

Scenic Regional Library
Board Minutes – February 21, 2023

Scenic Regional Library Board of Trustees met at the Franklin County Resource Board in Union, Missouri on February 31, 2023 at 7:00 pm. Robert Niebruegge presided at the meeting. Those attending the meeting were Linda Andrae, John Barry, John Cheatham, Joy Dufrain, Laura Hengstenberg, Karen Holtmeyer, Martha Lindsley, Carla Robertson, Sarah Rothermich, Susan Richardson, Paula Sutton. Board member Kathi Ham was absent.

Steven Campbell, Library Director, Kjersti Merseal Associate Director of Business and Human Resources, Megan Maurer, Assistant Director 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 stated that the library is 58.3% through the current fiscal year with expenditures at 48.56%. Additionally, Director Campbell stated that the interest income on the non-reserve funds was \$4,886.62 for the month and that tax revenue is trending lower due to a delay in bills being sent out in Franklin County, as well as a later December payment from Gasconade County.

Financial Report

John Barry inquired as to why the Hoopla binge pass numbers were trending high. Director Campbell explained that this was a new service, so the usage numbers appear inflated compared to the previous year, but digital circulation is up 6% overall.

Director Campbell also reported that the library district circulation overall has yet to rebound to pre-COVID numbers; circulation continues to slowly rise.

There was also a brief discussion regarding passport income. Director Campbell stated that the two branches with the most passport traffic are Pacific and Wright City. This increase in traffic has been contributed to post offices and other public intuitions no longer providing passport service.

John Barry set forth as a reminder to new Board members that although the current budget is showing significant state funds attributed to the Athletes and Entertainers fund that should the state decide the money is needed elsewhere it is often not distributed and that the library district typically does not budget for those funds.

The financial report was approved as presented.

Reports

Director Steve Campbell provided the following updates to his written report.

The carpet cleaning has been scheduled for all locations, except Hermann. In order to keep the carpets throughout the branches looking nice, carpet cleaning once a year is planned, with consideration that a second cleaning might be needed, especially in high traffic areas such as behind the circulation desk. Bob Niebruegge inquired if the service provider was also treating the carpets with Scotch Guard after the cleaning. Director Campbell stated that he will follow up with the company to confirm.

Carpet Cleaning

Following the Board's approval of the computer bid during the January 2023 meeting, the library IT Manager recommended upgrading the laptops for the branches. The upgrades include faster processors, more RAM, and larger hard drives. The laptops will also be replaced on a four-year cycle, rather than a five-year cycle. Director Campbell stated that these changes were necessary due to ongoing laptop issues at the branches. Director Campbell asked if it was necessary to request re-approval from the Board for bid specifications that were slightly altered after their initial approval. The Board members indicated that it was not necessary.

Computer Bid

The Foundation's Trivia Night will be held on Saturday, March 4. There are currently ten tables reserved and three individuals registered. The Warren County Board members donated a Mexican themed basket for the silent auction. A Foundation Board member donated \$200 that will be used as prize money for the winning team.

Trivia Night

The Missouri State Standards for Public Libraries were recently revised. Director Campbell provided a brief explanation regarding the different levels within the standards of essential, enhanced, and exemplary and requested that the Board consider the Administration and Governance section. Additionally, the standards are to serve as an aspirational document and not for every public library to accomplish the exemplary level in all sections.

State Standards: Policy Review

There was a discussion regarding the regular review of library policies, both public and personnel. Martha Lindsley suggested that there could be a committee that reviews the policies. Laura Hengstenberg stated that she felt it was important for library Board members to know what is in the public policies and put forth that a list be provided the Board, so that the policies can be top of mind, with consideration to review one policy per month.

Director Campbell commented that library personnel policies were reviewed by the personnel attorney and the public policies are reviewed on an as needed basis throughout the course of the year. The personnel policies were reviewed and updated in 2020, while the Meeting Room policy, Collection Development policy, and Patron Code of Conduct were all reviewed and updated over the last year. John Cheatham stated that he believed the policies were up to date and that it did not seem necessary to routinely go through each policy on an annual basis. Linda Andrae shared that it is an accountability issue, while Bob Niebruegge also suggested a rotating schedule should be considered. Carla Robertson posed a question to Director Campbell, as to what level did he want this section of the standards to be. Director Campbell responded that he would like the section to be in "80's" percent, but reiterated that this was an aspirational document.

Director Campbell stated that current practice of policy review is a reactive process. The Board reached a consensus to review a policy per month for the next few months to ascertain if this is an effective way to manage this standard.

