

Scenic Regional Library
Board Minutes – April 16, 2019

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on April 16, 2019; at 7:00 pm. Board President John Barry presided at the meeting. Board members attending the meeting were Carol Bell, Leonard Butts, John Cheatham, Joy Dufraim, Kathleen Ham, Karen Holtmeyer, Carol Leech, Bob Niebruegge, Susan Richardson, Carla Robertson, Paula Sutton, and Diann Wacker. Steven Campbell, Library Director, Megan Maurer, Assistant Library Director, Kjersti Merseal, Business Manager and Human Resources Manager, and Charlean Stockton, Administrative Assistant were also present.

There were no public comments.

Public Comments

The Board reviewed the Minutes.

**Approval of
Minutes**

Paula Sutton made the motion to approve the Minutes of the March 19, 2019 meeting. Carol Leech seconded the motion. All voted Aye. The motion carried 13/0.

Board Member Carol Bell entered the meeting at 7:05 pm.

The Board reviewed the Financial Report. 98.4% of the forecasted revenue for the fiscal year has been collected.

Financial Report

Director Steve Campbell explained to the Board that the library system is now tracking the amount of times that non-library entities use the meeting rooms during the month. This will help gain a better understanding of how the library meeting rooms are utilized by patrons and outside groups.

Director Campbell also mentioned to the Board that the usage numbers were distorted due to the branches being closed during the moves and use of the self-check machines. Board Member Susan Richardson asked for clarification on the distortion of the statistics. Director Campbell stated that when they were first installed, the self-check machines were counting the circulation numbers for incorrect locations.

Leonard Butts made the motion to approve the Financial Report. Carol Leech seconded the motion. All voted Aye. The motion carried 9/0.

Director Steve Campbell introduced the Board to the new Hermann Branch Manager, Tina Coates. Her first day was March 25, 2019. Ms. Coates has almost 20 years of library experience, including work for Scenic Regional Library as a Bookmobile Driver and as an Adult Programmer and Library Assistant for both the Hermann and New Haven branches. Ms. Coates told the Board she was looking forward to the new Hermann building completion, and offered her gratitude for all that the former Hermann Branch Manager, Sheri Hausman, had done to make the Hermann Branch what it has become.

**Introduction of the
New Hermann
Branch Manager**

The Board reviewed the Librarian's Reports.

Librarian's Reports

Scenic Regional Library and the Washington Public Library will be selling tickets for the Franklin County Master Gardeners' 2019 Franklin County Garden Tour. The tour, which is scheduled for Saturday, June 8, from 9:00 AM to 3:00 PM, will include at least seven gardens in Union, St. Clair, and the Pacific area. The library will only be selling the tickets at its Pacific, Union, and St. Clair branches. Tickets are \$15 each and all proceeds go to the group's community educational programs in horticulture and local school scholarships. The Franklin County Master Gardeners have the garden tour every other year.

**Franklin County
Master Gardeners'
Garden Tour**

Director Steve Campbell has tentatively planned the soft opening for the Union branch and administrative offices for Wednesday, August 21, 2019. The grand opening has been rescheduled for Saturday, September 14, 2019. The Missouri Secretary of State Jay Ashcroft, Missouri State Librarian Robin Westphal, and Franklin County Presiding Commissioner Tim Brinker will speak at the event.

**Union Branch and
Administrative
Offices Building
Update**

The Union Area Chamber of Commerce will have a ribbon cutting. The library will have free food and children's activities, as it did at the other grand opening events. C&R Sound, a local DJ, will play music throughout the event.

The City of Union is experiencing a budget deficit. As a result, cuts have been made to the budget, including the city's share of the digital sign for the new Union branch. They had planned to place \$20,000 into their 2019-2020 annual budget for 50% of the cost of the digital sign. Director Campbell spoke with the Union City Administrator Russell Rost about the issue and explained that Scenic Regional Library was encouraged by an alderman to bring power to the sign location. Administrator Rost said that he would discuss the matter with the new mayor when he takes office on April 15, 2019.

