

Scenic Regional Library  
Board Minutes – February 26, 2019

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on January 15, 2019; at 7:30 pm. Board President John Barry presided at the meeting. Board members attending the meeting were Leonard Butts, John Cheatham, Joy Dufrain, Kathleen Ham, Karen Holtmeyer, Carol Leech, Bob Niebruegge, Susan Richardson, Paula Sutton, and Diann Wacker. Library Board members Carol Bell and Carla Robertson were absent. 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**

Director Steve Campbell informed the Library Board that both the minutes of November 27, 2018 and January 15, 2019 were included in the board packet, and asked if there were questions or comments. There were none.

**Approval of Minutes**

***Leonard Butts made the motion to approve the Minutes of the November 27, 2018 meeting. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.***

***Karen Holtmeyer made the motion to approve the Minutes of the January 15, 2019 meeting. John Cheatham seconded the motion. All voted Aye. The motion carried 11/0.***

The Board reviewed the Financial Report.

**Financial Report**

As Hermann Branch Manager Sheri Hausman will be retiring at the end of March, a search was conducted to fill her position. Interviews were held and Tina Coates was chosen as the new Branch Manager for the Hermann Branch. Ms. Coates is currently a full time Scenic Regional employee, working as the Adult Programmer in the New Haven Branch and as a Circulation Clerk in the Hermann Branch.

Rachel Pinkerton, the Adult Programmer at the Hermann Branch, was selected to fill the position of Adult Programmer in the New Haven Branch and Circulation Clerk in the Hermann Branch which Ms. Coates is vacating. This leaves an opening in Hermann; this position will be advertised.

June Holt was hired as a Circulation Clerk for the Wright City Branch. The position was created in order to assist during after school hours.

Barbara Black and Emily Phillips were hired as part time Circulations Clerks for the Sullivan Branch. One due to a vacancy and one newly created position due to the increase of circulation and patrons.

Kjersti Merseal, Business Manager and Human Resources Manager, noted that the year to date café revenue was \$2,244.75 and the year to date total for passport revenue was \$2,485.00.

Board President John Barry asked about the auditor's fee. Director Steve Campbell said that the amount was fairly standard for the area and size of the library. He also explained that the Board could opt to put the service back out for bids.

***Bob Niebruegge made the motion to approve the Financial Report. Leonard Butts seconded the motion. All voted Aye. The motion carried 11/0.***

The Board reviewed the Librarian's Reports.

### **Librarian's Reports**

Orscheln Farm & Home gave Scenic Regional permission to make the proposed renovations to the exterior of the Hermann building in the future, as required by the restrictive covenant on the property; a legal document produced by the Library's attorney was signed recorded with the County. The Library closed on the building on January 23. The sale price was \$445,000.

### **Hermann Building Closing and Repairs**

Bill Snow, Facilities Manager, obtained quotes to have the roof and HVAC units repaired. There are three leaks around the HVAC units on the roof and most of the HVAC units require maintenance to be operational, again. The total costs for the repairs, based on quotes obtained by the previous owner a few months ago, should be around \$10,000.

In January 2019, as part of the Library's Winter Reading Program, the branches were asked to select titles from a list of 40 "Stories Matter" books. Stories Matters is an initiative by members of Neighbors United and East Central College's Civic Engagement Committee to provide books with diverse themes and characters to libraries and families throughout the area. The goal is to facilitate conversations about race, ethnicity, and identity. Scenic Regional Library has worked with the group a lot over the past couple years and added at least a few dozen children's titles from their lists to our collection about race, ethnicity, and identity.

### **Patron Complaints**

The Warrenton branch's children's programmer selected a picture book for a storytime in January called "I Am Jazz" by Jazz Jennings about a teenage girl who is transgender. The book was written for audiences ages 4-8.

Prior to reading the book, the branch programmer told the group that the book being read would be on a "controversial topic", but did not specially state that the topic was gender identity or transgender people. Director Steve Campbell received two separate complaints about the book. Both patrons said that they would never attend a Scenic Regional Library storytime or visit the branches, again.

