

Scenic Regional Library
Board Minutes – November 14, 2023

Scenic Regional Library Board of Trustees met at the Zion United Church of Christ in Union on November 14, 2023 at 7:00 pm. Board President John Cheatham presided at the meeting. Board members attending the meeting were John Barry, Karen Holtmeyer, Bob Niebruegge, Laura Hengstenberg, Paula Sutton, Susan Richardson, Sarah Rothermich, Kathi Ham, Joy Dufrain and Martha Lindsley. Board members Linda Andrae and Carla Robertson 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.

Public Comments

There were no 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 a third of the way through the fiscal year, but has only spent about 28% of the budget. Director Campbell stated that the Library's next CD will mature at the end of December, and that we should be able to find another CD around the same interest rate. Director Campbell also stated that our revenue is at 5%, whereas last year around this time, it was at 3%. Director Campbell informed the Board that the Library's audit would likely not be done until after the first of the year due to not being able to find another auditor to take the Library on as a new account.

Financial Report

Financial Report stands approved as presented.

Reports:

McGrath Human Resources Group presented their findings to the Library administration on November 8. Director Campbell stated that administration thought the data and their findings were very good. Director Campbell explained that their data was still raw data, and that the next step would be McGrath compiling the information and creating salary ranges for the Library along with a recommended implementation plan, however, they do not plan to have this ready to present until December. Director Campbell expressed that this would also delay approval of the final annual budget for this fiscal year until the compensation study and implementation plan were presented. The Board requested that when Director Campbell receives the information from McGrath, that they be sent a copy of the findings so that they can go over it and prepare their questions before the January Board meeting.

Compensation Study

The Library's fall book sale was held on November 2-4. This was the 3rd largest in terms of overall revenue. Director Campbell stated he hopes that we will have many more books for the Spring book sale.

Fall Book Sale

Director Campbell submitted a grant to BJC Healthcare for Zoll AED Plus Fully Automatic devices on October 30. All our counties are in BJC

AED Grants

Healthcare's service area. The cost for each device is \$1,984, including the metal box to be mounted on the wall. The total request was \$15,872. Director Campbell informed that Board that it could take up to 12 weeks for the application to be reviewed.

Director Campbell spoke briefly about a presenter grant that was submitted to the Missouri State Library for \$5,000. The grant would fund a one-man show to kick-off the Library's community read event in 2024. The show would be performed by Clifton Truman Daniel, President Harry S. Truman's grandson, at East Central College's performing arts center/theater. Total cost of the event would be \$6,500 to \$7,000, with East Central College contributing up to \$1,000; Washington Public Library, \$500; and Scenic Regional Library, \$500. The grant was written by Hermann's branch manager Tiffany Richards, with input from the administrative staff.

**Presenter Grant for
Community Read**

Director Campbell informed the Board that a grant for three color printer/copiers was submitted through Fidelity Communications. The units are identical to the one recently purchased for the Union branch using Union Rotary Club funds. The color copier/printer would be for public use at the Owensville, Sullivan, and New Haven branches. The full grant request was \$4,650. The Library also believes that it has been awarded a grant through Ameren to fund color copier/printers at the Hermann and St. Clair branches.

**Fidelity Grant for
Color Printers/
Copiers**

Director Campbell spoke briefly about the possibility of having a social worker at the Library to assist with homeless in the branches. Director Campbell stated that while the Library does not have the funds to hire a social worker, he explored the possibility of partnering with another agency, such as Compass Health, for assistance at our branches without a cost (for the Library), unfortunately, these efforts were not successful. Director Campbell went on to say that the Library later turned to the concept of having graduate-level social work students intern at the Library. He stated he contacted a couple universities in St. Louis and was told that a certified social worker would need to supervise the student. Director Campbell said he was approached in late October by a social work graduate student at Missouri State University who lives in Sullivan, and is interested in doing an internship at the Library. He went on to provide some details regarding the internship duration and duties. The intern would compile local social service resources available in each of our counties, while also traveling to branches to meet with homeless in the Library and direct them to those resources. Currently, staff sometimes fill this role. Director Campbell stated that after reaching out to the Franklin County Services Providers email group, a social worker at the Franklin County Resource Board and PreventEd both volunteered to supervise them. The student currently has other interviews in the area and we will know more at some point in November.

