

Scenic Regional Library  
Board Minutes – November 19, 2019

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on November 19, 2019 at 7:01 pm. Kathleen Ham presided at the meeting. Those attending the meeting were John Cheatham, John Barry, Karen Holtmeyer, Carla Robertson, Susan Richardson, Joy Dufrain, Paula Sutton, Bob Niebruegge, and Diann Wacker. Board members Carol Leech and Leonard Butts were absent. Stephanie Norton, Scenic Regional Library Foundation Secretary, Steven Campbell, Library Director, Megan Maurer, Assistant Director, and Kjersti Merseal, Business Manager were also present.

There were no public comments.

**Public Comments**

*Minutes from the October 15, 2019 board meeting were not available for approval. The review and approval of those minutes will be made at the January 2020 meeting.*

**Approval of Minutes**

Director Steve Campbell highlighted the several financial items, including the budget expenditures are currently trending at 32.5% just under where they were predicted to be at 33%. While this is still under budget, it is higher than past years, this was attributed to no longer having open positions in the budget, as well as increased expenses for utilities, lawn care, and snow removal. It is anticipated that by the end of the calendar year, the library will have \$1.25 million in reserves. The reserves will also be bolstered by the expected insurance settlement from JEMA from the HVAC system issues in early 2020. John Barry inquired when the additional monies from state revenue were anticipated. Director Campbell believes that will be in April 2020 and added that his original amount of state aid is inaccurate, but would be higher than anticipated. Director Campbell pointed out the expenditures for the new facilities maintenance van and confirmed that the library owes Wright Construction the retainage of \$50,000.

**Financial Report**

**Diann Whacker entered the meeting at 7:07 pm.**

*John Cheatham made the motion to approve the Financial Report. Susan Richardson seconded the motion. All voted Aye. The motion carried 10/0.*

Scenic Regional Library Foundation Secretary Stephanie Norton presented their annual report to the board. There are currently eight (8) active Friends of the Library groups. The Wright City group has met twice and is actively working to get officers in place. The Friends of the Library hosted various fundraising events throughout the year, including books sales in the spring and fall and the ongoing sale of donor wall books. St. Clair hosted a second naming auction. Pacific hosted a second ghost hunt. Hermann hosted their second In the Spirit of Art event. In addition to fundraising, the groups volunteered at grand opening events and donated funds back to the library for various projects. The projects include the READ book racks in St. Clair, Pacific, Warrenton, Sullivan, and Union, a butterfly garden and digital sign in Owensville, a flower bed in New Haven, a community garden in St. Clair, and Big Read books for area schools. The Foundation is considering how to do its

**Reports**

own fundraising and exploring the possibility of a radio or internet-based campaign. The Foundation was able to donate the prizes used for the Big Read art contest.

Director Steve Campbell provided the following updates to his written report.

Director Campbell discussed the importance of educating staff on what phishing is and how damaging it can be at work. He renewed the phishing subscription with MOREnet and anticipates two (2) or more emails throughout the winter. Karen Holtmeyer asked about a process that staff could use to make IT aware they received a suspicious email.

In late October Director Campbell traveled to Troy, Missouri in Lincoln County to present to a group at a County Commissioners meeting regarding joining Scenic Regional Library District. Since that presentation Director Campbell has received an invitation from the Lincoln County Board President to attend four (4) community forums in which the Lincoln County board will outline three (3) options for the community to consider (joining Scenic at our current tax levy, going for a ten (10) cent levy, or doing nothing). No dates for these community forums have been set. Susan Richardson asked if it was time to take a step back from Lincoln County. John Cheatham expressed concern regarding the communities in Lincoln County being accustomed to working together. Board member Cheatham went on to suggest that Director Campbell compose a letter to the Lincoln County Commissioners and Board stating Scenic is stepping to the side until they act on the matter. Bob Niebrugge also supports the idea of a letter.

Director Campbell received another book complaint on a children's item with LGBT+ themes. He shared that there are 103 items of 35,466 children's item in the Scenic collection on the topic of LGBT+.

The Big Read has ended. Director Campbell shared attendance statistics and events highlights, including the keynote event with author Emily St. John Mandel.