Scenic Regional Library was contacted by the Gasconade County Health Department about providing space for Big Tree Medical Home. They were seeking a location to park a vehicle in Hermann for an hour once every month or two to sell diapers at discount prices to low income families. In Franklin and Montgomery Counties they park at the county health department, but the Gasconade County Health Department in Hermann does not have a parking lot. Director Steve Campbell told Big Tree Medical Home that they could use the parking lot at the former Alco Building for no cost.

**Big Tree Medical
Home- Hermann**

While Big Tree Medical Home is a for-profit business in Columbia, Missouri, they provide large discounts for diapers by somehow running them through individuals' health insurance (according to the Gasconade County Health Department). They will need to sell 80 to 100 cases of diapers at a location to continue visits

The Washington Public Library's tax increase measure, which was on the ballot on April 2, 2019, passed by a comfortable margin. The measure doubled their property tax from 10 cents to 20 cents, which will generate an additional \$125,000 a year in revenue. The library's budget is over \$500,000 a year and will still be subsidized by sales tax revenue from the City of Washington, but to a lesser degree.

**Washington Public
Library Tax
Measure**

In March 2019, Scenic Regional Library calculated the amount owed to the Washington Public Library under the library's reciprocal borrowing agreement. Over the past five years, the amount has continued to decrease, from \$70,833 in 2015 to \$61,043 in 2019.

**Reciprocal
Borrowing
Agreement with
Washington Public
Library**

The decline has been due in part to the increase in digital usage—e-books, e-audiobooks, digital music, and digital video. These items are not included in the calculations for the reciprocal borrowing agreement. There is no way to separate usage among Washington Public Library users from Scenic Regional Library users. The decline is also due in part to Scenic Regional Library's new buildings; residents of New Haven, Pacific, and other communities, who previously used the Washington Public Library, now use their local Scenic Regional branch.

While the Washington Public Library's property tax increase may delay the inevitable, Director Steve Campbell thinks it is only a matter of time before the City of Washington approaches the Scenic Regional Library about renegotiating the reciprocal borrowing agreement in order to receive additional revenue from Scenic Regional Library.

Board member Carol Bell stated that she felt Scenic Regional provided the Washington Public Library with quite a bit already. She went on to say that she had heard from Scenic Regional employees that the materials coming from Washington Public Library are in disrepair.

Director Steve Campbell shared with the Board that he didn't feel that Washington would ever be able to change the law, as it would affect libraries all over the state of Missouri. Board Member Susan Richardson asked about changes to the law, and the difficulty of getting changes passed through the legislature on statewide library matters. However, Director Campbell added that Washington could attempt to have the law changed only within the district containing Scenic Regional Libraries. Board Member John Barry suggested that with the growth of the city of Washington, Scenic Regional may need to build a branch within the city limits of Washington, but in the Scenic Regional library district.

Director Steve Campbell and Assistant Director Megan Maurer have been closely monitoring the increased usage and staffing levels over the past five or six months. In order to help the branches with the increased usage, a decision was made to hire additional staff at most of our new facilities. Scenic Regional Library will be hiring an additional part-time position at the following branches:

**Staffing Increases at
the New Branches**

- Sullivan branch - 1 position (14-18 hours per week)
- Pacific branch - 1 position (16-20 hours per week)
- New Haven branch - 1 position (10-14 hours per week)
- Owensville branch - 1 position (14-18 hours per week)
- St. Clair branch - 1 position (14-18 hours per week)
- Wright City branch - 1 position (14-18 hours per week)

New positions were created instead of distributing the hours among existing staff. This will help provide the branch managers with more scheduling

flexibility by adding an additional employee to work evenings and Saturdays, as well as cover shifts when an employee is sick or on vacation.

Positions were posted the week of April 1, 2019, with the intent to hire the new staff and have them trained prior to the beginning of Summer Reading Program. These additions eliminate all the unfilled positions which have been in the library's budget over the past four years. Director Campbell hopes to re-add two unfilled part-time position into the 2019-2020 Annual Budget to accommodate growth at the new Union branch and administrative offices.

