

Scenic Regional Library
Board Minutes – August 27, 2019

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on August 27, 2019; at 7:00 pm. Board President Kathleen Ham presided at the meeting. Board members attending the meeting were John Barry, Leonard Butts, Joy Dufrain, Karen Holtmeyer, Carol Leech, Bob Niebruegge, Susan Richardson, Carla Robertson, Paula Sutton, and Diann Wacker. Board Member John Cheatham was absent. Steven Campbell, Library Director, Megan Maurer, Assistant Library Director, and Charlean Stockton, Administrative Assistant were also present. Sullivan Branch Manager Kecia Philpot was also in attendance.

The Scenic Regional Library Board of Trustees will consider the proposed property tax rate of \$0.1973 per \$100 of assessed valuation for Scenic Regional Library District, a consolidated library district and political subdivision, to generate revenue for the fiscal year began on July 1, 2019.

Public Hearing

There were no public comments.

Public Comments

The Board reviewed the Minutes.

Approval of Minutes

Karen Holtmeyer made the motion to approve the Minutes of the July 16, 2019 meeting. Paula Sutton seconded the motion. All voted Aye. The motion carried 12/0.

The Board reviewed the Financial Report.

Financial Report

John Barry made the motion to approve the Financial Report. Diann Wacker seconded the motion. All voted Aye. The motion carried 12/0.

The Board reviewed the Librarian's Reports.

Librarian's Reports

Director Steve Campbell introduced Kecia Philpot to the Library Board at their August meeting. Ms. Philpot has been the Sullivan branch's children's programmer since June 2016, and was promoted to branch manager on August 26, 2019. She is a resident of Sullivan. In 2018, Ms. Philpot was nominated for the Sullivan Area Chamber of Commerce's Woman of the Year Award for her service work and contributions to the community.

Introduction of the New Sullivan Branch Manager

The Hermann Area Ministerial Alliance removed and disposed of all their furniture, clothing, and other items from the library's facility (former Alco building). Director Steve Campbell received a quote from SERVPRO of Warren and Lincoln Counties to remediate the mold in the building. There were two quotes, based on the amount of time involved in the remediation. The lower quote was \$140,000. The remediation involves SERVPRO employees washing the entire inside of the building with an antimicrobial agent. They would have to rent multiple lifts to scrub the ceiling.

Hermann Building – Update on Mold Issues

Director Campbell contacted Schroeder Insurance to see if mold remediation was covered by the library's insurance policies. He said that mold is not covered by any liability insurance policy; only 1% of insurance customers

nationwide carry mold coverage. The Hermann Area Ministerial Alliance does have liability insurance on their contents; however, it also does not include mold coverage.

Director Steve Campbell asked SERVPRO if there was any way that they could lower the cost. They suggested having the air quality tested in the building to get a better idea of the extent of the mold. Director Campbell asked that they move ahead on having the air quality tested. Regardless of the outcome, we would need to receive multiple bids on a project this large. The remediation also will probably have to wait until the library has sold its Union property and is ready to renovate the building.

Director Campbell has informed the Hermann Area Ministerial Alliance, who wanted to move back into the building, about the situation. He explained that we would not be able to remediate the building and have another tenant in the building in the near future.

Director Steve Campbell explained that there has been some interest in the old library location since the move to the new building, however, no offers. The branch building is listed at \$1,000,000, and the Admin building at \$400,000. Director Campbell asked the Board if they would be willing to lower the price, if asked.

Interest in the Old Union Branch Building

John Barry said that he felt that the current price is good, with a great location and solid infrastructure. Bob Niebruegge mentioned the upcoming costs for the winter, and believed that if the library received an offer within 90% of the asking price, it should be considered. Karen Holtmeyer replied that she agreed, depending on contingencies.

Director Campbell reported that he had already sold the seven wood picture book bins and book drop at the old Union branch to some other Missouri libraries for \$3,200. He was not certain if they would have another surplus furniture sale; there may not be enough items remaining to make a sale worthwhile

Surplus Furniture at Old Union Properties

Director Campbell reported that the library had approximately \$500,000 in outstanding bills remaining for the Union construction project. However, the library hoped to recover at least \$200,000 from JEMA for the cost of the HVAC changes.

