

Scenic Regional Library  
Board Minutes – September 21, 2021

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on September 21, 2021 at 7:03 pm. Board President Karen Holtmeyer presided at the meeting. Board members attending the meeting were Linda Andrae, John Cheatham, Paula Sutton, Kathleen Ham, Michele Fehlings, Robert Niebruegge, John Barry, Susan Richardson, Joy Dufraim, Carla Robertson, and Laura Hengstenberg. Board member Martha Lindsley was absent.

Library Director Steven Campbell, Assistant Library Director Megan Maurer, Business and Human Resources 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 August 24, 2021 minutes, including the minutes from the August 24, 2021 Executive Session, and the September 14, 2021 minutes, as written. Robert Niebruegge seconded the motion. All voted Aye. The motion carried 12/0.*

**Approval of Minutes**

Susan Richardson mentioned she did not receive the notice about the September 21 Special Board meeting. Director Campbell said that he will look into why she is not receiving Board emails.

Director Campbell said the figures in the Budget Comparison Report had been updated to reflect the Proposed Budget draft that was presented at the August meeting. He said the Comparison Report is therefore still fairly accurate, although under the revised proposed budget, the Library's annual budget is actually \$6.1 million, an increase of about \$11,000. John Barry asked about the payment to BlueAlly on the Check Register. Director Campbell and Kjersti Merseal explained it was to purchase a router for the New Haven branch.

**Financial Report**

*John Barry made the motion to accept the Financial Report. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0.*

Director Campbell said Crawford County did not provide the Library's updated assessed valuation figures until after the August Board meeting, resulting in the tax levy rate being set at .1908 instead of the .1907 approved at the August meeting. However, as Robert Niebruegge worded his motion to approve the maximum allowable rate, the approval stands. Certification from all counties has been received, so .1908 is the final figure.

**Reports**

Director Campbell said Administration will have a recommendation for the Board at some point in the spring of 2022 for which automated vending system to purchase for a potential Marthasville location. He wants to do his due diligence in researching such a large investment. Administration has attended three virtual demos, and may be able to see the machines in person at upcoming national library conferences. The closest place to visit a machine currently in operation is Springfield, Missouri; however, that machine is a brand Administration doesn't like. The closest places to see machines from

their preferred vendor, MK Solutions, is San Antonio and Roanoke. Director Campbell is continuing to follow up with Marthasville Mayor David Lang about the City Council providing a free spot to place the machine. So far, he has not heard back. He also plans to approach the school with the same request. If neither option works out, the Board may need to consider purchasing one of the \$40,000 lots the City is selling. Karen Holtmeyer asked what kind of shelter would need to be constructed for the machine if it were placed outside. Director Campbell said some of the vendors recommend a windbreak or sunscreen, but the machines are extremely high-tech and don't require much protection. They have interior humidity and temperature controls, and are graffiti-proof.

It was originally reported to the Board that the cost for fixing the HVAC systems in Owensville, New Haven, and St. Clair would be \$40,890. However, Director Campbell found out that Henderson Building Solutions may be able to use TAB reports (balancing) the Library already had performed, which would reduce the cost by as much as \$24,000. Henderson is evaluating the reports now, as well as the repairs needed at the four remaining branches. Once the final cost is determined, Director Campbell plans to add that amount to the settlement amount requested from JEMA.

Repairs to the Warrenton branch's HVAC system are delayed due to a nationwide parts shortage. With box fans, the temperature at the branch has been about 78 degrees, although with cooler weather moving in the temperature today was 73 degrees. Director Campbell said Administration doesn't close a branch for HVAC issues unless the temperature reaches 80 degrees. The Missouri Highway Patrol needs to use the meeting room for license testing, and the branch has multiple upcoming programs, so they are trying to keep the branch open if at all possible. John Barry said he visited the branch last week and it was comfortable in the meeting room.

