

Scenic Regional Library
Board Minutes – January 16, 2024

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on January 16, 2024 at 7:00 pm. Board President John Cheatham presided at the meeting. Board members attending the meeting in person were John Barry, Karen Holtmeyer, Bob Niebruegge, Carla Robertson, Joy Dufrain and Martha Lindsley. Board members attending via Zoom were Paula Sutton, Kathi Ham, Sarah Rothermich, Laura Hengstenberg, Susan Richardson and Linda Andrae.

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.

There were no additions or corrections to the minutes. They were approved as presented.

Public Comments

Director Campbell stated that the Library is 50% through the budget and overall 41.18% through the fiscal year. Director Campbell indicated that Technical Services was over budget due to the purchase of RFID tags, but that the line would be adjusted when the budget is amended. Director Campbell briefly mentioned that the Library has already collected 27% of our taxes which is a higher percentage compared to the last few years.

Approval of Minutes

Financial Report stands approved as presented.

Financial Report

Director Campbell informed the Board that Randy Eikermann, a CPA who is interested in leasing space at the Hermann branch for his office, mentioned that he would like to be in the space by April or May. The Library will have to get bids for the build out. Director Campbell anticipates that next month we will be ready to start gathering bids.

Reports

Unfinished Business:

McGrath presented the Compensation Study to the Board via Zoom. Board member Laura Hengstenberg asked for clarification regarding using CPI (Consumer Price Index) versus Average Wage Increase. McGrath explained that ultimately the Library just needs to be consistent with which ever economic indicator is chosen. The Board will revisit tying future annual adjustments of the new pay ranges to a metric in a future meeting.

Presentation of the Compensation Study (McGrath Human Resources Group)- Zoom

John Barry made a motion to approve the new recommended pay ranges, the recommended assignment of positions to each range, increasing the pay of all employees who are below the minimum of their new range up to that minimum, increasing the pay of all employees who are already within their new range 3.4% for cost of living, eliminating the six-month 5% pay

increase for new full-time staff. Martha Lindsley seconded the motion. All voted aye. Motion carried 13-0.

The Library Board received an e-mail from Director Campbell on November 21, 2023 regarding the settlement with JEMA/BRiC. The e-mail stated they made an offer of \$185,000. Director Campbell received a “yes” majority vote on November 22, 2023 to accept this offer. Director Campbell informed the Board that there needed to be a formal approval of the agreement at the meeting so that it is reflected in the minutes.

Proposed Settlement Agreement with JEMA/BRiC

Bob Niebruegge made a motion to approve the settlement agreement with JEMA/BRiC. Karen Holtmeyer seconded the motion. All voted aye. Motion carried 13-0.

The draft of the library’s Strategic Plan for 2024-2026 was presented to the Library Board at their November meeting for feedback. There were no changes suggested at that time.

Proposed Strategic Plan 2024-2026

Martha Lindsley made a motion to adopt the Strategic Plan for 2024-2026. Joy Dufrain seconded the motion. All voted aye. Motion carried 13-0.

New Business:

The library accepted bids to replace the old Warrenton and St. Clair HVAC units in late December and early January. There was an addendum added to the bid document prior to the deadline. We received six bids. Several of the bids did not include the addendum item in their bids. In addition, only one bid contained the requested efficiency ratings on the units and they were not within the Library’s budget. The efficiency rating requirements will be adjusted and some bidders will be asked to provide additional information.

Award of the Warrenton and St. Clair Branch HVAC Contract

Bob Niebruegge made a motion to table the Award of the Warrenton and St. Clair Branch HVAC contract. Carla Robertson seconded the motion. All voted aye. Motion carried 13-0.

The library advertised and accepted bids for the digital sign in December 2023. We received two bids. Ziglin Signs, a local company in Washington who provided the library two other digital signs, submitted a \$47,192 bid with a 3-year warranty. Complete Signs in Dothan, Alabama submitted a \$42,696 bid with a 7-year warranty. Director Campbell stated that there was a 10% difference in cost and an additional 4-year longer warranty.

Award of the Warrenton Branch Digital Sign Contract

Joy Dufrain made a motion to award the Warrenton Branch Digital Sign Contract to Complete Signs. John Barry seconded the motion. All voted aye. Motion carried 13-0.

Scenic Regional Library has been a member of the Missouri Evergreen consortium since January 2014. The Memorandum of Understanding (MOU) that libraries sign to join the consortium has been updated several times over the past decade. The director of Missouri Evergreen has asked that all member-libraries approve the new MOU so that everyone is operating under the same agreement.

Proposed Approval of the Updated MOU for Missouri Evergreen

Carla Robertson made a motion to approve the updated MOU for Missouri Evergreen. Susan Richardson seconded the motion. All voted aye. Motion carried 13-0.

Under the library’s Meeting Room Policy, meeting rooms are available after library hours. It is the responsibility of a group to have a representative pick up a key to the meeting room prior to the meeting, if necessary. The library administration has proposed a revision of language to the policy and added a form so that someone representing an organization can “sign off” that they picked up the key. This will allow for better accountability of the meeting room keys.

**Proposed Revision
to the Meeting
Room Policy**

Joy Dufrein made a motion to accept the Revision to the Meeting Room Policy. Karen Holtmeyer seconded the motion. All voted aye. Motion carried 13-0.

The bill for the reciprocal agreement with the Washington Public Library for 2023 will be \$48,743. This is based on an agreement where Scenic Regional pays the Washington Public Library 70 cents for each item a person living in Scenic Regional’s district check out at the Washington Public Library: 74,292 items for 2023. The bill was \$53,640 for 2022; \$57,225 in 2021; and \$49,778 in 2020. Along with the annual payment, Scenic Regional provides the Washington Public Library with free courier service and digital resources. However, the library collects \$400,000 in library taxes from the City of Washington. Director Campbell stated that a renegotiated increased reciprocal agreement would be a goodwill gesture to the Washington Public Library for being a great community partner in light of the steadily declining annual reciprocal agreement payments. Board member Susan Richardson, from Washington, strongly supported the idea of renegotiating the reciprocal agreement to “keep the peace”. Director Campbell informed the Board that he would negotiate a new contract with the Washington Library and present it to the Board for approval.

**Washington Public
Library Reciprocal
Agreement**

There being no further business, John Cheatham moved to adjourn the meeting at 8:45 pm.

Adjourn

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____