

Scenic Regional Library
Board Minutes – July 16, 2019

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

There were no public comments.

Public Comments

The Board reviewed the Minutes. Director Campbell presented copies of some documents from former Library Board member Carol Bell. He asked that the May Library Board minutes be amended to reflect Ms. Bell's request. The first sentence of the seventh paragraph should be amended to read: "Director Steve Campbell read a letter from Alan Bell, the husband of Carol Bell, to the Library Board which expressed his displeasure about how the matter was handled."

Approval of Minutes

Susan Richardson made the motion to approve the Minutes of the May 28, 2019 meeting as amended. Bob Niebruegge seconded the motion. All voted Aye. The motion carried 12/0.

Director Steve Campbell reported to the Board that the library's tax revenue for fiscal year 2018-2019 was higher than what was budgeted--102%. Assessed valuations have gone up; Franklin County is up 5.3%, Warren County is up 4%, and Crawford County is up 6.7%. Gasconade County has not released any assessment information yet. Director Campbell is hopeful that the increase in assessment may bring in more revenue than the past few years, but it's difficult to tell with the Hancock Amendment.

Financial Report

Director Campbell announced the retirement of Georgia Mofield, Branch Manager at Pacific, on July 26th, 2019. Georgia has been with Scenic Regional Library since 2002.

Leonard Butts made the motion to approve the Financial Report. Joy Dufraim seconded the motion. All voted Aye. The motion carried 12/0.

The Board reviewed the Librarian's Reports.

Librarian's Reports

Director Steve Campbell shared with the Board information about ALIVE, Inc. ALIVE, Inc., is a domestic violence organization in St. Louis, Missouri, providing help for people dealing with domestic abuse. The organization is very active in the Franklin County, too. Director Campbell was asked to serve on their Board of Directors in St. Louis. Unfortunately, he had to decline because their meetings were the same evening as the Library Board meetings. It was suggested that Director Campbell could instead serve on their Franklin County advisory board.

ALIVE Board of Directors

Director Steve Campbell informed the Board that he *Gasconade County Republican, Warren County Record, Missourian, and Sullivan Independent* all ran the library's press release about the Big Read grant. He remarked that a brochure is being created that will contain all the upcoming Big Read programming. A webpage has also been created on the library's website for the grant: www.scenicregional.org/bigread. The page will contain book discussion guides, links to all the programming, and all other information pertaining to the grant.

Big Read Publicity

The *Missourian* published an enormous article about the library's Friends groups and Foundation on the front page of their People section. It was written by Karen Cernich and appeared on June 26; she interviewed multiple Friends groups' presidents for the article.

Friends Groups and Scenic Regional Foundation

The Foundation Board recently approved new bylaws for the Friends of the Library groups. The original bylaws pre-dated the formation of the Friends groups. The revised version of the bylaws do not change how the Friends will operate; instead, they better reflect how the Friends have actually been operating over the past six years. The bylaws are available on the Foundation website: www.scenicregionalfoundation.org.

Director Steve Campbell reminded the Board that the Library Board's August meeting will be scheduled for Tuesday, August 27, 2019. The meeting has been delayed until the last Tuesday in August the past several years to assure that all the assessed valuation data has been finalized by the counties before the Board sets the library district's tax levy.

August Library Board Meeting Date

Scenic Regional Library's annual fall book sale has been scheduled for November 14-16, 2019. Setup for the sale and the Friends preview will be on November 15, 2019.

Fall Book Sale and Future Sales

Director Steve Campbell reported that some branches have had challenges in disposing of the leftover sale books in the past. He met with a company called Thriftbooks at the library conference to find a solution. Scenic Regional has used the company in the past. Thriftbooks sells old library books online and recycled those they can't sell.

At the end of the fall book sale, instead of having to take the leftovers to recycling, or find organizations to pick them up, or even pack the leftover books into boxes, volunteers and staff will just have to dump them all into Gaylord boxes on a pallet. These are the large cardboard boxes you see grocery stores place watermelons. Then, Thriftbooks will come out and pick up the boxes and bring them to their warehouse. They will attempt to sell them online. A portion of the proceeds will go to the library; Thriftbooks also gets a portion, of course. Then, they will recycle the unsold items.

