

Scenic Regional Library
Board Minutes – August 27, 2024

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on August 27, 2024 at 7:00 pm. Board President Joy Dufrain presided at the meeting. Board members attending the meeting were John Barry, John Cheatham, Bob Niebruegge, Paula Sutton, Susan Richardson, Sarah Rothermich, Kathi Ham, Laura Hengstenberg and Martha Lindsley. Board members Carla Robertson, Karen Holtmeyer 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. They were approved as presented.

Approval of Minutes

Director Campbell stated that the Library is 8.3% through the fiscal year. Director Campbell indicated that we have collected 0.8% of our revenue. He also reminded the Board that the budget would be amended next month.

Financial Report

Financial Report stands approved as presented.

Reports

The renovations at the Hermann branch continues to progress. Director Campbell informed the Board that the space should be ready by mid-September and the lease will start October 1.

Hermann Branch Lease Space

The digital sign at the Warrenton branch was installed in early July. Director Campbell stated that there had been several delays such as inadequate amperage, which was resolved, only later to find out the conduit had been crimped during the Library's 2018 construction at the branch. As a result, the Library has to pay \$4,950 to have the parking lot trenched to run a new conduit. The sign is still not working properly on one side. Director Campbell stated that someone from the sign company will be coming to assess the problem.

Warrenton Digital Sign

The Union branch's partition wall in the public meeting room was damaged during a meeting. Compass Health employees attempted to move the wall while it was locked in place. The final cost of repair was \$765, which will be billed to Compass Health, who has agreed to reimburse the Library for the repair expense.

Union Branch Partition Wall

Director Campbell informed the Board that the Library was subpoenaed for video surveillance of an incident at the St. Clair branch. He stated that the Library's general policy for video footage is that we will show the police the video footage, but if they want to use it in court, the Library requires a subpoena due to privacy laws. Director Campbell and St. Clair branch manager, Alesia Cullen, completed the affidavit and delivered the video footage on a flash drive to the local police station the week of August 12.

Subpoena for Video Surveillance Footage

The Library's Pacific and Sullivan branches are both the same age, same size, same design, same lighting (LED), same size HVAC units, and both had identical changes made to their HVAC systems to address humidity issues. However, the Pacific branch has consistently had 2 to 3 times the electricity usage as the Sullivan branch. Director Campbell stated that Facilities Manager, Bill Snow met with someone from McClure Engineering to conduct an energy audit of the building. Director Campbell said he has not received a timeline for the rest of the evaluation yet but is hopeful they can identify the issue.

Energy Audit-Pacific Branch

At their annual meeting in July, the Library Foundation decided to make major changes to the Friends of the Library memberships for the first time in the organization's 11-year history. Changes included new membership levels as well as, for the first time, there will be membership gifts with certain levels. Director Campbell informed the Board that ideally the gifts would change each year.

Friends of the Library Memberships

In the past, the Friends of the Library groups have each donated annually toward a gift card drawing at the library's Staff Appreciation Banquet. This year the event has been cancelled. Director Campbell stated that the Library requested the funds from the Library Foundation instead. The Foundation agreed to donate \$2,000 for the gift cards this year.

Library Foundation Donation-Gift Card Drawing

The Library received a book challenge on July 10 for an adult graphic novel entitled "How to Build a Dungeon: Book of the Demon King", by Warau Yakan. The reconsideration committee voted 3-2 to keep the book in the Library's collection. A letter was mailed to the patron July 15. Director Campbell informed the Board that the patron came into the Union branch about a week ago stating that she had not received any correspondence. She was given another copy of the letter; Director Campbell said he has not received any communication from her since.

Book Challenge

Director Campbell also informed the Board of an Owensville branch patron who came into the branch and reported to staff that she had checked out a picture book from the children's section that she did not approve of. She asked for a reconsideration form, although has not turned in the form, the patron did inform the branch and Director Campbell that she would not be returning the book. Instead, she plans to take it to her "Baptist Association" and then plans to destroy the book. The patron will be billed for the book.

There was no unfinished business.

Unfinished Business

New Business

Tax Levy

A legal notice about the Library's annual tax levy hearing, as required by statute, appeared in the *Missourian* on August 21. The Library Board will consider the proposed property tax rate of \$0.1908 per \$100 of assessed valuation for Scenic Regional Library District, a consolidated library district and political subdivision, to generate revenue for the fiscal year that began on July 1, 2024.

Bob Niebruegge made a motion for the Board of Trustees to set the property tax rate at \$0.1908 per \$100 of assessed valuation, or maximum allowed under the Hancock Amendment, for Scenic Regional Library District, a consolidated library district and political subdivision, to generate revenue for the fiscal year that began on July 1, 2024. Laura Hengstenberg seconded the motion. All voted aye. Motion carried 10-0.

Health Insurance

The Library administration has been exploring other options for health insurance coverage. This was partly driven by an unprecedented 19% increase in coverage for 2024. In addition, the Library's recent compensation study made two recommendations related to health insurance: 1) Offer multiple plan options. 2) Subsidize family health insurance costs for employees. The Library has also discussed requiring staff to pay something toward their insurance premium because it would give staff the ability to opt-out of coverage. Director Campbell presented the Board with 4 proposal options that offered a PPO and HSA plan. There was some discussion amongst the Board about these options and how an HSA plan would affect employees and how an HSA plan works. After some consideration, the Board agreed on proposal option 1. Proposal option 1 includes an HSA (Health Savings Account) Plan, which has a high-deductible plan (\$1,650 deductible) and an HSA account. For employees who select this option, they will pay nothing toward their premium. The library will deposit \$700 each year into their HSA for medical expenses. An employee can also deposit additional funds into their HSA (pre-tax) if they want. Our current PPO 750 Plan will also be available as a choice. An employee will have to pay \$90 per month toward the premium of this plan.

John Cheatham made a motion to adopt Director Campbell's Option 1, offering the HSA Plan and PPO 750 Plan, with employees contributing \$90 per month to their premium for the 750 PPO Plan. Susan Richardson seconded the motion. All voted aye. Motion carried 10-0.

The Library has recently experienced some issues with patrons sleeping in the Library. Some patrons have been sleeping in library study rooms all day. Director Campbell requested the Board consider adopting the recommended changes to the Code of Conduct prohibiting sleeping on library property.

**Code of Conduct-
Sleeping on Library
Property**

Laura Hengstenberg made a motion to adopt the recommended changes to the Code of Conduct regarding sleeping on library property. Kathy Ham seconded the motion. All voted aye. Motion carried 10-0.

Director Campbell stated that the Library does not want staff wearing anything with political or religious messages to work regardless of the religion or political view. Director Campbell requested that the Board consider adopting the recommended change to add language to the dress guidelines under “Inappropriate Attire/Appearance”: “T-shirts, sweatshirts or buttons with writing that is political or religious in nature, even if literary or book related.”

Dress Guidelines

Paula Sutton made a motion to adopt the recommended changes to the Dress Guidelines Policy. Susan Richardson seconded the motion. All voted aye. Motion carried 10-0.

Board President Joy Dufrain requested that the topic of Impact of the Senior Citizen Tax Freeze/Other Tax Issues be discussed at the September Board meeting.

There being no further business, Joy Dufrain moved to adjourn the meeting at 8:25 pm.

Adjourn

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____