Outstanding Construction Bills

The Library Foundation Board has two vacancies in Warren County. Director Campbell asked the Board to let him know if there were any people they had in mind for the positions.

Library Foundation Board Vacancies

The Union Branch Friends of the Library tour was on August 20, 2019, the evening before the soft opening. Scenic Regional Library invited some county officials, such as the Franklin County Commissioners and County Clerk, as well as former directors Ken Rohrbach and Sallie Hancox, the Missourian, and members of the Union women's PEO group who founded the original Union library in the 1930's. 71 people attended the tour.

Union Branch Friends of the Library Tour

Director Steve Campbell advised the Board that the Friends groups have purchased various items in the new buildings. He shared that the Foundation has requested that a Board member within the community where the donation was made write a thank you note to the Friends group. The Board agreed.

The library's bookmobile experienced some electrical issues in August. The repairs cost \$4,300.

Bookmobile Repairs

Agnes Meyer, who donated the New Haven property, has passed away. The visitation will be later in the week, and the library will send flowers and condolences. Director Campbell said that he would attend the visitation.

Agnes Meyer

A delivery truck from Short Run Boxes in Union ran into the roof of the bookmobile dock and did some damage. The vice-president visited the site and said that they would pay for the repairs.

Damage to Bookmobile Dock

Director Campbell will be giving two officers of the Lincoln County Friends of the Library group a tour of the new Union facility on August 30.

Lincoln County Library – Friends Tour

Director Campbell reported that the St. Clair branch manager has requested security at the branch due to the ongoing issues involving drug addicts and the homeless. Director Campbell said that he has been researching the costs of security due to issues at the Wright City branch. The library would need a security officer at the Wright City branch for a couple hours after school year day during the school year. The Warren County Sheriff's Department said that their deputies can be hired as security when off-duty for \$40.00 per hour, but they didn't think that they could provide regular, ongoing coverage of the Wright City branch. If the library could get the coverage, the cost about \$15,000 annually.

Security at the St. Clair Branch

At the St. Clair branch, the problems with drug addicts and homeless occur throughout the day, not during an isolated time period, as with the Wright City branch. In order to provide coverage five hours each day throughout the year, the cost would be \$50,000 a year or more. Unfortunately, the Franklin County Sheriff's Office doesn't even have a problem which arranges for off-duty deputies to provide security coverage.

Board member Susan Richardson expressed concern about the staff having to deal with issues related to drug addicts and the homeless.

The Board reviewed proposed changes to the Personnel Policy. Director Campbell expressed that the dress code was particularly challenging to address. Joy Dufrain requested that the terms Human Resources Manager, Business and Human Resources Manager, and other variations be standardized in the policy. Bob Niebruegge asked about language related to social media. Director Campbell said that he believes there is additional language related to social media in a latter section of the policy, but agreed that additional language was needed in that area.

Proposed Personnel Policy Changes

John Barry made the motion for the Board of Trustees to set the proposed property tax rate of \$0.1973 per \$100 of assessed valuation for Scenic Regional Library District, a consolidated library district and political subdivision, to generate revenue for the fiscal year began on July 1, 2019. Carla Robertson seconded the motion. All voted Aye. The motion carried 12/0.

Tax Levy

Director Steve Campbell attended the Owensville Friends of the Library group meeting a couple months ago and mentioned a vacancy on the Scenic Regional Library Foundation Board of Directors. Some members suggested that he ask Shelby Uffmann, who was in attendance, to serve. Director Campbell spoke to her afterwards about the position and she was interested.

**Proposed
Foundation Board
Appointment**

Ms. Uffmann is a retired elementary school teacher who worked for the Owensville school district for 28 years. She has lived in Owensville most of her life. She serves on the Missions Committee and Stewardship Committee at St. Peter United Church of Christ. Ms. Uffmann is also a member of the Owensville Chamber of Commerce, DAR, and the Alumni Association for Owensville High School.