After discussing the issue with Youth Services Librarian Christy Schink and Assistant Director Megan Maurer, Director Steve Campbell emailed the patron. He apologized and explained that in the future if a branch planned to include a book about LGBT or transgender topics in their storytime Scenic Regional would publicize the titles prior to the event. Director Campbell added that our children's programmers would be directed to be more specific when notifying parents prior to reading the books at a storytime about the topics. Director Campbell went on to state he did not receive a response to his email from the two women who complained about the title.

Board member Susan Richardson said that she didn't think the book was age appropriate for storytime. Director Campbell thought the age level for the book was "border line". Board member Bob Niebruegge thought the programmer at the branch didn't make a good choice in selecting the title for storytime.

Scenic Regional Library has contracted with Jamie Summers, the Library's former Administrative Assistant, to work on some projects from home. She will be paid with a 1099 Form, as a contractor, and not on payroll.

**Billing Letters and Friends of the Library Memberships – Contract Work**

In 2018, the Library had over 450 Friends members systemwide. The Friends of the Library groups send out their own renewal letters. However, the workload for the Business Office staff has reached a point in which it no longer manageable. They will continue to enter payments for memberships into QuickBooks. They will scan the applications and email them to Ms. Summers. She will compile the membership list on a spreadsheet; send each new and renewing member a "Thank you" letter and letter for their donation for tax purposes; as well as their membership card.

Another project Ms. Summers will work on throughout the year will be sending out collection letters. The Library currently has over 1,200 patrons who each owe more than \$100 in bills for unreturned items. 18 of the patrons owe more than \$500; three owe more than \$1,000. These patrons alone owe the Library over \$210,000 in bills. These bills have only accumulated over the past four years.

Library Board Member Susan Richardson asked if the library wanted the item returned or the funds for the item. Director Campbell said that either would be acceptable. Assistant Director Megan Maurer explained that if the items are returned after they are paid for; the patron will be given the item; the Library does not give refunds.

Library Board Member Paula Sutton inquired about bills paid to other libraries for items that Scenic Regional Library patrons have not returned. Assistant Director Maurer told the Library Board that the bill is paid by Scenic Regional and then the funds are collected from the patron.

Scenic Regional Library is facing a significant delay on the new Union Branch/Administrative Offices building. The third-party engineer hired by JEMA determined that the HVAC system for the facility was not zoned properly; the three sections of the public meeting room needed to be zoned separately—especially the training room, which has large windows. A new system needed to be ordered, which could delay the building's completion between five and ten weeks. The new timeline will not be known until Trane informs Scenic Regional as to the amount it will take for the new units to be shipped. The new unit will cost an additional \$38,000. Hopefully, JEMA's insurance company will cover the additional costs associated with the overall project being delayed; these costs will be, at least, an additional \$34,000.

**Union Branch and Administrative Offices Building Update**

It is the hope of Director Campbell that the July 20, 2019 grand opening date can be maintained, as Secretary of State Jay Ashcroft is scheduled to speak.

Director Steve Campbell appeared on St. Louis Public Radio (in studio) on February 5, 2019, for a panel discussion called “A Look at the Evolving Role – And Shifting Spaces – Of Today's Public Libraries”. Scott Bonner, Director of the Ferguson Public Library, and John Mueller, owner of JEMA, also appeared on the program. Don Marsh, with the station, conducted the interviews.

## Miscellaneous

Library Board Member Kathi Ham announced that she had listened to the program and felt that Director Campbell did a good job.

St. Louis County Library Director Kristen Sorth spoke with Director Campbell and shared that while they are interested in a reciprocal borrowing agreement with Scenic Regional Library, her administrative team wanted to wait until after their new facility in Eureka is opened. The Eureka Hills branch isn't expected to open until late 2020 or early 2021.

As of February 26, 2019, the Scenic Regional Foundation Board has two vacancies, both for Gasconade County.

