

Scenic Regional Library
Board Minutes – February 17, 2026

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch on February 17, 2026 at 7:00 pm. Board President Kathi Ham presided at the meeting. Board members attending the meeting were John Barry, John Cheatham, Sarah Rothermich, Martha Lindsley, Carla Robertson, Joy Dufrain, Bob Niebruegge and Renee Laune. Board members Laura Hengstenberg, Susan Richardson, Karen Holtmeyer, and Monica Hiatt were 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.

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 about 57% through the fiscal year. He reported that everything looks good and that all sections of the budget are where they should be. Director Campbell did point out that a couple of lines are a bit over due to things we pay in advance such as periodicals and Missouri Evergreen. Director Campbell stated that we have collected about 87% of our revenue and that we also have 2 CDS maturing in April.

Financial Report

John Barry made a motion to approve the financial report. Martha Lindsley seconded the motion. All voted aye. Motion carried 9-0.

Reports:

Director Campbell introduced new Board Member, Renee Laune. Ms. Laune was appointed by the Franklin County Commission to fill Linda Andrae's unexpired term. She has resided in Franklin County for over 5 decades and was school librarian at New Haven High School for 25 years. Ms. Laune also has a master's degree in library science from Missouri Baptist University.

New Library Board Member- Renee Laune

Crawford County Board Member Martha Lindsley will be moving in June, leaving a vacancy on the Board. Director Campbell stated that the library put a legal notice in the *Sullivan Independent* the weeks of February 9 and 16 regarding the upcoming vacant Crawford County Library Board seat. He stated that we have not had any applicants yet but that he has reached out to a few people regarding the position.

Sullivan Trustee Legal Notice

Director Campbell informed the Board that some libraries received letters that they were no longer permitted to process passport applications. Director Campbell stated that this mainly affected 501(c)(3) nonprofit libraries. Collection Development Manager, Paul Schroeder, submitted paperwork to

Passport Processing

prove that we are a Political Subdivision and so we are able to continue to process passports.

Director Campbell informed the Board that, in the near future, one of our operations lines would be \$28,000 over budget. He stated that this was due to the Library switching from T-Mobile to Mobile Beacon for our hotspots. We will be getting 190 new devices, as well as a savings of \$42,000 a year.

New Hotspots

Director Campbell stated that he had asked the branch managers to reach out to local organizations to try and get third-party funding for an AED device at their location. All branches, except for Warrenton, Wright City, and New Haven, found third-party funding. As a result, Director Campbell asked these branches to ask their Friends of the Library groups to purchase an AED. The New Haven branch and Warrenton branch groups approved the donations. The New Haven branch device has been ordered. Library Board member Carla Robertson has a contact at the Warren County Ambulance District who said that they may have funds for an AED device for the library. Associate Director Kjersti Merseal emailed the Ambulance District, but had not heard back yet. Director Campbell said that he planned to hold off on purchasing the Warrenton branch AED device until they hear from the Ambulance District.

AED Devices

Director Campbell informed the Board that the parking lot in Hermann would soon be power cleaned and restriped. He is waiting on bids and will update the Board once he has them. Board Member John Barry asked Director Campbell if the drainage project construction should be finished before the parking lot project, as his concern was that if the parking lot was redone first, that the heavy equipment may damage the newly painted lines. Director Campbell said he would find out more information before proceeding.

Hermann Branch Parking Lot

Director Campbell informed the Board that moving forward the Library would require all volunteers who will be involved with children's programs/events to submit a background check. The Library will cover the \$15.50 fee for each background check.

Volunteers for Children's Programs

New Business:

The Library has utilized a five-year replacement schedule for computers and other technology. For this fiscal year, 19 computers at the branches and in administration need to be replaced per the schedule. IT Manager Denise Edwards had obtained quotes from four vendors for the equipment. She had originally budgeted \$15,800 for computer replacement. However, the chip (memory) shortage issue has made the equipment more expensive. Director Campbell recommended that the Library Board award the contract to Southern Computer Warehouse who had the lowest bid of \$17,180.50.

Computer Replacement Bids

Joy Dufrain made a motion to award the contract to Southern Computer Warehouse. John Cheatham seconded the motion. All voted aye. Motion carried 9-0.