Director Steve Campbell recommended that the Library Board appoint Shelby Uffmann to the Scenic Regional Library Board of Directors

Bob Niebruegge made the motion to approve the appointment of Shelby Uffmann to the Scenic Regional Library Foundation Board of Directors. Joy Dufrain seconded the motion. All voted Aye. The motion carried 12/0.

Director Campbell presented the proposed FY 2019-2020 annual budget. The total FY 2019-2020 annual budget is \$5,737,297. This is an increase of \$285,760 over the FY 2018-2019 annual budget; however, only an increase of \$117,645 over actual FY 2018-2019 revenue. The increase in the budget is primarily attributed to a \$197,394 increase in tax revenue and the addition of \$82,230 in state aid and A&E funds to revenue projections.

**Draft of FY 2019-
2020 Annual Budget**

Director Campbell explained that while he was including state aid and A&E funds (\$82,230) in revenue projections for FY 2019-2020, the budget includes over \$94,000 for one-time capital expenses. As a result, if the funds were eliminated by the state for FY 2020-2021, they would not negatively impact normal operating expenses. The FY 2019-2020 highlights include:

- including state aid and A&E tax funds in the library's revenue projections for the first time in four or five years
- 3% pay increase for part- and full-time staff
- addition of a systemwide full-time floater position to fill-in when needed at the branches and administration during vacations, extended medical leave, and other absences
- funds for NEA Big Read programming and books
- new van for the Facilities Manager
- short-term disability policy for full-time staff

The Board did not have any concerns about the proposed annual budget.

Director Steve Campbell informed the Board that he has included the purchase of a new van for the Facilities Manager in the FY 2019-2020 annual budget. The current van is a 2005 Ford E-150 with 232,000 miles. It has multiple maintenance issues. In addition to the purchase, a ladder rack, hitch, and tool shelves will need to be installed. Director Campbell requested the Board's approval to advertise for bids for the van prior to the budget being approved in September in order to expedite the process. The Board would be able to review the bids and select the best option at their October meeting. The Board agreed.

**Replacement
Vehicle for Facilities
Manager**

Larry Pogue, former art instructor at East Central College and local artist, contacted Director Campbell and offered to donate a sculpture to the new Union branch. It is a 7 feet tall, 2 feet wide, stainless steel sculpture entitled *Angel in the Sky I*, which is intended for outside display. The value of the piece is \$7,500.

**Proposed Art
Donation**

John Barry made the motion to accept the sculpture from Mr. Pogue. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0.

Scenic Regional Library recently had a group at the Wright City branch lose their meeting room key. The keys for the new buildings cannot be made at a local company; they need to be requested from the locksmith. While they only cost \$4 to be made, it does take staff time to contact the company and provide them with the necessary information. Director Campbell would like to amend the Meeting Room Policy to include at least a \$25 fee for a lost key. The language would be added to the following paragraph in the policy:

“Meeting rooms are available after Library hours. It is the responsibility of a group to have a representative pick up a key to the meeting room prior to the meeting, if their meeting is scheduled after Library hours. Organizations must assume financial responsibility for lost keys/lock replacement. There will be a \$25 fee for a lost key.”

Director Campbell said that Assistant Director Megan Maurer had originally requested a \$50 replacement fee for a lost key. Carla Robertson said she felt \$50 was fair. John Barry suggested a deposit for the room. Director Campbell stated the he did not have an issue with telling a patron that they would have to pay the key if it is lost, but he didn't like the idea of a deposit.

Kathleen Ham pointed out that with a sizable fee, the patron may be more likely to return the key. It was also suggested that if a patron or group loses the key, they would be unable to reserve a room in the future.

Bob Niebruegge made the motion to revise the Meeting Room Policy to include the line “There will be a \$50 fee for a lost key.” Leonard Butts seconded the motion. All voted Aye. The motion carried 12/0.

There being no further business, Board President Kathleen Ham adjourned the meeting at 8:44 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____