Director Campbell discussed the on-going search for a board member to fill the Franklin County vacancy. He has received names from various avenues, including library board members and former employees.

The fifth annual Staff Development Day was held in early November. All library branches were closed for the day. The format differed from previous days, in that there was one speaker, Ryan Dowd, for the day. Eighty-nine percent of staff reported the day was good or very good.

As noted in the financials, the new library maintenance van has been purchased, as well as tool accessories and bulkhead.

Director Campbell recently spoke with the Union City Administrator regarding the possibility of a digital sign at the Union branch. The city requested three additional bids. One company offering a bid suggested the size of the sign is too small, Director Campbell plans to confirm size sign with the city. John Barry inquired if Missouri Department of Transportation needs to

be involved. John Cheatham asked what the city would like to put on the sign. Director Campbell stated Missouri Department of Transportation does not need to be involved, due to the plan sign placement and that the city plans to put parks department and other community events on the sign.

In other updates, Director Campbell shared that the annual fire drill went well and he recently met with the newly appointment Washington Public Library director. The New Haven Friends of the Library received \$1500 in donations in memory of Agnes Meyer. Director Campbell spoke with a representative from Compass Health regarding the possibility of a social work student in the library branches; unfortunately, at this time Compass Health does not have the resources to participate. The shed in Warrenton was sold for \$1,000. The donor wall book that was purchased in memory of Christine Schmidt has been hung in Union.

Carla Robertson suggested that the library consider a lockdown drill in addition to the annual fire and tornado drills.

Director Campbell outlined the final changes made to the Personnel Policy Manual, including the video surveillance policy, negative sick and vacation accrual banks, dress code, full time employee work week, and privacy policy.

**Unfinished  
Business-Review of  
Proposed Revisions  
to the Personnel  
Policy Manual**

Director Campbell recommends the Personnel Policy go into place on January 1, 2020. This will give all staff time to receive a hard copy of the manual, read, and sign acknowledgement forms. An electronic copy of the manual will be on the Staff Intranet.

***John Barry made a motion to approve the Personnel Policy Manual. Paula Sutton seconded the motion. All vote Aye. Motion carried 10/0.***

Director Campbell shared that he had recently received multiple complaints about smoking near the entrances of the buildings. The current policy was approved in 1991. John Barry feels proposed changes to the policy are reasonable. Carla Robertson suggested added language to include no vaping. Karen Holtmeyer suggested added language to include the patios as non-smoking areas. John Cheatham noted that he appreciates the efforts of the branch managers and staff who clean up the cigarette butts dropped outside the buildings.

**New Business-  
Library Smoking  
Policy**

***John Cheatham made a motion to adopt the Smoke Free Environment Policy with added language of no vaping and no smoking on the patios. Susan Richardson seconded the motion. All voted Aye. The motion carried 10/0.***

Director Campbell has not yet received the annual audit. The auditors will mail the audit directly to the state by the December 31 deadline. Once the audit is received, copies will be mailed to the library board members.

**FY 2018-2019  
Annual Audit**

*John Cheatham made a motion to move to closed session. Paula Sutton seconded the motion.*

**Closed Session-**  
**RSMo 610.02(1)**  
**Legal Action**

*There was a roll call vote to move into Executive Session: John Barry—Aye, John Cheatham—Aye, Kathleen Ham—Aye, Karen Holtmeyer—Aye, Bob Niebruegge—Aye, Susan Richardson—Aye, Paula Sutton—Aye, Joy Dufrain—Aye, Carla Robertson—Aye, and Diann Wacker—Aye.*

The Board moved into Executive Session at 8:40 pm.

*There was a roll call vote to move out of Executive Session: John Barry—Aye, John Cheatham—Aye, Kathleen Ham—Aye, Karen Holtmeyer—Aye, Bob Niebruegge—Aye, Susan Richardson—Aye, Paula Sutton—Aye, Joy Dufrain—Aye, Carla Robertson—Aye, and Diann Wacker—Aye.*

The Board returned from Executive Session at 9:23 pm.

*There being no further business, Board President Kathleen Ham adjourned the meeting at 9:23 pm.*

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Secretary

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

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