## Scenic Regional Library Foundation Board Appointment

Owensville resident Pam Idel has expressed interest in serving on the Foundation Board. She recently retired as the Library Media Specialist at Owensville High School.

Director Steve Campbell recommended that the Library Board appoint Ms. Idel to the Foundation Board to fill the remaining term of Diane Lairmore, who resigned in December 2018.

***Bob Niebruegge made the motion to appoint Pam Idel of Owensville to the Library Foundation Board. Susan Richardson seconded the motion. All voted Aye. The motion carried 11/0.***

Director Steve Campbell contacted the director of St. Charles City-County Library, Jason Kuhl, about a reciprocal borrowing agreement between St. Charles City-County Library and Scenic Regional Library. St. Charles City-County Library no longer exchanges funds as part of their reciprocal agreements.

## Reciprocal Borrowing Agreement with St. Charles City- County Library

The St. Charles City-County Library Board of Trustees voted at their February 12, 2019, meeting to approve the agreement (or tentative agreement). Mr. Kuhl suggested an effective date of April 1, 2019, to provide enough time to publicize the new agreement.

***Paula Sutton made the motion to approve the Reciprocal Borrowing Agreement with St. Charles City-County Library. Kathi Ham seconded the motion. All voted Aye. The motion carried 11/0.***

Director Steve Campbell was approached by Richard Fennessey, president of the Ministerial Alliance of the Hermann Area, about leasing space in the Library's new building.

## Hermann Building – Lease Approval

The Ministerial Alliance is a 501(c)3 non-profit charity operated by six churches in the Hermann school district. Currently, they operate out of the old

middle school. The building is dilapidated; it has major leaks, as well as no heat or air conditioning. The space is used to store clothing for children and adults, and used furniture, for people in need. Director Campbell was given a tour of their current space. Photographs were included in the Library Board packet.

Currently, the Ministerial Alliance pays \$300 per month, which includes utilities. Mr. Fennessey said that they would not require any build-out or even modifications to the building. The space would not be open to the public. It would only be accessed by members of the Ministerial Alliance to add items, or to pick up clothing or furniture for someone.

Director Campbell explained to Mr. Fennessey that the Library was seeking at least \$5 per square foot as a lease rate. Obviously, this would be unaffordable to the group. They are seeking a space with 7,500 sq. ft., which would be \$3,125 per month at \$5 per square foot.

However, Director Campbell told Mr. Fennessey that he would propose to the Board that the Library lease the space to the Ministerial Alliance until a tenant can be found. The lease would have to be on a year-to-year basis in order to provide flexibility, and the space would have to be in the back of the building, both of which were acceptable to the group. The location in the back of the building would not interfere with construction of the new Library or a possibility of a tenant occupying the 10,000 sq. ft. of vacant space in the front of the building.

The lease revenue would cover the Scenic Regional Library's utilities and insurance costs for the building. The organization has their own liability and renter's insurance for their volunteers and inventory. Due to the organization being 501(c)3 non-profit charity, Scenic Regional would not have to pay property tax on the portion of the building being leased.

The agreement would also be good public relations for the Library. Director Campbell expressed that he didn't really see any downside for the Library. The group would like to relocate this spring.

Library Board Member Leonard Butts asked if the proposed \$500 per month included the utilities for the group, and Director Campbell said it did. Mr. Butts then asked if the Ministerial Alliance would be signing a contract with the library. Director Campbell responded that, yes, they would be signing a contract and that he had asked the lawyer for Scenic Regional to draw something up.

***Susan Richardson made the motion to grant Director Steve Campbell the authority to have a lease agreement created, as well as sign the agreement on behalf of the Library, with the Hermann Area Ministerial Alliance. Paula Sutton seconded the motion. All voted Aye. The motion carried 10/0.***

***There being no further business, Board President John Barry adjourned the meeting at 8:43 pm.***

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Secretary

Approved: \_\_\_\_\_  
President, Scenic Regional Library Board of Trustees

Date: \_\_\_\_\_