

Scenic Regional Library
Board Minutes – June 20, 2023

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on June 20, 2023 at 7:00 pm. Board President Robert Niebruegge presided at the meeting. Board members attending the meeting were John Barry, Karen Holtmeyer, John Cheatham, Laura Hengstenberg, Linda Andrae, Paula Sutton, Sarah Rothermich, Kathi Ham, Carla Robertson, Joy Dufrain and Martha Lindsley. Board member Susan Richardson was 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. They were approved as presented.

Approval of Minutes

Director Campbell stated that the Library had the largest book sale ever, bringing in \$17,363.48. Director Campbell said the Library has spent 84.82% of the budget and will likely finish the year at 90.3%. He mentioned that this is roughly \$650,000 under budget, however, this will be added to our reserve; the library's reserve funds are still below the 50% point. The surplus figure does not include the concrete work that will happen next year, which was budgeted this. Director Campbell reported that it appears that our revenue is much higher than projected. It was projected at just over \$6.9 million, however, we received grants for the laptops and computers which we did not include in our revenue projections. He stated we will still end the year above projections but it is a bit distorted due to the grants.

Financial Report

Financial Report stands approved as presented.

Reports

Director Campbell stated we are in the process of submitting our compliance paperwork to the Secretary of State. In regards to minor library cards, we are still working on deciding on the best course of action. Director Campbell said that the safest way to proceed would be to expire all minor cards and issue new ones, however, none of the largest libraries are doing that, so we're in a holding pattern for the time being.

Board member Sara Rothermich inquired as to why the other libraries were not expiring cards and reissuing new ones. Director Campbell replied that it seems they do not feel that the effort is worth the low risk of actually losing state aid. They are concerned about losing cards and it also takes a lot of staff hours to do so. He went on to say that there are no major moves on the rule by the largest libraries yet.

Director Campbell reported that the Missouri Arts Council met at the Hermann branch on June 16. They were in Hermann to give the city the Creative Community Award. A plaque will be given to the Library by the city which will stay at the Hermann branch permanently.

A Narcan vending machine will be placed behind the Saint Clair branch in the parking lot. This will not be provided by the Library or any tax payer money. The machine and its contents will be purchased by HOPE for Franklin County Coalition.

There was no unfinished business.

Unfinished Business

The Library received four bids from vendors for a compensation study. McGrath Human Resources Group submitted the most comprehensive proposal. Director Campbell stated that their bid was higher but the Library has never had one of these studies done before and it would give us some much-needed insight and information. Board President Robert Niebruegge asked what information this study would provide. Director Campbell informed the Board that this study will tell us if employees are being over paid or under paid. It will give us a comparison to other Libraries to show where we are and where we should be. They will interview employees as they are gathering data over several months. Board member Laura Hengstenberg asked “Are you ready to redline people if they are making too much money?” Director Campbell responded “Yes, including myself.”

New Business **Compensation** **Study Bids for** **Consideration**

John Barry makes a motion to accept the bid from McGrath Human Resources Group. Carla Robertson seconds the motion. All voted aye. Motion carries 12-0.

John Barry makes a motion to amend the annual budget to increase the Operations – Professional Services line by \$9,000 and decrease the Capital Expenses – Improvements line by \$9,000 to accommodate the salary study costs. Carla Robertson seconds the motion. All voted aye. Motion carries 12-0.

The Library’s Collection Development Policy required the most changes due to the Secretary of State’s rule. Language was added to demonstrate that age appropriateness was considered when selecting materials; how materials were selected, in general; and which patrons can challenge materials.

Proposed Amended **Collection** **Development Policy**

Paula Sutton motions to add “Resource” to the name of the Request for Reconsideration form and approve the amended Collection Development Policy. Linda Andrae seconds the motion. All voted aye. Motion carries 12-0.

The Library’s Meeting Room Policy was amended to comply with the Secretary of State’s rule that outside groups using the meeting rooms must designate an audience level on their event publicity. Director Campbell stated that this will show on our website portal when someone goes to book a meeting room. They will have to sign off that they read the policy.

Proposed Amended **Meeting Room** **Policy**

Carla Robertson made a motion to approve the proposed amended Meeting Room Policy, also adding Hermann branch to the maximum seating section. Laura Hengstenberg seconds the motion. All voted aye. Motion carries 12-0.

Director Campbell created a Display Policy. Given that it is not a requirement, this is a new policy for the Library. The main purpose is to assure that age-appropriate materials are displayed in the Library, meaning children’s books are on displays in the children’s area. Director Campbell stated he thought it

Proposed Display **Policy**

would be easier to codify the Library's practices and comply to the rule by creating a Display Policy.

John Barry made a motion to approve the proposed Display Policy. Paula Sutton seconds the motion. All voted aye. Motion carries 12-0.

The proposed Library Card Policy is a new policy. We have changed the language on the back of the Library cards to state that a parent (or legal guardian) will need to sign for consent for the minor to obtain a Library card. Director Campbell stated that while the Secretary of State's rule indicates that certain language about parental (or legal guardian) consent for minors should be included in a Library's Collection Development Policy, he felt the information needed to be in a policy about library cards. The information is also available on the Library's website.

Proposed Library Card Policy

Linda Andrae made a motion to approve the Proposed Library Card Policy. Karen Holtmeyer seconds the motion. All voted aye. Motion carries 12-0.

Director Campbell was contacted by Randy Eikermann, owner of Eikermann & Associates, LLC, an accounting firm in Hermann about leasing space in the Library's Hermann facility. The Library has approximately 880 sq. ft. of vacant space remaining in the building. The Library currently has a lease with Zick, Voss, Politte, Richardson & Brinker, P.C. for 576 sq. ft. through May 2026. They seem happy with the agreement and would most likely extend their lease beyond May 2026. If the Library signed a lease with Eikermann & Associates, they would require the entire 880 sq. ft. space. Currently, the space is used by the Scenic Regional Arts Council to operate the Gallery. Director Campbell stated that we would need to retain around 200 sq. ft. of space for the Art Gallery and Library use. Board member Sara Rothermich explained how important it is just for the Gallery to have a safe space to house the art, as well as a staging area for the Art Gallery. Board member Carla Robertson asked Director Campbell for his recommendation. He stated that we do not want to give up the space and it was his suggestion that we wait and see. The Library's architect offered to create a layout for Mr. Eikermann to determine if he could serve his needs while still providing the Library 200 sq. ft. of space. Mr. Eikermann said that he would like to see a layout. Director Campbell said in the worst-case scenario, we would wait for another tenant. The Board agreed with Director Campbell.

Hermann Facility Remaining Lease Space

The Library Board approves a new slate of officers each June for the upcoming fiscal year. According to the Library Board's bylaws, Franklin County Board member John Cheatham will move up to President; Warren County Board member Joy Dufrain will move up to vice president; Gasconade County Board member Kathi Ham will move up to Secretary; and the treasurer position will become vacant. According to the Library Board's bylaws, the new treasurer must be a Board member from Franklin County: Paula Sutton, Linda Andrae, or Susan Richardson. Board member Paula Sutton volunteered to be the treasurer.

Election of Library Board of trustees

Carla Robertson made a motion to approve the new slate of officers for the 2024-2025 fiscal year, with Paula Sutton as the new treasurer. Martha Lindsley seconds the motion. All voted aye. Motion carries 12-0.

There being no further business, Carla Robertson moved to adjourn the Adjourn meeting at 8:10 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____