.

Public Comments

There were no additions or corrections to the minutes.

Approval of Minutes

The minutes were approved by unanimous consent.

Director Campbell stated that the Library is 16.6% through the budget for this fiscal year. He said that the Automation line is high due to the Evergreen bill being paid this month. Director Campbell also stated that the Periodicals line was at 36.9% due to one big payment for our magazine subscriptions.

Financial Report

Financial Report was approved by unanimous consent.

Reports:

Director Campbell briefly spoke about a recent book challenge. The Library received a Request for Reconsideration of Resources form for the book “Tale of the Shadow King” by Daniel Haack. The Reconsideration Committee voted 5-0 to keep the book in the Library’s collection. A letter was sent certified mail to the patron.

Book Challenge

The Library has offered Hoopla since 2015, which is a digital platform for e-books, e-audiobooks, streaming video, and other products. Libraries are charged for Hoopla based on usage. The Library has a total of 5,070 individual users and of those, almost 39% were reciprocal borrowers. Director Campbell stated that he has asked Circulation Coordinator Macee Jarvis to work with Equinox and Hoopla to make the necessary changes to Evergreen to block reciprocal borrowers from accessing Hoopla which would allow our patrons more access. The plan is to announce the change in the October Newsletter and be effective November 1.

Hoopla Restrictions

The Library Board was provided with a packet containing the audit information. The audit will be presented at the October Library Board meeting.

Library Audit

**Unfinished
Business:**

Director Campbell spoke to the Board about the impact of the Senior Citizen Property Tax Freeze. He informed the Board that we may see 9-10 percent less growth each year due to the freeze but that there are many variables we cannot account for. Director Campbell encouraged the Library Board to consider ways to diversify revenue streams in the future.

**Impact of Senior
Citizen Property
Tax Freeze/Other
Tax Issues**

New Business:

The FY 2024-2025 Annual Budget was included in the Board packet; the budget narrative contained all the pertinent information. Director Campbell mentioned that the biggest thing would be the implementation of McGrath's salary survey. He stated that employees who have worked for the library for five years or longer in their current position have been placed at the midpoint/market point, 15% above the starting salary of their range. Employees who have worked for the library for four years in their current position have been placed 12% above the starting salary of their range; three years in their current position, 9%; two years in their current position, 6%. In the proposed annual budget, all employees receive at least a 3.3% pay increase.

**Proposed FY 2024-
2025 Annual Budget**

Carla Robertson made a motion to approve the Proposed FY 2024-2025 Annual Budget. Karen Holtmeyer seconded the motion. All voted aye. Motion carried 7-0.

The Library's auditor deemed the Library Foundation to not be a "component unit" of the Library which would require a separate audit. Associate Director Kjersti Merseal had the auditor file the organization's 990 form. Director Campbell stated that he received a quote for a financial review of the Foundation. The auditor stated that typically it will cost \$6,000 for a new review and \$5,000 for an existing client, however, with the knowledge we already have about the organization and having done the 990 the fee would be \$3,500. Director Campbell suggested to the Board that with as little revenue as the Foundation generates each year that the Library Board/Foundation Board have the auditor (a separate entity from the library's business office) complete the 990 form each year and not conduct a formal financial review or audit.

**Library Foundation
Audit**

Susan Richardson made a motion to have an auditor (entity outside the Library's Business Office) complete the 990 each year and not conduct a formal financial review or audit. John Barry seconded the motion. All voted aye. Motion carried 7-0.

The Hermann lease space agreement with tenant Randy Eikermann will begin October 1, 2024 and end December 31, 2029. The proposed lease agreement is \$1,250 per month over a period of 4 years and 3 months. Director Campbell

Library Foundation

recommended that the Library Board approve the lease agreement with Eikermann & Associates, LLC.

Sarah Rothermich made a motion to approve the lease agreement with Eikermann & Associates, LLC. Susan Richardson seconded the motion. All voted aye. Motion carried 7-0.

*There being no further business, Joy Dufrain moved to adjourn the meeting **Adjourn** at 7:40 pm.*

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____