With the resignation of Library Board member Jennifer Schwentker, the library only has two Board members as signatories on its operating account: John Cheatham and Susan Richardson. The Board will need to vote to remove Jennifer Schwentker and vote to add new Board member Monica Hiatt to the account.

**Change of Bank
Account Signatories**

Sarah Rothermich made a motion to remove Jennifer Schwentker as a signatory on Scenic Regional Library's bank accounts at United Bank of Union. Bob Niebruegge seconded the motion. All voted aye. Motion carried 9-0.

John Cheatham made a motion to add Monica Hiatt as a signatory to Scenic Regional Library's bank accounts at United Bank of Union. Joy Dufrain seconded the motion. All voted aye. Motion carried 9-0.

Director Campbell informed the Board that Schroeder Insurance submitted the library's insurance renewal information to 8 or 9 carriers; only 2 responded this renewal cycle. Currently, the library has a \$15,000 deductible for general property coverage and a 1% deductible for wind and hail. The library's building and content coverage values were increased by 27%. Due to the increases in coverage, the premium quotes spiked. The lowest of the quotes Schroeder Insurance received was \$53,343 through Auto Owners. Director Campbell stated he requested additional quotes with a \$50,000 deductible. Schroeder Insurance obtained quotes on coverage that includes a "flat" \$50,000 deductible on general property damage and wind and hail coverage. The deductible lowers the premium to \$49,077. Director Campbell asked the Board if they prefer a \$15,000 / 1% deductible or prefer to increase to a "flat" \$50,000 deductible to save \$4,266 annually in premium.

**Property Insurance
Coverage Renewal**

Bob Niebruegge made a motion to keep the \$15,000 / 1% deductible. John Barry seconded the motion. All voted aye. Motion carried 9-0.

Due to the resignation of Franklin County Board member Jennifer Schwentker in December 2025, the vice president position is vacant. Based on the rotation under Board policy, the new vice president must be a member from Franklin County: John Cheatham, Susan Richardson, Monica Hiatt, and Renee Laune.

**Library Board Vice
President Vacancy**

John Cheatham made a motion to nominate and elect Susan Richardson to be the new vice president from Franklin County. Bob Niebruegge seconded the motion. All voted aye. Motion carried 9-0.

**Unfinished
Business:**

**Hermann Drainage
Improvement
Project Bids**

Cochran Engineering handled the bidding process for the Hermann drainage improvement project. There was a scheduled bid opening on January 30 at the Hermann branch. We received 10 bids. The lowest bid was from KJ Unnerstall Construction for \$109,146. Cochran Engineering charged an additional \$22,350 to design the plans and \$7,500 to handle the bidding process. The entire project, based on the low bid, will cost \$138,996. The FY 2026-2027 Annual Budget includes \$75,000 for the project based on Cochran Engineering's original estimates; changes were made to the original plans. Cochran Engineering submitted a letter recommending KJ Unnerstall Construction, who was the lowest bid, for the project.

John Barry made a motion to award the contract to KJ Unnerstall Construction. Martha Lindsley seconded the motion. All voted aye. Motion carried 9-0.

The library's Personnel Policy Manual has been reviewed by the Board over the past 10 months. A digital copy of all proposed changes was emailed to the Library Board members. All Library staff will be asked to read and sign off on the revised document annually. Director Campbell recommended that the Library Board approve all proposed revisions to the Personnel Policy Manual.

**Proposed Personnel
Policy Manual
Revisions**

Carla Robertson made a motion to approve all proposed revisions to the Personnel Policy Manual. Bob Niebruegge seconded the motion. All voted aye. Motion carried 9-0.

Last month, Director Campbell discussed the possibility of the Library Board approving policy language to pay out sick leave upon separation of employment. Director Campbell was asked to provide some data which he provided to the Board. The proposed policy language (33.33% sick leave payout) would require the library to restrict \$42,833 of its reserves. After some discussion about concerns regarding future funding and how the upcoming tax changes could potentially affect the Library, the Board decided to table the topic and revisit it at the September Board Meeting.

**Proposed Sick
Leave Payout Policy
Language**

Bob Niebruegge made a motion to table the topic for 6 months. Sarah Rothermich seconded the motion. All voted aye. Motion carried 9-0.

Adjourn

There being no further business, Kathi Ham adjourned the meeting at 7:55 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____