

Scenic Regional Library  
Board Minutes – September 18, 2018

Scenic Regional Library Board of Trustees met at the Scenic Regional Library St. Clair Branch in St. Clair, Missouri on September 18, 2018; at 7:00 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, Carla Robertson, and Diann Wacker. Library Board members Carol Bell and Paula Sutton were absent. Steven Campbell, Library Director, Megan Maurer, Assistant Director, Kjersti Merseal, Business Manager and Human Resources Manager, and Charlean Stockton, Administrative Assistant were also present.

There were no public comments.

**Public Comments**

***Karen Holtmeyer made the motion to approve the Minutes of the August 28, 2018, meeting. Bob Niebruegge seconded the motion. All voted Aye. The motion carried 11/0.***

**Approval of Minutes**

Kjersti Merseal, Business Manager and Human Resources Manager, informed the Board the Scenic Regional Library has been doing quite a bit of hiring recently due to retirements and employees moving into new full time positions. The open Adult Programmer position in Sullivan has been filled and interviews for the Warrenton branch Circulation Clerk position are being held later this week.

**Financial Report**

Board President John Barry said that the library was spending a lot of money per month with credit cards, but not receiving any rewards on those funds. He suggested looking into other cards. Kjersti Merseal, Business Manager and Human Resources Manager, said she would welcome suggestions.

***John Cheatham made the motion to approve the Financial Report. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.***

The Board reviewed the Reports.

**Librarian's Report**

After some delays, the parking lot at the Pacific branch was paved today, September 18, 2018, and will be striped tomorrow. The branch is scheduled to open on Thursday, September 20, 2018 after a month delay.

**Pacific Branch Construction Delays**

Director Steve Campbell has completed several radio spots advertising the Pacific branch opening. The Pacific Friends of the Library tour is scheduled for Wednesday, September 19, 2018 at 7:00 pm.

The St. Clair branch grand opening is still scheduled for September 22, 2018, with the Pacific branch grand opening happening on September 29, 2018.

Director Steve Campbell received a call from Steve Hoover from JEMA, and their third-party mechanical engineer has determined that the HVAC units did not include a hot gas reheat component which was shown in the specs. The component is involved in the control of relative humidity. While it

**Relative Humidity Issues**

cannot be installed after the fact, an electric reheat coil can be added to the units, which will function in a similar manner. JEMA, Wright Construction, and BRiC will be meeting to discuss the issue further.

Board Member John Cheatham asked why or how the piece was forgotten, and had they forgotten in other buildings. Board Member Susan Richardson asked how the PC building was and Director Steve Campbell said the same problem had been happening, but that he expected it to be resolved similarly.

The St. Clair Friends of the Library Auction event was held on September 6, 2018. There was concern heading into the event because they had only received two RSVPs. However, the turnout ended up being very good. Director Steve Campbell did not get an exact count, but estimated there were at least thirty people in attendance. They had 17 bidders for the auction. The Friends had a two-person musical group playing from 5:30pm when the event began until 6:15pm when the auction began. Director Campbell took the bidders around and showed them the different sections of the library. Then, the auctioneer went around to each section and auctioned the areas off. There was competitive bidding for all the sections; they auctioned off a total of ten sections in the Library. The highest bid was for the service desk, which was auctioned for \$1,575.

### **St. Clair Branch Friends of the Library Auction**

All ten sections raised a total of \$5,450. The St. Clair Friends event raised the second-most money of all the auctions—only \$50 behind Owensville. All but two of the bidders paid with a credit/debit card after the auction via our website's e-commerce feature. There seemed to be more individuals bidding (opposed to businesses) at this particular event compared to the others. However, Hickinbotham Realty won the naming rights to two different areas—one for \$1,575 and another for \$725. The Friends also did a 50/50 raffle which raised an additional \$25. In addition, they sold two donor wall books and some Friends memberships at the event.

Scenic Regional has now had four auction events, raising a total of \$18,500, which is an average of \$4,615 for each event. The Pacific branch auction event is scheduled for September 20, 2018, however, that date is looking unlikely with the construction delays.