**State Standards:
Strategic Plan**

Strategic Planning was the next standard section of discussion. Director Campbell detailed his reasonings for not having a strategic plan in the past, including: the expense of hiring a consultant, plans are often too general and not quantifiable. Martha Lindsley shared her positive experience working on a strategic/long range plan and that she believed the plans were valuable. John Cheatham commented that he believed it fell in the scope of duty for the director/CEO to communicate their vision on where the library is going and that should be brought to the Board for approval/review, but is not necessarily a strategic plan. Director Campbell responded to John Cheatham that if that were the direction the Board wanted, he would consult with the public through a survey, as well as the library staff to develop the vision.

Joy Dufrain suggested a working document that provided an accomplishment list, stating this is what the library has done. This would serve as a framework for where the library wanted to be moving forward. Sarah Rothermich supported Joy's suggestion, stating it could be a way to look at where there are weaknesses for a strategic plan. Laura Hengstenberg acknowledged that one size does not fit all for strategic plans—is the library district in an aggressive posture, as we were with updating facilities, a maintenance posture, or an evaluating posture. Linda Andrae supports a deeper understanding of where the library has been, where the library is, and where the library wants to be in the future. Joy Dufrain stated she is encouraged by the expansion and growth of services that has occurred over the last ten years, especially in Gasconade and Warren Counties.

Susan Richardson inquired if Director Campbell had reviewed any strategic plans that were quality. The Board requested that Director Campbell provide examples of strategic plans, both good and bad, for their review.

**State Standards:
Board Member
Orientation/Training**

Director Campbell asked the Board their thoughts on formalizing Board orientation and outlined the current procedure for onboarding new Board members, which includes a one hour in-person meeting to discuss the budget and library procedures, as well as access to the State Library offering of online training videos. Linda Andrae suggested that additional information on the library budget would be helpful, as well as tour of the branches. Carla Robertson recommended a discussion on how to handle a patron complaint/the library chain of command. Paula Sutton remarked that attending one to two Board meetings before the orientation conversation could be helpful.

**Secretary of State's
Proposed Rule**

The proposed rule by the Secretary of State has been modified. Director Campbell noted that a different draft of the rule has been introduced in the Missouri House. The bill also includes a \$500 fine and misdemeanor for library employees who give access to materials deemed inappropriate as defined by the law. The revised proposed rule does not include a fine. Director Campbell drew attention to Section F which states who can dispute/challenge material in the collection and that it must be a parent or guardian of a minor

within the library district, this is viewed as a positive, as groups outside the district cannot challenge materials within Scenic Regional's collection. Section C was also discussed, as Director Campbell is awaiting guidance from the State Library in the form of template policies that can be used to comply with the rule.

New Business:
Bids for Resealing
and Restriping
Parking Lots

The library received three bids for resealing and restriping the parking lots. The bids were reviewed by Horn Architects, as well as Director Campbell. Horn recommended McConnell & Associates of St. Louis, Inc. for the project. In addition to being the low bid, they are large and reputable firm.

Joy Dufrain made a motion to award the parking lot resealing and restriping project to McConnell & Associates of St. Louis, Inc. Susan Richardson seconded the motion. All voted Aye. The motion carried 12-0.

Director Campbell provided for the Board photographs of damaged concrete at the New Haven branch. There is also damaged concrete at the Warrenton branch. The Board was in support of requesting McConnell & Associates of St. Louis, Inc. to bid to repair the concrete in both branches. Director Campbell will consult the library's attorney about the need for competitive bids on the concrete work if the library wants the same company to do both the concrete and asphalt work at the same time.

Unfinished Business:
Art Gallery
Management Plan

Director Campbell outlined for the Board the plan for managing the art gallery. The plan includes the formation of the Scenic Regional Arts Council. There will be seven members, which will include Sarah Rothermich, Kathi Ham, and Sheri Hausman, as well as four artists. Director Campbell will serve as an ex-officio member. The council will function as a committee of the Scenic Regional Library Foundation and will be able use their 501(c)3 status when applying for grants and receiving donations. The Board was supportive of this plan.

Director Campbell acknowledged the efforts and time of Board member Sarah Rothermich who was been able to streamline the application and acceptance process for artists.

There was a discussion regarding the breakdown of expenses for the art gallery that was provided by Director Campbell. John Barry shared that he felt this was one of the best things that library has going and not breaking even should not overshadow the efforts. Joy Dufrain stressed the goodwill the library is building with the art gallery. Carla Robertson commented that the gallery is considered a service, not a fundraiser. The Board was supportive of working towards a breakeven budget for the gallery, but views it as something that could take a few years to achieve, and not a priority.

Director Campbell concluded the meeting by providing the Board with the audit report from Sikich. A representative from Sikich will be presenting the audit at the March 21, 2023 meeting.

Adjourn

There being no further business, Laura Hengstenberg moved to adjourn the meeting at 8:32 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____