Director Steve Campbell informed the Board he had appointed the 2019 Employee Appreciation Banquet Planning Committee; five staff members volunteered. This year's Committee members are:

**Employee
Appreciation
Banquet Planning
Committee**

Lori Jane Perdew, Sullivan Branch Manager (chair)
Sarah O'Daniel, St. Clair Branch Adult Programmer
Tina Coates, Hermann Branch Manager
Julie Harris, Warrenton Branch Youth Services Programmer
Renny McBride, Wright City Branch Manager

Last year, with the new buildings opening throughout the year, the library struggled with addressing weeds in the planting beds. At several branches, volunteers pulled weeds. This year, the library has sought landscaping companies who were willing to mulch, spray, and weed the planting beds at the new branches. Business and Human Resources Manager Kjersti Merseal has obtained, and continues to obtain, multiple quotes from landscaping companies for mulching, spraying, and weeding. Companies are already in place at the branches for mowing.

**Landscaping at the
New Branches**

It appears that the grass seed at the new buildings that was planted by Wright Construction last year has resulted in some very patchy grass this spring. As a result, Scenic Regional Library is also in the process of obtaining quotes for re-seeding. It appears that it will cost the library well over \$10,000 to re-seed at all the new locations; the quotes for the Owensville branch alone were around \$1,500. Director Campbell has asked Wright Construction if this is really something for which the library should be responsible; he still awaiting a response.

Library Board member Leonard Butts requested that the library administration obtain quotes for a weed barrier (liner) to be placed in the planting areas. The cost would be approximately \$800 per location. It would require that all existing mulch be removed from the planting areas. However, the landscapers said that they didn't think it was necessary. Director Campbell would like to see how the new companies handle the landscaping this year before adding weed barriers at each location. A Board member suggested asking the Friends of the Library groups at each branch for help with the weeding. Director Campbell mentioned that they had been asked in the past, but balked at the thought, so the Master Gardeners in each area were contacted.

Library Board Member Carla Robertson suggested contacting the local FFA groups at the local high schools for assistance with the landscaping.

Director Steve Campbell emailed the new president of the Lincoln County Library Board of Trustees about presenting to their Board about possibly joining Scenic Regional Library. Director Campbell informed the Board that she requested a delay because their five-person Board still had two vacancies. Director Campbell went on to state that it doesn't appear that the new Lincoln County Library Board of Trustees is interested in attempting to join Scenic Regional Library; members of the Lincoln County Friends of the Library asked to attend this month's Board meeting, but were unable to attend.

Lincoln County Library Update

Director Steve Campbell would like to have library directional placed near all Of Scenic Regional's new branches by the end of this calendar year. Unfortunately, each branch has a different permitting authority involved in the process. Branches located along Highways 47, 19, and 100 involve the Missouri Department of Transportation (MODoT). However, each county has a different MODoT representative tasked with the sign permits. The branches on or adjacent local roads, such as the Wright City and Sullivan branches, must involve the city. Once permission is granted, the Library is responsible for the cost of the sign and installation.

Directional Signage for New Branches

Director Campbell serves on the Board of Directors for East Central College's Adult Education & Literacy Council. The organization is a 501(c)3. They're partially funded through federal grants, but also apply for other grants and do some fundraising. The recruit and train volunteer instructors to tutor adults on a wide range of subjects, including math and reading, to help them prepare for the HiSET exam, vocational exams, and other reasons. The Scenic Regional Library has agreed to provide \$3,500 in books for the organization for the organization's classrooms in Gasconade and Franklin Counties. The existing materials are very old and worn; the organization has been seeking funds to replace them for a while.

Adult Education & Literacy Book Donation

Board Member John Barry said that there has been a large Hispanic population growth and that the ESL classes offered are very important. Board Member Joy Dufrain asked why the library is assisting in the funding of the program which is already funded by DESE. Director Campbell stated that Scenic Regional would just be providing books as a supplement to their program.

The Missouri Assembly approved the 2020 Budget and it will now move to the Senate. The Assembly approved \$3,504,001 for state aid to public libraries. This figure represents an increase over the past few years and restores funding to FY2015 levels. \$2,000,000 was approved for the REAL program (MOREnet) and \$800,000 for A&E funds. Unfortunately, the REAL program and A&E funding both remain the same as last year in the Assembly's budget. Director Campbell remarked that he didn't see the Missouri Senate increasing the REAL program or A&E funding in their version of the budget; currently, the state's revenue is below original projections.