On September 12, 2018, water stains were noticed on about a half dozen of the ceiling tiles of the St. Clair branch (on the original side). According to our local HVAC subcontractor, there are not enough air vents in the ceiling for each HVAC unit in the original portion of the building. As a result, the condensation is forming on the ductwork and causing the ceiling tiles in the original portion of the library to get wet. Director Steve Campbell contacted JEMA and BRiC engineering about the issue.

### **St. Clair HVAC Issues**

This appears to be a design issue. The HVAC units on the original side of the building were not replaced during the renovation. During the renovation, the number of vents were reduced on the engineering plans. Obviously, adding vents at this point will be more expensive than having had the work done during construction. However, BriC believes the four original HVAC units can be reprogrammed whereas only two are operating at a time. They believe that this will eliminate the condensation issue without having to re-add the

vents.

Last month, Director Steve Campbell informed the Library Board that Wright Construction did not include rock excavation in their bid on the Union Branch and Administrative Offices Construction Project. Based on what he had been told, Director Campbell shared with the Board that he believes the rock excavation could cost as much as \$200,000-\$250,000.

**Union Branch and  
Administrative  
Offices  
Construction  
Report**

Director Steve Campbell received an email quoting \$219,000 for excavation. Wright Construction is not adding a contractor fee to the cost of the rock and will be meeting with the excavator to try to negotiate a lower rate. JEMA feels Wright should have disclosed the rock excavation cost in our contract. Our first step would be arbitration. Director Campbell would like to wait until more information is known.

Board Member Leonard Butts asked if the library chose arbitration would eliminate the ability to sue at a later date. Director Campbell said he didn't feel that it would due to the library's attorney telling him that some parties agree to skip arbitration. Board Member Susan Richardson questioned if this was an issue at any of the other building sites. Director Steve Campbell said that there was some relatively minor rock excavation at a couple sites, such as Warrenton and Owensville.

Director Steve Campbell presented the Library Board with a revised draft of the Library Code of Conduct. The new language permits covered (non-alcoholic) beverages in the library. It also allows groups meeting in the public meeting room to have food, such as for a Chamber of Commerce luncheon.

**Library Code of  
Conduct**

Director Campbell also revised the Code of Conduct to reflect the new procedure for banning patrons, which was also previously discussed with the Library Board. Director Campbell then asked for the board to approve the updated Code of Conduct.

***Bob Niebruegge made the motion to approve the revised Library Code of Conduct. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.***

Director Steve Campbell presented the Board with the finalized 2018-2019 budget. The new materials portion of the budget was increased to levels which are 3% higher than in 2016-2017. They were temporarily reduced in 2017-2018 as part of the budget cuts made to create a \$675,000 budget surplus for the construction project.

**2018-2019 Annual  
Budget**

As discussed previously, the library's Utilities and Maintenance & Repair lines were increased dramatically to accommodate the new facilities. The Utilities line was doubled from \$100,000 to \$200,000 in the proposed budget. The Maintenance & Repair line, which includes grass cutting, snow removal, and branch cleaning, was tripled from \$49,000 to \$155,000. We will have a more accurate idea of the library's expenses in these areas once all the new buildings are open for a full year. The Insurance line was also increased from \$38,000 to \$60,000 due to the large facilities.

Director Campbell included a 5% pay increase in the proposed budget. When the library advertises for vacant part-time positions, there are sometimes as few as six or seven applications. The starting salaries for part-time clerical staff would increase to \$11.00 per hour and part-time programmers to \$11.50 per hour.

Director Campbell strongly believes that Scenic Regional needs to increase the starting salary for the branch manager positions from \$31,500 to \$35,000. In his opinion, they are our most glaringly underpaid position. A bachelor's degree is required for the positions and library and supervisory experience is preferred. In order to achieve the increase, and elevate our existing branch managers above that salary threshold, all the branch managers would have to receive a 12.5% pay increase.

***Bob Niebruegge made the motion to approve the final 2018-2019 budget. Carol Leech seconded the motion. All voted Aye. The motion carried 11/0.***

Director Steve Campbell asked JEMA, Cochran Engineering, and Wright Construction to provide a cost estimate for the build-out in Hermann. The estimate from Wright was over \$1.5 million. The library would only have approximately \$500,000 remaining in reserves, which would only be enough to purchase the building, but not renovate. Director Steve Campbell does not have a recommendation at this point as to how to proceed. Danny Baumstark is not interested in selling the Pamida building.