They will be sending us pallets, with Gaylord boxes attached to them, prior to the sale in October. They will be delivered to the branches so that they can be filled after the sale, and Thriftbooks will pick up the pallets on the Monday afternoon after the book sale.

Over the past seven years, the book sale dates have been scheduled based on

the volume of sale books at our branches. Director Steve Campbell noted that this has frustrated some staff and volunteers who would prefer to know the sale dates earlier. Director Campbell explained that he was always concerned about scheduling the sale months in advance in fear of the date arriving and not having enough books. In Scenic Regional's experience, the more books available, the more books sold.

Director Steve Campbell understood the staff and volunteer's desire to have more notice about the book sales. As a result, he has decided to permanently set the book sale dates beginning next year.

Beginning in 2020, the spring book sale will be held on the second week of May. The Wednesday following Mother's Day each year will be the setup day, followed by the sale on Thursday, Friday, and Saturday. In 2020, the spring book sale will be May 14-16, 2020.

The fall book sale will be the first week of November. The first Wednesday after Halloween will be the setup day, followed by the sale on Thursday, Friday, and Saturday. In 2020, the fall book sale will be November 5-7, 2020.

Setting these dates will allow the branches to reserve their meeting rooms far in advance. It will also allow volunteers to plan their schedules. Director Campbell understands that there always seems to be something going on somewhere on every date, but he thinks these two weeks will work well.

According to Ruth Lord, Technical Services Manager, the library added 49,331 new physical items to our collection in the 2018-2019 fiscal year. In addition, the library added 37,591 e-books and e-audiobooks. However, this figure includes e-books and e-audiobooks added to our digital services content, such as Hoopla, which do not cost the library beyond annual usage fees.

**New Materials
Added in 2018-2019**

On July 3, 2019, the Missouri Evergreen Board of Directors (Scenic Regional Library Director Steve Campbell serves on the Board) voted unanimously to contract with Equinox instead of MOBIUS to manage and host its consortium. The primary motive for the change was cost. If Missouri Evergreen had remained with MOBIUS, member libraries would have experienced a significant cost increase. The increase would have most likely forced many of the consortium's smaller member-libraries to leave.

Missouri Evergreen

Equinox has a very good reputation and manages similar Evergreen consortia in other states. They also have written about 90% of the existing code for the Evergreen software and have a larger staff than MOBIUS. They also originally trained the MOBIUS staff on the Evergreen software.

The transition to Equinox will occur at the end of August; the contract with MOBIUS ends August 31, 2019. The most significant impact to the library is that our planned August migration to the 3.3 version of Evergreen will now most likely be delayed until September or October.

The new Union branch and administrative offices are still on schedule to open on August 21, 2019. The current Union branch will be closed August 9, 2019, through August 20, 2019, for the move. The administrative offices will be

**Union Branch and
Administrative
Offices Building**

closed Friday, August 9, 2019, and Monday, August 12, 2019, for their move. The grand opening will be on Saturday, September 14, 2019, 11:00 AM to 1:00 PM.

Update

A mailing will be sent to all residents about the closed dates, soft opening date, and grand opening dates, as we did with the other new branches. Director Campbell has already made the arrangements for the mailing with the *Missourian* and the oversized post card has been finalized. The mailing should arrive to residences by August 6-7, 2019.

There will be a tour of the facility for the Union Friends of the Library members and the Union PEO organization on August 20, 2019, at 7:00 PM. (The PEO organization was responsible for the creation of the first library in Union.) Library Board members are welcome to attend, too.

Director Steve Campbell has already received from the *Missourian* former directors' Sally Hancox and Ken Rohrbach's *Senior Life Times* articles printed on glossy paper. These will be framed for the grand opening, and placed outside each meeting room at the new Union branch.

The Library Board elects officers each July. If past practice continues, Kathi Ham will become president; Leonard Butts, vice president; Susan Richardson, secretary. The Board would also select a member from Warren County to serve as the new treasurer. Board member Carla Robertson nominated Karen Holtmeyer for the position of treasurer, and Ms. Holtmeyer accepted.

