

Scenic Regional Library
Board Minutes – March 19, 2019

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on March 19, 2019; at 7:00 pm. Board President John Barry presided at the meeting. Board members attending the meeting were Carol Bell, Joy Dufrain, Kathleen Ham, Carol Leech, Bob Niebruegge, Carla Robertson, Paula Sutton, and Diann Wacker. Library Board members Leonard Butts, John Cheatham, Karen Holtmeyer, and Susan Richardson 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

The Board reviewed the Minutes.

Approval of Minutes

Joy Dufrain made the motion to approve the Minutes of the February 19, 2019 meeting. Diann Wacker seconded the motion. All voted Aye. The motion carried 9/0.

The Board reviewed the Financial Report.

Financial Report

Scenic Regional received Local Tax Revenue of \$86,635.30 in February, bringing the total revenue collected to 97.1%. Café money collected was \$242.15, with an YTD total of \$2369.90. Passport revenue received in February totaled \$847.00 with an YTD total of \$3,332.00. 61 passports have been processed since February 1, 2019.

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

The Board reviewed the Librarian's Reports.

Librarian's Reports

The Missourian ran a great article about the Scenic Regional Library's new buildings in its March 6, 2019, edition. Director Steve Campbell was interviewed by Karen Cernich, journalist with the Missourian, at the Pacific branch in late February; Director Campbell also gave Ms. Cernich a tour of the branch. The article appeared on the front page of the People section and included several photographs from the branches. A copy of the article was included in the Board packet.

Article in the Missourian and Warren County Record

At the Scenic Regional Library Staff Development Day last November, there were some requests for a self-defense class. Gracie Barra in Washington has a special during which they provide a free class for library employees at all their locations in the St. Louis Metro area.

Self-Defense Training

Scenic Regional has scheduled two, hour-long sessions, on May 1, 2019, and May 6, 2019, at their Washington location. Thirty employees have expressed interest in the training. The library will handle the off-site session as any other staff training and pay the employees for their time and mileage.

February 26, 2019, was the Missouri Library Association's annual Library Advocacy Day event in Jefferson City. Assistant Director Megan Maurer, St. Clair Branch Manager Kara Bell, Sullivan Branch Manager Lori Jane Perdew, Union Branch Assistant Manager Macee Jarvis, and Director Steve Campbell represented Scenic Regional Library at the event.

Scenic Regional Library staff met with all thirteen state representatives and senators or their staff, including several new legislators. Everyone was very receptive. As usual, they were all invited to read at a branch storytime this summer during Summer Reading Program, as well as for a tour of our new building in their community.

Legislative Day

Secretary of State Ashcroft has recommended increases to all state library funding back to FY 2015 levels; Governor Parson's budget requests state library funding levels remain the same as last year. The legislature's budget proposal will be released in the spring. However, the legislature's initial budget draft shows that they have restored state library funding to FY 2015 levels.

The Scenic Regional Library Spring book sale setup and Friends preview will be on May 8, 2019. The sale will be May 9-11, 2019, with clean-up on May 13, 2019. Unfortunately, a few branches didn't have enough items for a sale, which delayed the announcement of the dates. With the new buildings having on-site storage, we were hoping not to have to move books and other items between branches any longer.

Spring Book Sale

The St. Clair branch has been nominated for the St. Clair Area Chamber of Commerce's Organization of the Year award. The other nominees are Roots Church, St. Clair History Museum, and St. Clair Knights of Columbus. The award ceremony, where the winner will be announced, is March 30, 2019. Director Steve Campbell plans to attend the banquet with Kara Bell, the St. Clair branch manager.

St. Clair Branch Nominated for Chamber Award

The Missouri State Library has contracted with a new statewide courier. The statewide courier is not the local courier, Delivery Express, which delivers to our branches. The statewide courier only delivers the items from other Missouri Evergreen libraries to (and from) Scenic Regional's headquarters.

Statewide Courier Service

Due to the change in statewide courier, Scenic Regional's current courier, First Choice, will only be delivering items to headquarters between March 15, 2019 and April 1, 2019. Basically, they will be emptying out their warehouse. The new statewide courier, Henry Industries, will begin operating on April 1, 2019. Henry Industry provides statewide courier service to Kansas and some other states. Scenic Regional has had many issues with First Choice and hope that Henry Industries will provide much-improved service.

The biggest consequence of this changeover is that between March 15, 2019 and April 1, 2019, the statewide courier will not be picking up any items for other Missouri Evergreen libraries. Obviously, Scenic Regional cannot store all those items in the headquarters building. As a result, Missouri Evergreen holds will not be filled during that time. Patrons can still place requests from other Missouri Evergreen libraries, but they won't be filled until April 1, 2019.

Scenic Regional Library's patrons will still be able to place holds on items at all branches, and the library expects very high volume with the hold/pick lists and delivery during the first week or two of April as the new statewide courier "catches up" with the March requests.

On March 8-9, 2019, the Missouri Evergreen consortium upgraded its software from version 3.0 to 3.1. There was no additional cost to the library. The consortium will upgrade from version 3.1 to 3.2 in August. Once the consortium migrates to version 3.2, the software will be entirely Web-based (accessible through a Web browser, opposed to downloading software onto each computer; a product called "Webby". Scenic Regional began using the Web-based version on March 11, 2019.

Missouri Evergreen Updates

Missouri Evergreen now has 42 members. Six additional libraries are scheduled to migrate into the consortium over the next 18 months. The consortium has 3,083,581 items (1,359,487 unique items) and 625,848 patrons at the 42 member-libraries.

