

Scenic Regional Library
Board Minutes – January 15, 2019

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on January 15, 2019; at 7:00 pm. Board Vice President Kathleen Ham presided at the meeting. Board members attending the meeting were Carol Bell, Leonard Butts, John Cheatham, Joy Dufrain, Karen Holtmeyer, Carol Leech, Bob Niebruegge, Carla Robertson, and Diann Wacker. Library Board members John Barry, Susan Richardson, and Paula Sutton were absent. Steven Campbell, 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

As they were omitted from the board packet, the Board elected to wait until the February 19, 2019 meeting to approve the November 27, 2018 minutes.

Approval of Minutes

The Board reviewed the Financial Report. The budget is at 36.63% for the fiscal year. It was noted that budget lines were up; Equipment Lease line was up as a result of newly purchased Canon copiers, Miscellaneous Expense line included the Staff Development Day expenses, the Supplies line included a library card order and displays, and Technical Services Supplies included an order of labels.

Financial Report

While Circulation is up 13% overall, several branches are showing negative circulation numbers for the fiscal year due to being closed for construction.

Hermann Branch Manager Sheri Hausman has announced her retirement; her last day will be March 30, 2019. Sheri has been full time with Scenic Regional Library since 1994. A retirement reception will be held at the Hermann Branch on March 26, 2019.

Bob Niebruegge made the motion to approve the Financial Report. Carol Leech seconded the motion. All voted Aye. The motion carried 10/0.

The Board reviewed the Reports.

Librarian's Reports

Director Steve Campbell informed the Board that all the interior walls in the new Union facility have been framed. The patios and vehicle dock concrete has been poured. Most of the curbs around the parking lot have been poured. Wright Construction plans to begin installing the windows, brick exterior, and other exterior cladding later in January.

Union Branch and Administrative Offices Building Update

Wright Construction expects substantial completion of the building by the end of April. Punch list items will be completed, followed by time for the furniture and shelving to be installed and delivered. We have been told that the branch can open at the end of June. However, Wright Construction said that they included a month of padding into their timeline. It appears that the new facility will open at some point between the end of May and end of June. The grand opening of the new Union branch and administrative offices will be held on Saturday, July 20, 2019; from 11:00 AM to 1:00 PM. Secretary of

State Jay Ashcroft is slated to speak at the event.

JEMA reported that they are obtaining cost estimates to add an electric reheat feature to each of the existing HVAC units at the new branches. They hope to have the features added in February or March. The addition was recommended by the third party engineer hired by JEMA to evaluate the library's new facilities. The gas reheat features will help the existing HVAC units better-control the humidity levels in the new branches. There will be no cost to the library.

HVAC Update

The recommended work to the St. Clair Branch's existing HVAC system was completed in late December. The two existing units were reprogrammed as to only back each other up, opposed to both running simultaneously. New air filter holders were added to the units; the previous air filters holders were removed when the old ceiling was replaced. In addition, new thermostats were added to the original portion of the library.

Since the Wright City branch opened, the Library has had many issues with students after school. Between 2:15 PM and 4:00 PM each day, as many as sixty middle school students visit and hang out at the library. While the sheer volume of students alone is daunting for the staff, the issue is that there are also non-stop Code of Conduct violations occurring throughout the building during that time period. Over the past several months, the staff has grown increasingly frustrated with the situation.

Wright City Branch Security Plan

After Director Campbell visited the branch and observed the situation, the staff was provided with a three-month ban letter. It was addressed to "Whom It May Concern" and explained that the student was being banned for three months due to repeated Code of Conduct violations. The letter refers the student (and their parents) to the Library's Code of Conduct, which is included with the letter. The staff highlights in yellow all the student's violations before giving them the letter. The letter asks parents to contact the library's administration if they had any questions about the ban. The branch staff has given the letter to three of the students, and the banned students have not returned.

As a result of the issues at the branch, Scenic Regional has advertised to add a new part-time library clerk position to the branch (10-14 hours each week). This will allow the branch to have a designated staff member scheduled to monitor the building each day during the two hour period after school. Signage was also placed on the study rooms limiting the spaces to three people at a time.

Board member Carla Robertson suggested speaking with the local police department about doing walkthroughs, as well as the mayor, who works for the County Sheriff's Department. She also suggested asking the middle school to make an announcement to their students about proper behavior in the library.

Director Campbell informed the Board that there is a restrictive covenant on the Hermann building which prevents exterior changes without permission from Orscheln's and the site developer. The library had JEMA create

Hermann Building Update

drawings showing the proposed changes and delayed the closing on the property until permission was granted. He told the Board that he was awaiting approval from Orscheln's corporate offices of the library's proposed exterior changes. They had already received approval from the developers, Marsha and Dale Gloe.

Library Advocacy Day will be held on Tuesday, February 26, from 9:30 AM to 5:00 PM in Jefferson City. Director Steve Campbell will be in attendance with staff members, including St. Clair Branch Manager Kara Bell and Sullivan Branch Manager Lori Jane Perdue. Appointments will be scheduled to meet with all thirteen of the state representatives and senators in the library's district. Director Campbell asked that any Board members interested in attending to inform him as soon as possible.

Library Advocacy Day

Director Steve Campbell recently reached out to the director of St. Charles City-County Library, Jason Kuhl, about a reciprocal borrowing agreement between our libraries. St. Charles City-County Library no longer exchanges funds as part of their reciprocal agreements. He appeared interested in having an agreement and said that their administration had already discussed the possibility before he was contacted. Scenic Regional has many Warren County residents who work in Wentzville and would probably be interested in a free card with St. Charles City-County Library. A phone conference with Mr. Kuhl is scheduled on January 14, 2019 to discuss the matter.