Election of Officers

Paula Sutton made the motion to approve the presented slate of officers for the 2019-2020 fiscal year: Kathi Ham, president; Leonard Butts, vice president; Susan Richardson, secretary; Karen Holtmeyer, treasurer. Diann Wacker seconded the motion. All voted Aye. The motion carried 12/0.

The Hermann Area Ministerial Alliance contacted the library about a severe mold issue in the library's building (former Alco building). Director Steve Campbell did a walkthrough of the building, but wasn't certain if there was mold on the ceilings or walls, as they reported; there was extensive mold on all their furniture and clothing.

Hermann Building (123 Bavarian Hills Plaza)

Director Steve Campbell suggested that Scenic Regional waive rent for the remaining eight months of the organization's lease. Kathleen Ham is concerned that the situation could be a public relations issue for the library. Director Campbell explained ServPro inspected the building and determined that there were mold spores already on the items from the previous building. Susan Richardson suggested that the Alliance be told they will not be charged for the rental of the building, but they must have all moldy items out of the building within 30 days. It was also suggested that Scenic Regional run advertising for them to replenish the donations, if the Alliance wanted. Joy Dufrain suggested contacting Servpro and request their advice in writing to show the Alliance.

John Barry made the motion to waive the rent for the Hermann Area Ministerial Alliance for the remaining eight months of their lease. Joy Dufrain seconded the motion. All voted Aye. The motion carried 12/0.

Library Board member Paula Sutton recommended Susan McKee to fill the vacant position. She lives in Beaufort, Missouri. Ms. McKee is a retired teacher; she taught English at Union High School. After she retired, she also taught at St. Gertrude School in Krakow. Director Campbell spoke to Ms. McKee and she is interested in serving on the Foundation Board.

**Proposed
Foundation Board
Appointment and
Reappointment**

Director Steve Campbell recommended that the Library Board approve Susan McKee to serve on the Scenic Regional Library Foundation Board of Directors, representing Franklin County.

The Foundation Board also has three members whose terms expire at the end of July, 2019: Alice Whalen, Franklin County; Dr. Debbie Depew, Franklin County; Michelle Fehlings, Gasconade County. Director Campbell has spoken to them about serving another term and they have all agreed.

Director Steve Campbell recommended that the Library Board reappoint Alice Whalen, Franklin County; Dr. Debbie Depew, Franklin County; and Michelle Fehlings, Gasconade County, to three-year terms on the Scenic Regional Library Foundation Board of Directors.

Bob Niebruegge made the motion to approve the appointment of Susan McKee to the Scenic Regional Library Foundation Board of Directors and the reappointment of Alice Whalen, Dr. Debbie Depew, and Michelle Fehlings to the Scenic Regional Library Foundation Board of Directors for the 2019-2020 fiscal year. Susan Richardson seconded the motion. All voted Aye. The motion carried 12/0.

The Library Board's Conflict of Interest Policy will expire this fall. The policy must be re-approved by the Board of Trustees every two years; the policy prevents the Board members from having to complete individual conflict of interest paperwork each year for the Missouri Ethics Commission. The proposed policy is identical to the last year, with the exception of the new date. Once approved, it will be submitted to the Missouri Ethics Commission. The full policy was included in the Board packet.

**Conflict of Interest
Policy Renewal**

John Barry made the motion to approve the Conflict of Interest Policy. Leonard Butts seconded the motion. All voted Aye. The motion carried 12/0.

John Barry made the motion to move to Closed Session. Susan Richardson seconded the motion. There was a roll call vote to move to Closed Session: John Barry—Aye, Leonard Butts—Aye, John Cheatham—Aye, Joy Dufrain—Aye, Kathleen Ham—Aye, Karen Holtmeyer—Aye, Robert Niebruegge—Aye, Susan Richardson—Aye, Carla Robertson—Aye, Paula Sutton—Aye and Diann Wacker—Aye.

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

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____