Director Steve Campbell, Union Branch Manager and Circulation Coordinator Diane Disbro, and Technical Services Manager Ruth Lord, will be giving two demonstrations of Evergreen to prospective members in May. On May 1, 2019, a demo will be given in Kirksville for the Adair County Library, Putnam County Library, Scotland County Library, Mercer County Library, Brookfield Public Library, and Northeast Missouri Library Service. On May 22, 2019 a demo will be given in Mexico to the Mexico-Audrain County Library, Shelbina Public Library, Bowling Green Public Library, and possibly the Ralls County Library.

The Union Branch/Administrative Offices was originally scheduled to open in late June, with the grand opening event scheduled for July 20, 2019. However, there has been a major delay due to changes to the HVAC system. When JEMA had their third-party engineer look at the HVAC design for the building, they recommended re-zoning the system. Due to the system being re-ordered at the last minute, the building won't be ready to open until late August or early September. The grand opening will need to be rescheduled. Director Steve Campbell is waiting to reschedule the grand opening until the HVAC units are delivered, but have September 14, 2019 as the tentative date.

Union Branch and Administrative Offices Building Update

The Missouri State Historical Society informed the Scenic Regional Library that they completed digitization of the *New Haven Leader* from 1918 to 1977 and *Gerald Journal* from 1916 to 1921 and 1928 to 1962. The content should be available to the public online at some point in April and encompasses 51,800 pages of newspapers. The library has already digitized the *Gerald Journal* from 1922 to 1928 and from 1962 to 1965, as well as the *New Haven Leader* from 1903 to 1918.

Newspaper Digitization Update

Scenic Regional Library had planned to apply for a fourth newspaper digitization grant in January 2019. However, the Missouri State Historical Society was able to digitize the newspapers with remaining funds from their existing digitization projects.

Scenic Regional Library is in the process of constructing the community garden at the St. Clair branch. In 2016, the First United Methodist Church and First Baptist Church in St. Clair donated tracts of land to the library for a community garden.

St. Clair Branch Community Garden

The garden will be enclosed with a 4-1/2' cedar fence and feature ten 4' by 8' raised garden beds (12" deep). There will also be a pergola with two benches and a small tool shed in the garden. Bill Snow, Facilities Manager, is installing the fence and building the pergola. The library hopes to have the garden completed by the end of March. Groups and individuals will be able to use a raised bed for the growing season; growing season begins in mid-April.

Scenic Regional will publicize the garden in its April newsletter, monthly KLPW interview, a press release to the *Missourian*, and signage in the St. Clair branch.

Director Campbell presented the Board with the proposed Sick Bank Policy. He explained the *voluntary* Sick Leave Bank provides a possible source of paid sick leave to any eligible employee who has sustained a catastrophic illness or injury, or whose immediate family member has sustained a catastrophic illness or injury. Catastrophic illness or injury is defined as a condition considered being life threatening or which has the likelihood of serious residual disability affecting the mental or physical health of the employee or an immediate family member and requiring the services of a physician. A catastrophic illness or injury may require lengthy hospitalizations, necessary surgery requiring a lengthy recovery, and/or an on-going treatment regimen requiring frequent time off from work. Immediate family member is defined as the employee's spouse, parents and dependent children.

Proposed Sick Bank Policy

Director Steve Campbell discussed with the Board the details of the proposed policy, and asked if there were any questions or comments. Board Member Carla Robertson said she struggled with the verbiage of the policy:

“A committee (“Sick Leave Bank Committee”) consisting of the Library Director, the Assistant Library, and Business and Human Resources Director shall administer the Sick Leave Bank. Records of the Sick Leave Bank shall be maintained by the Business and Human Resources Director. Should an employee disagree with the decision of the Sick Leave Bank Committee, he/she may submit a letter of appeal to the Director. Such letter of appeal must be submitted to the Director within ten (10) working days of the decision by the Sick Leave Bank Committee.”

Ms. Robertson said that if Director Campbell served on the Sick Leave Bank Committee, she felt it would be a conflict of interest if he were also the one to which employees' appealed decisions in which they were denied a request. Director Campbell explained to the Board he felt as though the decisions would be based on formulas within the proposed policy, but also understood the concern. He went on to suggest Youth Services Librarian Christy Schink serve on the Sick Leave Bank Committee in his place, thus eliminating the issue.

Board Member Carol Leech asked if it was a requirement to donate to the Sick Leave Bank. The Board discussed that other organizations differed in the days deposited in order to join the Sick Leave Bank and the length of time required at the place of employment in order to be eligible. Director Campbell expressed concern that due to the number of new employees who had not yet accrued much paid leave, many employees would not be able to join the Sick Leave Bank. Ms. Leech then recommended that the library implement the Sick Leave Bank policy immediately with no deposit required, but at the beginning of FY 2020 each employee would be required to donate one (1) day to be eligible.

Carla Robertson made the motion to approve the proposed Sick Bank Policy as amended to include “Beginning July 1, 2020, employees must contribute a minimum of eight (8) hours of sick and/or vacation leave to the Sick Leave Bank each fiscal year in order to be eligible to make a request from the Sick Leave Bank.” and replacing the Library Director with the Youth Services Librarian on the Sick Leave Bank Committee. Carol Leech seconded the motion. All voted Aye. The motion carried 9/0.

There being no further business, Board President John Barry adjourned the meeting at 8:29 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____