Director Campbell said that starting in October, Missouri Ozarks Community Action (MOCA) will be offering services out of their 24-foot van in the Owensville branch parking lot twice a month. MOCA offers energy assistance and similar programs to low-income families in several Missouri counties. They consider Gasconade one of their most underserved counties. Carla Robertson said it is a great program.

## **Unfinished Business**

Director Campbell highlighted the differences between last month's draft of the proposed budget and the current version. The biggest change was the Paid Time Off (PTO) policy he asked the Board to consider for part-time staff. Under the policy, part-time staff will accrue PTO at the rate of 4% for every hour worked. Over the course of a year, an employee who works 20 hours per week will accrue 40 hours of PTO. They can use PTO for vacation or sick leave. The policy will cost the Library approximately \$30,000, to cover shifts when staff use their PTO. Megan Maurer requested that all existing employees receive PTO retroactively for all hours worked in the past year. John Barry asked about pay-out. Director Campbell said PTO will not be paid out to staff leaving employment with the Library.

## **Proposed FY 2021-2022 Annual Budget**

Kathleen Ham asked if there will be any way to track the policy, once enacted, to see how successful it is at slowing staff turnover. Director Campbell and Kjersti Merseal said yes, through the Library's timekeeping software.

Megan Maurer presented the policy to branch managers at a meeting last week, and they were excited about offering this benefit to their staff. She said most Library staff leave part-time positions to seek full-time employment elsewhere, not necessarily because of a lack of benefits. John Barry discussed Amazon's aggressive recruitment of employees, and said anything the Library can do to retain its staff, it should do.

Director Campbell said the current budget draft also includes a \$6,000 increase to the electronic materials line. These funds will go toward increasing monthly Hoopla limits. The Notes Payable line has also increased \$5,000, to reflect the additional funding for the Hermann building project, as approved at the September 14 Special Board meeting.

***Michele Fehlings made the motion to approve the Proposed FY 2021-2022 Annual Budget. Kathleen Ham seconded the motion. All voted Aye. The motion carried 12/0.***

Director Campbell reported new developments about the Hermann Hospital Lease. The Hospital Director informed him there is a company interested in purchasing the hospital. Although there is no reason at present to believe the purchase will actually occur, the Hospital Director wanted to grant the Library full transparency before entering into the lease. Director Campbell does not see any reason to not go forward with the lease. He would rather finalize the lease now, before any potential change-over occurs. He said the purchaser would become responsible for the lease payments, and it is unlikely they would want to shut down the clinic after the hospital invested so much money into the building. Director Campbell asked the Board to approve the lease, and to allow him to sign it after the Hospital Board approves it at their meeting on September 27.

**Hermann Area  
Hospital – Lease  
Agreement**

***John Cheatham made the motion to approve the Hermann Area Hospital Lease Agreement and grant Director Campbell permission to sign the lease. John Barry seconded the motion. Michele Fehlings abstained. All others voted Aye. The motion carried 11/0.***

Director Campbell said he had been leaning toward choosing PCE as the general contractor for the Hermann project, but the Library's architect is recommending the lowest bid, Franklin County Construction. The architect has checked the firm's references, and everyone he's talked to gave glowing recommendations. The architect is adamant they can do the job, and that it would be ridiculous to walk away from the \$123,000 savings. Susan Richardson said she spoke with an insurance company who highly recommends them, and that the owner lives locally and takes local pride in his projects. Director Campbell said this could be one reason for the cost difference, if the contractor hires local subcontractors rather than bringing them in from out of the area. Joy Dufrain recommended against Demien.