Reciprocal Borrowing Agreement with St. Charles City-County Library

Director Steve Campbell contacted the director of St. Louis County Library, Kristen Sorth, about a possible reciprocal agreement last year. At the time, she said that they had just revised all their existing agreements and that we could revisit the idea "in a year or so".

On February 1, 2019, Scenic Regional Library will launch a "lucky day collection" at all branches. Each branch will receive an additional copy of each of the top ten bestselling adult fiction titles; the additional copies will not be "hold-able". The items will only be available on a "first come, first serve" basis. This will give patrons the possibility of checking out bestselling fiction titles without waiting on long hold lists. The "lucky day collection" will not affect the number of bestselling adult fiction titles being purchased for each branch by the Library. The non-hold-able browsing titles will be in addition to the existing copies. Many other libraries around the country provide similar types of browsing collections.

Lucky Day Collection

On February 1, 2019, the Library will be launching passport services at all branches. Currently, only the Warrenton and Union branches have offered the service.

Miscellaneous

Kecia Philpot, full-time Children's Programmer at the Sullivan branch, was nominated for the Sullivan Chamber of Commerce's 2018 Woman of the Year Award. Additionally, the Sullivan branch was nominated for the Sullivan Chamber of Commerce's 2018 Public Service Award. Board Member Carla Robertson asked if awards were published on Scenic Regional's website. Director Campbell stated that they were posted on the branch Facebook page and added to the monthly newsletter.

Director Steve Campbell requested that the Library Board cancel its June 2019 Library Board meeting, as he will be on vacation from approximately June 3-18, 2019. The Union branch will open in late June. In addition, some staff will be attending the American Library Association annual conference in Washington, D.C., from June 20-25. Finally, the new Union branch and administrative offices building will be opening at some point in June.

**Proposed
cancellation of the
Scenic Regional
Library Board of
Trustees Meeting**

The library is required by statute to have ten meetings each year. The December 2018 meeting was cancelled due to the holidays.

John Cheatham made the motion to cancel the June 2019 Board meeting. Joy Dufraim seconded the motion. All voted Aye. The motion carried 10/0.

The library's 2017-2018 fiscal year audit is complete. The audit was "clean" and only contained one management recommendation.

2017-2018 Audit

The audit shows a total net position for the library district at the end of the 2017-2018 fiscal year as (\$4,885,788). This is due to the library's bond debt. Once the bond funds are all spent during the current fiscal year, the figure will be even larger in next year's audit. The negative net financial position has nothing to do with the library's regular operating budget.

The audit process did not begin until October this year, which resulted in the audit being completed only days prior to the December 31 deadline.

John Cheatham made the motion to approve the 2017-2018 Audit. Karen Holtmeyer seconded the motion. All voted Aye. The motion carried 10/0.

Director Steve Campbell explained to the Board that while the new Union branch is still months away from completion, he would like to propose to the Library Board that two of the three public meeting rooms be named after the library's former directors Ken Rohrbach and Sallie Hancox.

**Naming of New
Union Branch
Meeting Rooms**

Ms. Hancox was director of the library from 1975 to 2007. She was assistant director for a decade prior to that. Mr. Rohrbach was assistant director from 1975 to 2007 and director from 2007 to 2012. For decades, the two dedicated their careers to the library and the community. The dedication of the rooms could be done at the library's grand opening on July 20, 2019.

Board Member John Cheatham recommended that the last meeting room be dedicated to Lucy Lomax, who was the original library director. After some discussion, the Board agreed with Director Campbell's proposal and Mr. Cheatham's recommendation.

Bob Niebruegge made the motion to dedicate the new library meeting rooms to the three previous directors of Scenic Regional Library. Joy Dufraim seconded the motion. All voted Aye. The motion carried 10/0.

The library's new facilities all have public meeting rooms. Scenic Regional will launch a product called Evanced for online meeting room booking (and to replace our existing program registration software for patrons) beginning February 1, 2019. Before doing so, Director Campbell wanted to revise the

library's meeting room policy. As the current meeting policy is so outdated, it was scrapped entirely.

Director Steve Campbell created the proposed policy using language from several other public library meeting room policies, including St. Louis County Public Library. The proposed policy outlines the Library's current practices in regard to meeting room usage. For example, the previous policy did not allow any food in the meeting rooms. The proposed policy allows groups, such as a local Chamber of Commerce, to have a lunch or a meal catered in the room.

Board Member Bob Niebruegge asked how the new system will work, and Assistant Director Megan Maurer explained the program to the Board.

Board Member Carol Bell asked about patrons who may not have internet access. Assistant Director Megan Maurer assured her that patrons would still be able to book a room from within the library. Board Vice President Kathleen Ham inquired about non-library program use for the meeting rooms, and Ms. Maurer confirmed that the statistics are being tracked.

Board Member Bob Niebruegge asked about the portion of the new policy stating alcoholic beverages not allowed in the library, and how that would work with possible future programs. Director Steve Campbell confirmed that programs in the library will still be allowed to have alcoholic beverages once per year. The policy is intended for outside groups, not the library.

Carol Bell made the motion to approve the proposed Meeting Room Policy. Diann Wacker seconded the motion. All voted Aye. The motion carried 10/0.

There being no further business, Board Vice President Kathleen Ham adjourned the meeting at 8:42 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____