**Possible Social
Work Intern for the
Library**

Director Campbell said the Halloween-themed trivia even in Owensville was an enormous success, bringing in over \$4,000 after expenses. Director Campbell informed the Board that the trivia event for Warren County has been postponed until February while they acquire more sponsors. The Library Foundation plans to have only two trivia events a year, rotating around the three counties.

**Library Foundation
Updates**

Director Campbell briefly mentioned that Chromebooks were for sale for \$30 each at the Fall book sale. All the Chromebooks in the first batch were sold. The remaining Chromebooks will be sold at the Spring book sale.

Chromebooks

Director Campbell spoke about the digital sign for the Warrenton branch. Director Campbell stated that the Library received a quote of \$47,000 in May of 2023 from Ziglin Signs in Washington. Due to the cost of the sign, the Library must accept bids on the project. On October 31 the Library administration sent the bid information to all the sign companies within a 30-mile radius of Warrenton—four companies. The bid was also published in the *Missourian*. Director Campbell said the money that the Library budgeted for the project may not be available due to the cost of last year's resealing and restriping project falling in this fiscal year due to a delay. He went on to express that due to the dramatic increase in the cost of digital signage, the Warrenton branch's Friends of the Library group does not have enough money to cover 75%, or even 50%, of the cost. The Library Board will need to vote to accept a bid at their January meeting

Warrenton Branch Digital Sign

There was no unfinished business.

Unfinished Business:

New Business:

Director Campbell provided a draft of the 2024-2026 Strategic Plan. He explained to the Board that the Strategic Planning Committee had met several times over the past couple months. The Committee focused on the areas which the Library Board and staff indicated were most important. The committee refined these to organizational health, reducing barriers and improving access, and technology. Director Campbell stated he restructured the committee's content and worked with Assistant Director Megan Maurer, Associate Director Christy Schink and Circulation Coordinator Diane Disbro to finalize the draft. The Library Board stated they were very pleased with the product and had no changes or additions to the document.

Review of the 2024- 2026 Strategic Plan Draft

Director Campbell brought it to the Library Boards attention that the Borrowing Limits Policy had not been revised since 2006. The policy exists because prior to the Library's tax increase in 2014 the Library's collection development budget was limited. Director Campbell stated only a select few lines in the policy were still relevant, and that it was his recommendation that those portions be moved to the Library Card Policy and to revoke the Borrowing Limits policy completely.

Proposed Revocation of the Borrowing Limits Policy

Laura Hengstenberg made a motion to accept the Proposed Revocation of the Borrowing Limits policy and move the relevant portions to the Library Card Policy. Susan Richardson seconded the motion. All voted aye. Motion carried 11-0.

Director Campbell reminded the Board that the Library Card Policy had recently been updated, however, the relevant remnants of the Borrowing Limits Policy should be added. Director Campbell also stated that the Library Card Policy has a notable missing component: loan periods and renewal rules. These have been established by administration, and arguably fall under the scope of policy and should be approved by the Library Board. Director Campbell presented three options to the Board regarding revision to this policy. The

Proposed Revised Library Card Policy

Library Board chose Option III, which would state loan periods and renewal rules for traditional physical items, but add language to give administration the authority to set loans period and renewal rules on specialty or nontraditional items.

Joy Dufrain made a motion to accept the Proposed Revised Library Card Policy (Option III). Paula Sutton seconded the motion. All voted aye. Motion carried 11-0.

There being no further business, John Cheatham moved to adjourn the Adjourn meeting at 8:20 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____