**Hermann Project  
Bids**

***Laura Hengstenberg made the motion to accept Franklin County Construction's bid for the Hermann project. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0.***

The Board discussed whether or not to proceed with expanding the art gallery by utilizing the empty space at the back of the new Hermann building. It will cost \$19,000 to add 1,000 square feet. The architect recommends doing it now, as it will cost 15-20% more to do it later. Director Campbell said the gallery will generate revenue for the Library from art sales, and that it will be easier to have receptions and other gatherings in the larger space. Robert Niebruegge asked how the gallery will be monitored. Director Campbell said the architect has video surveillance in the space and has given the library information about several alarm systems for artwork. Director Campbell said, worst case scenario, if the gallery is unsuccessful, the space can be used as another public meeting room. Linda Andrae agreed: as long as the space is already finished, it can easily be turned into something else.

***John Cheatham made the motion to complete the art gallery expansion as part of the initial construction on the Hermann project. Joy Dufrain seconded the motion. All voted Aye. The motion carried 12/0.***

Carla Robertson said she was uncomfortable with some of the language about essential physical job requirements in the Marketing Specialist job description. She wants to make sure the requirement for "clarity of speech and hearing" does not violate the Americans with Disabilities Act. Laura Hengstenberg suggested adding the disclaimer "with or without reasonable accommodation." Director Campbell will consult the Library's attorney about how best to revise the job description before the position is posted.

The Board returned to their discussion of the PTO Policy.

***Joy Dufrain made the motion to approve the Proposed Paid Time Off Policy for part-time staff. Laura Hengstenberg seconded the motion. All voted Aye. The motion carried 12/0.***

The Board reviewed the Proposed Filming and Photography Policy. Director Campbell said that although the Library is a public place, it's important to protect patron privacy by preventing photography of what they are reading or checking out. Joy Dufrain wondered if the policy should specify "on library property," and the Board discussed whether potential policy violations could result from people taking photographs outside the building. Linda Andrae stressed that no one should film or photograph anyone, especially children, without their permission. John Cheatham suggested reworking the policy to include language about library property, and bringing it to the next Board meeting.

Director Campbell recommended the Board appoint Jo Ellen Steineker to the Library Foundation Board, representing Gasconade County.

#### **New Business**

#### **Proposed Paid Time Off (PTO) Policy for Part-time Staff**

#### **Proposed Filming and Photography Policy**

#### **Recommendation for Appointment of Jo Ellen Steineker**

***Robert Niebruegge made the motion to appoint Jo Ellen Steineker to the Scenic Regional Library Foundation Board of Directors for Gasconade County. Laura Hengstenberg seconded the motion. All voted Aye. The motion carried 12/0.***

Director Campbell said a lot of public libraries, including Jefferson County Library, are debating—or have already approved—closing for Juneteenth. He said that although the Library is not obligated to close for all federal holidays, he recommends closing on Juneteenth. He also feels continuing to hold Staff Development Day on Veteran’s Day is not an appropriate commemoration of the holiday. He would like to see staff have that day off, and move Staff Development Day to Columbus Day. This would result in the Library being closed for all federal holidays. Kathleen Ham said being closed for all federal holidays, rather than just some, would be less confusing for patrons.

**Holiday Schedule**

***Carla Robertson made the motion to add Veteran’s Day and Juneteenth to the Library’s holiday schedule, and to move Staff Development Day to Columbus Day beginning in 2022. Kathleen Ham seconded the motion. All voted Aye. The motion carried 12/0.***

Director Campbell said there was no need to go into Executive Session as he had no new information to report about the pending legal matter.

The Union Branch Manager is resigning effective October 15 because her fiancé won Hell’s Kitchen. They are moving to Las Vegas where he will be the head chef at Gordon Ramsay’s restaurant.

Director Campbell asked the Board if, in the interest of professional development, they would permit Megan Maurer to run a Board meeting in the coming months so that she will have that experience when she becomes a Library Director in the future. The Board agreed.

***There being no further business, Board President Karen Holtmeyer Adjourn adjourned the meeting at 8:30 pm.***

\_\_\_\_\_  
Secretary

Approved: \_\_\_\_\_  
President, Scenic Regional Library Board of Trustees

Date: \_\_\_\_\_