

Scenic Regional Library
Board Minutes – May 20, 2025

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on May 20, 2025 at 7:00 pm. Board President Joy Dufrain presided at the meeting. Board members attending the meeting were John Barry, John Cheatham, Bob Niebruegge, Kathi Ham, Sarah Rothermich, Laura Hengstenberg, Carla Robertson, Linda Andrae, Jennifer Schwentker and Susan Richardson. Board member Karen Holtmeyer was absent. Martha Lindsley arrived at 7:11 pm.

Library Director Steven Campbell, Assistant Library Director Megan Maurer, Director of Business and Human Resources Kjersti Merseal, Administrative Assistant Bree Hendrickson, Ken Scheer with Horn Architects and Ted Schroeder with Schroeder Insurance 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 we are 83.3% through the budget year. All sections of the budget are on pace to finish the fiscal year with a surplus. He informed the Board that we have put more money into CD's and, additionally, put \$200,000 from the Foundation into a 6-month CD. Director Campbell said that he projected our revenue was around \$7.33 million, but that we have already exceeded that amount. He stated that we will probably finish the year over our projected revenue by about \$300,000; our tax income was already over 100%.

Financial Report

Bob Niebruegge made a motion to approve the Financial Report. Susan Richardson seconded the motion. All voted aye. Motion carried 12-0.

Reports:

The Board briefly introduced themselves to new Board Member Jennifer Schwentker. Ms. Schwentker also took some time to speak about her background and said she was grateful to be a part of the Scenic Regional Library Board.

New Library Board Member- Jennifer Schwentker

In November of 2024, Missouri voters approved Proposition A, which provides mandatory paid sick leave to full-time and part-time employees. Even though libraries are exempt from the law, we do seek to maintain wages and benefits that allow us to be competitive in the job market. Scenic Regional Library is already compliant with this law. However, the Missouri Assembly voted to eliminate the proposition.

Missouri Sick Leave Law- Proposition A

The kid's online catalog in the children's area is live as of today.

Online Catalog for Kids (KPAC)

Currently, the Missouri State Library provides libraries with OCLC memberships for interlibrary loan using IMLS funds. Director Campbell said that the State Library had originally indicated that it was unlikely that they would be able to continue funding OCLC memberships after June 30, 2025. However, during a later State Library update, they had said that it may not be going away due to a Federal court order related to IMLS funding.

OCLC Interlibrary Loan

Director Campbell stated that the revenue from the Spring Book Sale was about \$5,000 less than usual. He informed the Board that we were unable to obtain the vinyl for the banners and, as a result, we were unable to put banners up throughout the communities. He told the Board that we would make sure that we had banners for the 2025 Fall Book Sale.

Book Sale

Director Campbell briefly updated the Board about a broken window at the Sullivan branch. The lawncare company broke the window and is expected to pay for the replacement. The cost is \$2,000.

Broken Window at Sullivan

Director Campbell stated that we have had a few ongoing HVAC issues across several branches including St. Clair, Warrenton and Union.

HVAC Issues

The Library Board received a letter from a patron about changes that should have been made to the building in Hermann during the renovation to avoid flooding.

Hermann Branch Flooding

Director Campbell informed the Board that ServPro is 80% complete with the water remediation at the Hermann branch. He also said that the service desk casework would need to be replaced due to water damage and that we were waiting on a quote. He said that the carpet replacement had an estimated cost of around \$70,000. This does not include the vinyl tile in the breakroom that also will need to be replaced. Director Campbell stated that he was informed by the Hermann Hospital that they have an umbrella policy that did include flood insurance. They asked if the library would be willing to help them pay part of their \$50,000 deductible. The Board was not inclined to do so, as they have already waived 2 months of their rent due to the flooding.

Ken Scheer spoke to the Board regarding the flooding. He explained to the Board that there was no way to have prepared for what happened. Mr. Scheer said that there was no failure in the system, it was not undersized or wrong. There was just too much water falling all at once. Mr. Scheer stated that there was a lot runoff and debris that came off the rock front to the east side of the building. The Board asked Mr. Scheer if there was a way to divert or catch the debris. Mr. Scheer responded that even if you could catch it, you then have to remove it. Director Campbell stated that he was at the Hermann branch the day before this happened at that the drains were mostly clear. Mr. Scheer continued to discuss why the flooding had been so bad from a design perspective. He also

informed the Board that he intended to meet with Director Campbell in the near future to discuss options on how to prevent this issue in the future.