**Property in  
Hermann, Missouri**

Board member Kathi Ham stated she didn't feel that people would be clamoring to rent the unused space. Someone suggested the unused space could be used for commercial storage. Board member Carol Leech asked why the bid was so high; the library could build a new building for the cost. Board member John Barry said that he thought maybe the bid was so high because Wright Construction wasn't interested in the project.

Board members Diann Wacker and Susan Richardson felt the Library should get another estimate. Board member John Barry said that if we sold the Union property the Library would have enough money to build a new building in Hermann, but Director Steve Campbell disagreed.

John Cheatham asked if we could buy the property now and then sit on it until the other building projects have been completed. Board member John Barry stated that with a building that large would be expensive to maintain. Director Campbell said that the utility bills he had been provided for the building were low, only \$500 a month.

Director Steve Campbell was concerned that the owner will start renovating the building for other purposes and drive up the sale price. John Cheatham said that if the Library received another estimate for half the amount of the Wright estimate, then the project could be considered. Carol Leech asked if Wright Construction had seen the building; Director Campbell did not know for certain, but that JEMA had and the estimate was based on their plan.

The Board agreed that Director Campbell should ask JEMA to obtain a second cost estimate for the project.

***John Cheatham made the motion to table the Hermann property issue until the October 2018 meeting. Leonard Butts seconded the motion. All voted Aye. The motion carried 11/0.***

The title company requested a resolution approved by the Library Board authorizing the sale of the library's property in New Haven, as well as authorizing a signatory for the sale. Director Steve Campbell contacted David Politte, the library's attorney, and asked him to draw up the document. Director Campbell presented the resolution for the Board's approval.

**Sale of Library  
Property in New  
Haven**

***Bob Niebruegge made the motion to approve the Resolution of the Board of Directors of the Scenic Regional Library District to Sell Real Estate Located at 901 Maupin Avenue, New Haven, Missouri. Diann Wacker seconded the motion. All voted Aye. The motion carried 11/0.***

Director Steve Campbell explained to the Board that he had been looking to get involved with an organization in Warren County for a while. The other administrative staff is primarily involved with organizations in Franklin County. He was contacted by a Board member with Turning Point in Warren County about programming for Domestic Violence Awareness Month. The subsequent discussion led to my requesting to serve on the Turning Point Board of Directors.

**Turning Point  
Board of Directors**

Turning Point operates the only domestic violence shelter in Warren, Franklin, Gasconade, and Montgomery Counties. They also serve Lincoln and a portion of St. Charles Counties. They've been in existence since 1993 and have about a \$1 million annual budget. Turning Point is governed by a 13-member Board of Directors.

Director Campbell met with the Executive Director and two of the Board members on September 7, 2018, in Warrenton. They discussed the organization and various ways that the library could assist Turning Point; primarily in terms of assisting them in disseminating information to the public about their services, as well as programming. At the end of the meeting, they asked Director Steve Campbell to serve on their Board, as they currently have one vacancy.

Unfortunately, the organization's Board of Directors meets each month on the third Tuesday at 6 PM. Director Campbell expressed to the board that he would really like to serve on the organization's Board, and asked if the board would be will to move the meeting to another night.

Board Member Carla Robertson stated that Turning Point does not have a good reputation in Warren County and that she would hate for the library to be connected to it. Also, she stated that if the meeting night for the Scenic Regional Board was changed, she would have to resign.

Board Member John Barry said he counts on the current schedule as it is, and Board Member Leonard Butts stated that he could change or not. Board

Member Bob Niebruegge would not be opposed to the change as he has Chamber of Commerce meetings on that night.

Board Member Carla Robertson would not elaborate on the issues with the Turning Point Board, but did offer other suggestions if Director Campbell was interested in serving with other organizations in Warren County.

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

The Board moved into Executive Session at 8:27 pm.

The Board returned from Executive Session at 9:01 pm.

*There being no further business, Board President John Barry adjourned the meeting at 9:02 pm and with Director Steve Campbell invited the Library Board to tour the new St Clair Branch.*

\_\_\_\_\_  
Secretary

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

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