

Scenic Regional Library
Board Minutes – March 19, 2024

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on March 19, 2024 at 7:00 pm. Board President John Cheatham presided at the meeting. Board members attending the meeting were John Barry, Paula Sutton, Bob Niebruegge, Linda Andrae, Sarah Rothermich, Kathi Ham, Carla Robertson, Joy Dufrain and Martha Lindsley. Board members Karen Holtmeyer, Laura Hengstenberg and Susan Richardson 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

Joel Doecker from East Central College was present and gave a brief presentation on the Tax Levy Election coming up on April 2.

Director Campbell stated that the Library is about two thirds of the way through the fiscal year. Director Campbell stated the budget is currently at 54% as the full bond payment would reflect until next month.

Financial Report

Financial Report stands approved as presented.

Reports:

Governor Mike Parson will visit the Union branch on Tuesday, April 16, from 4:30 to 6:00 Pm for a meet and greet, and book signing. Director Campbell stated that with a full month to prepare, that he is hopeful that this will draw a good crowd. Publicity on the event started today. Director Campbell informed the Board that all earnings from book sales will go to the Moving Missouri Forward Foundation, a non-profit that supports Jobs for America's Graduates-Missouri, children with special needs, and other programs focused on children across Missouri.

Governor Parson Visit

The creation of emergency procedures is outlined in both the library's current strategic plan, as well as the Missouri Public Library Standards. Director Campbell presented the Board with the flip chart that was created. The branches should receive their copies by late March.

Emergency Procedures Manual

Director Campbell received a phone call from a Hermann resident on March 12 who was upset about a local church meeting at the Library. She had received a

Church Meetings at the Hermann Branch

flier from the church in the mail. The flier used the language “The Vine Church @ the Hermann Library”. Director Campbell informed the Board that he spoke with the pastor, C.J. Brandhorst, about the language on the flier. Director Campbell asked that in the future, if the church does another mailer, that they change their language to stat that their services are held at the library’s public meeting room. A Board member asked how often the church and some other churches are using the meeting rooms. Director Campbell answered that some were using the meeting room every Sunday. A Board member asked how far in advance are the churches booking the meeting room. Assistant Director Megan Maurer answered that the policy lets you book the room for a year at a time. Director Campbell stated that this comes with “special permission” as most groups are only allowed to book once a month.

Director Campbell informed the Board that in January, the library began advertising on Facebook for individual programs and events, resulting in a huge increase in attendance.

Director Campbell spoke briefly about the Board’s contact information on the library’s website. Currently, the Library Board member names are listed but no contact information for individual Board members. Director Campbell informed the Board that currently the website has a physical address for mail correspondence or and email address for the Board listed. These come directly to Director Campbell. Director Campbell asked the Board if they thought there should be any change to this procedure and the Board decided they did not want any changes made, and the Director Campbell should continue to handle the correspondence addressed to the Library Board.

Martha Lindsley departed the meeting at 7:56 PM

There was no unfinished business.

In the compensation study, McGrath Human Resources Group recommended streamlining the library’s leave policy. Currently, professional staff receive four weeks of vacation leave: non-professional staff begin with three weeks and incrementally increase to four weeks after ten years of service; and part-time staff earn paid time off (PTO). Director Campbell stated that the purpose of the compensation study was to align the Library with the market- the pay and benefits other libraries were providing. With 66% of comparable libraries offering employees the ability to carry over more paid vacation leave. Director Campbell recommended to the Board to merge professional and non-professional vacation leave policies so that all full-time employees would begin earning three weeks of vacation leave and incrementally increase to five weeks

Social Media Advertising for Programs

Board Contact Information

Unfinished Business

New Business:

Proposed Vacation Leave Policy

after fifteen years of service and to allow full-time employees to carryover 150% of the paid vacation leave that they earn in a year.

John Barry made a motion to accept the proposed vacation leave policy. Kathi Ham seconded the motion. All voted aye. Motion carries 10-0.

For the past decade, the library staff has reported incidents to administration by email. They wrote a narrative about the incident, including all the relevant details, and sent it to their supervisor, Director Campbell, and Assistant Director Megan Maurer. Director Campbell stated that they would then provide guidelines for the details to be included in the email narrative. Director Campbell informed the Board that starting this month, the Library will use a Google form for incident reporting. This streamlines the process, allows employees to attach photos and will automatically go to their supervisor, Director Campbell and Assistant Director Megan Maurer.

Proposed Incident Report Policy and Online Form

Bob Niegbruegge made a motion to table the proposed Incident Report Policy and Online Form until a few details and questions were answered by the Library's lawyer. Carla Robertson seconded the motion. All voted aye. Motion carried 10-0.

Director Campbell informed the Board that the Missouri Library State Standards recommend the libraries have a library director succession plan. The plan Director Campbell is proposing states that, under the policy, if the director were to unexpectedly resign, be terminated, or become incapacitated, the succession plan would immediately go into effect. Director Campbell went on to say that this would eliminate a lot of short-term stress for the staff and the Board.

Proposed Library Director Succession Plan

Paula Sutton made a motion to accept the Proposed Library Director Succession Plan. Linda Andrae seconded the motion. All voted aye. Motion carried 10-0.

There being no further business, John Cheatham moved to adjourn the meeting at 8:18 pm.

Adjourn

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____