Ted Schroeder spoke to the Board about flood insurance. Mr. Schroeder said that the Hermann branch is not in a flood plain. Therefore, there were two ways of obtaining flood insurance. The first option is to go through the National Flood Insurance Program, which is typically only used if the building is in a flood plain. He stated that each building would need their own policy. Mr. Schroeder informed the Board that the maximum coverage through the National Flood Insurance Program is \$500,000 and would average a \$25,000 per year premium. The second option would be through private insurance. Mr. Schroeder stated that when he went out for bid around renewal time Traveler's Insurance claimed that the addition of floor coverage they would increase the library's premium 2-3 times above the current rate. The deductible would be \$50,000. Mr. Schroeder said that the highest amount Auto Owners Insurance would offer in coverage for drains backing up was \$50,000. Director Campbell stated that we did receive \$50,000 due to the drains backing up. Mr. Schroeder answered a few questions and clarified some information for the Board. Director Campbell stated that by not having had flood insurance this whole time, the library has saved that money. Mr. Schroeder informed the Board that he would be working with Associate Director of Business and Human Resources Kjersti Merseal to gather more information and numbers in regards to obtaining flood insurance to present to the Board at the next Board meeting.

There was no unfinished business.

**Unfinished
Business:**

New Business:

Director Campbell explained to the Board that over the last 10 years, as the library has experienced new issues, it has expanded its Code of Conduct. The library posts the entire policy in the branches. As the policy has grown, the font has grown smaller and text more compacted to fit the policy in a sign holder. Director Campbell proposed a significant revision of the Code of Conduct. The proposed version is a further explanation of the policy but would not be posted in the branches in its entirety. Instead, a sign would be posted that would highlight the most common Code of Conduct issues, as well as those in other public facing policies. The Board suggested using the language "not allowed" on the sign rather than "prohibited".

**Proposed Revised
Code of Conduct**

John Cheatham made a motion to approve the revised Code of Conduct and the signage posted in the branches with the language changes. Martha Lindsley seconded the motion. All voted aye. Motion carried 12-0.

Director Campbell informed the Board that the library's Personnel Policy was last reviewed as a whole, by the Library Board, in 2020. He stated that he would be adding 20 pages of the Personnel Policy to each Board meeting packet

**Personnel Policy
Review**

through the end of the year. By January 2026, it would be complete and the staff would be asked to sign off on it. In the first 20 pages the Library Board received, Director Campbell stated that his recommendation is to change “Regional Librarian” to “Director” and remove the language that says we use the staff Intranet to post announcements, as the library no longer does that. He also recommended to the Board that his “Welcome Letter” and the “New Employee Training” page be removed from the manual and given to staff as a separate hand out.

Laura Hengstenberg made a motion to approve the language revisions and that the “Welcome Letter” and “New Employee Training” pages are removed from the manual and given to staff as a separate hand out. John Barry seconded the motion. All voted aye. Motion carried 12-0.

During the last Board meeting a Board member expressed concern about the break room window at the Owensville branch. The concern was that a vehicle could crash through the window and injure Library staff. Director Campbell said he consulted with Ken Scheer, with Horn Architects, about the matter. Mr. Scheer said that while a bollard would be the best option, he didn’t think a bollard or concrete structure in front of the window was necessary, as it was his experience that they are only effective as “visual cues” for drivers more than a physical deterrent. Director Campbell told the Board that each single bollard would cost around \$2,500 and we would need to be consistent and place them at other branches with similar issues. The Library Board did not feel it was necessary to add the bollards at the branches.

Owensville Branch Safety Issue

Director Campbell said that Missouri House Bill 903 (HB 903) stalled in the Senate this year. It was the farthest that a personal property tax reduction or elimination bill has advanced in the Assembly. In three years, it would have resulted in more than 10% annual revenue loss. Director Campbell stated that even if personal property taxes are reduced or eliminated in the near future, the library has no fallback for an alternative revenue stream. In light of this, Director Campbell requested that the Board allow him to introduce legislation to have Scenic Regional Library’s counties added to the law that allows libraries to ask voters for sales tax revenue.

Sales Tax Legislation

Martha Lindsley made a motion to allow Director Campbell to introduce legislation to add the Library’s four counties to the existing law allowing libraries to ask voters for sales tax revenue. John Barry seconded the motion. All voted aye. Motion carried 12-0.

There being no further business, Joy Dufrain adjourned the meeting at 8:32 Adjourn
pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____