Scenic Regional Library
Board Minutes – September 16, 2025

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on September 16, 2025 at 7:00 pm. Board President Kathi Ham presided at the meeting. Board members attending the meeting were John Barry, John Cheatham, Sarah Rothermich, Laura Hengstenberg, Martha Lindsley, Carla Robertson, Karen Holtmeyer, Jennifer Schwentker, Joy Dufrain, Susan Richardson and Bob Niebruegge. Board member Linda Andrae was absent.

Library Director Steven Campbell, Assistant Library Director Megan Maurer, Director of Business and Human Resources Kjersti Merseal, Administrative Assistant Bree Hendrickson were also present.

Public Comments

There were no public comments.

Approval of Minutes

A spelling error was corrected and the price added to the cost of the bid for the new vehicle.

Laura Hengstenberg made a motion to approve the revision to the minutes. Joy Dufrain seconded the motion. All voted aye. Motion carried 12-0.

Financial Report

Director Campbell stated that we are about 13% through the year. Director Campbell stated that the financial report would look much different next month once the final budget is approved.

Susan Richardson made a motion to approve the financial report. Sarah Rothermich seconded the motion. All voted aye. Motion carried 12-0.

Reports:

Senate Bill 3

Director Campbell informed the Board that he had a Zoom meeting yesterday which discussed Senate Bill 3. He said that they anticipate the lawsuit to be over at the end of this year.

Hermann Art Gallery

Director Campbell stated that the carpet for the Art Gallery arrived today and is expected to be installed this week.

Drug Screening Policy

Director Campbell informed the Board that the Library currently does not conduct drug screenings for employees—neither pre-employment nor post-accident/injury. Director Campbell asked the Board whether they wished to have language in the revised personnel policy that would allow for drug testing under specific circumstances, such as pre-employment screening, post-accident/injury, or reasonable suspicion of use on the job. The Board engaged in a discussion regarding the potential components and implications of such a policy, including legal, ethical, and procedural considerations. The Board asked Director Campbell to consult with the Library's insurance broker, attorney, as well as other libraries to see what their policies are, and that they would revisit the topic once more information was available.

Unfinished Business:

Proposed Revision to the FY 2025-2026 Salary Schedule

In June, the Library Board approved a new salary schedule for FY 2025–2026, which included a 2.4% increase based on the Consumer Price Index (CPI) over the preceding 12 months. Director Campbell noted that the CPI has increased an additional 0.5% over the past three months. As a result, Director Campbell requested that the Board approve a revised salary schedule reflecting a total increase of 2.9% for FY 2025–2026. Director Campbell stated that this revision would apply only to the Library's starting salaries for new hires and employees hired within the past six months.

John Cheatham made a motion to approved the Proposed Revision to the FY 2025-2026 Salary Schedule. John Barry seconded the motion. All voted aye. Motion carried 12-0.

Proposed FY 2025-2026 Annual Budget Revision

Director Campbell provided a brief overview of the proposed revisions to the FY 2025–2026 annual budget. He stated that the changes include a 4% pay increase for staff, the addition of positions at certain branch locations, the creation of a full-time Adult Programming Coordinator position, the purchase of a new vehicle, and several other operational items. He also noted that the revised budget includes the addition of flood insurance coverage for the Hermann branch. The Library Board commented on how well thought out the budget narrative was, and acknowledged the significant amount of work that goes into preparing the budget each year. Director Campbell requested that the Board approve the Proposed FY 2025-2026 Annual Budget Revision.

Carla Robertson made a motion to approve the Proposed FY 2025-2026 Annual Budget Revision. Joy Dufrain seconded the motion. All voted aye. Motion carried 12-0.

New Business:

Proposed Part-time Paid Time Off (PTO) Policy Revision

Director Campbell informed the Board that full-time employees currently receive three weeks of vacation and twelve days of sick leave annually, totaling 216 hours of paid leave. This amount is equivalent to approximately 10.58% of their annual hours worked. He then reviewed the current part-time Paid Time Off (PTO) policy, which provides part-time employees with PTO at a rate of 4% of hours worked. Director Campbell proposed increasing this accrual rate to 6%. He explained that, under the proposed change, a part-time employee working 20 hours per week would accrue approximately 60 hours of PTO annually.

Joy Dufrain made a motion to approve the Proposed Part-time Paid Time Off (PTO) Policy Revision. Martha Lindsley seconded the motion. All voted aye. Motion carried 12-0.

There being no further business, Kathi Ham adjourned the meeting at 8:10 pm. **Adjourn**

____

Secretary

Approved:____

President, Scenic Regional Library Board of Trustees

Date:____________________________