State Aid Update

On November 1, 2018, the library began "floating" its movies on DVD and large printing collections. When patrons request a movie on DVD or large print book from another branch, once they return the item, it stays at the branch where it is returned. The library's automatically changes the item's

Floating Collection Expanded

location to the new branch upon check-in.

The benefits of a floating collection are that it constantly changes the collection at each branch, which gives patrons who browse different titles to browse each time they visit, and reduces wear and tear on items because they don't have to be shipped back to their original branch through the courier.

The six-month trial with movies on DVD and large print books was considered successful. The library will begin floating the remainder of its collection beginning May 1, 2019.

The opening of the community garden at the library's St. Clair branch will be delayed until spring 2020. Originally, we planned to open the garden in April 2019. However, it was decided to fill the site with topsoil in order to make it more level; there is a two-foot drop off in elevation from the front to the back of the site. The fill will have to settle for a few months before further work can be done on the garden.

**St. Clair Branch
Community Garden
Delay**

Bill Snow, Facilities Manager, is doing all the construction work on the garden himself to reduce costs. He is installing the fence and building the pergola, shed, and raised beds. The garden will be enclosed with a 4-1/2' cedar fence, and feature a pergola with two benches, small tool shed, and eleven, 4' x 8' raised-bed plots.

If the garden is a success, it could be expanded in the future to include additional beds. Individuals, groups, or organizations will be able to use a planting bed for a growing season for free.

The United Methodist Church and First Baptist Church in St. Clair each donated land to the library in 2016 for a community garden after the branch's expansion was complete. St. Clair Friends of the Library has also been supportive of the community garden and donated \$5000 to the project.

Board Member Carol Bell shared with the Board that the New Haven Friends of the Library would like to have a children's garden and wondered if Bill Snow, Facilities Manager, could install it. Director Steve Campbell told Ms. Bell that the garden would have to be on a flat grade. Ms. Bell remarked that it was sad that there was not a flat spot on the whole property. Director Campbell pointed out that it had been very expensive to remediate the site and that it was done in the most cost effective way.

Director Steve Campbell proposed to the Board the addition of a short-term disability policy to the Library's benefits package. Scenic Regional had two occurrences just in the past six months which would have qualified employees for short-term disability insurance. Short-term disability policies cover employees in the event of surgery, catastrophic illness, or maternity.

**Proposed Short
Term Disability
Insurance**

Director Campbell asked our insurance broker, Schroeder Insurance, to obtain quotes. They submitted several different short-term disability policies from Principal, through whom we also have our life and dental insurance. Of the options provided, the agent from Principal said that it's a "no brainer" that the library select the "15/15/24 weeks/no offset" policy. Normally, this type of

policy costs much more than the alternatives; however, due to the library's generous sick leave policy and new Sick Leave Bank, the rates were comparable to other short-term disability policies with less benefits.

The "15/15/24 weeks/no offset" policy would only apply to full-time employees. The employee cannot receive benefits under the policy until they've been out of work for 15 calendar days—they would need to use sick or vacation leave during that time period. After that 15-day window, the insurance policy provides 66.6% of an employees' salary for up to 24 weeks in the event of surgery, catastrophic illness, or maternity. If they have additional sick leave remaining, an employee can then use sick leave (not vacation leave) to cover the remaining 33.3% of their salary for each day. There is a \$1,500 per week maximum benefit. The benefit is taxable. There is no age limit on the policy, however, there are benefit adjustments made for employees who are collecting Social Security. The annual premium is \$6,583.

Director Steve Campbell presented that if approved, the Library Board has two options for an effective date. The policy could be effective on May 1, 2019, or they can wait and the policy can be included in the 2019-2020 annual budget. However, the annual budget is not approved until September, which would move the effective date to October 1, 2019. Board President John Barry recommended that the policy be included in the 2019-2020 annual budget and the Board was in agreement.

There being no further business, Board President John Barry adjourned the meeting at 8:21 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____