

Scenic Regional Library
Board Minutes – May 28, 2019

Scenic Regional Library Board of Trustees met at the Scenic Regional Library Union Branch in Union, Missouri on May 28, 2019; 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, Susan Richardson, and Paula Sutton, and Diann Wacker. Board Members Carol Bell, Bob Niebruegge, and Carla Robertson were 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

Susan Richardson made the motion to approve the Minutes of the April 16, 2019, meeting. Carol Leech seconded the motion. All voted Aye. The motion carried 10/0.

Approval of Minutes

Director Steve Campbell reported that 100.8% of revenue has been collected for the 2018-2019 fiscal year, with an overall total of 81.22% of the budget spent.

Financial Report

Director Campbell addressed the Board concerning reappointments. Board members Leonard Butts (Crawford County), Joy Dufrain (Warren County), Carol Leech (Gasconade County), and Paula Sutton (Franklin County) all received reappointments from their respective counties.

Director Steve Campbell explained that Board member Carol Bell (Franklin County) was not reappointed to the Board of Trustees. He went on to say that he met with Ms. Bell and a friend for a discussion on the matter.

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. Director Campbell stated that while he did meet and discuss the reappointment with Commissioner Tim Brinker and give his opinion on the matter, the final decision is ultimately that of Commission. Director Campbell said that he did tell Ms. Bell (during their meeting) what he had told Commissioner Brinker.

Board member Paula Sutton asked if there were any suggestions to fill the vacated position. Director Campbell informed the board that Commissioner Brinker intends to speak to Mayor Steve Meyer, of Pacific, about a recommendation.

Leonard Butts 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 Report

The Franklin County Bicentennial Committee has created a large display outlining the history of the county. It's fifteen, three-foot wide panels. The committee will be displaying them at various places throughout the county this year. Scenic Regional Library has reserved the displays for each of the Franklin County branches. The displays will be placed in the branch meeting rooms. At the larger branches, where the meeting rooms have a mobile partition, the display will only be placed in half of the meeting room. The schedule is:

Bicentennial Displays

New Haven branch – August 24-30, 2019
Sullivan branch – September 9-14, 2019
Pacific branch – September 9-14, 2019
St. Clair branch – September 15-21, 2019
Union branch – September 15-21, 2019

For the past four years, Scenic Regional has closed the library and had a mandatory staff development day in November. Previous years have been set up like a mini-conference with multiple break-out sessions and team building activities. Last November, Assistant Director Megan Maurer attended an all-day “Homeless Training Institute” at the Joplin Public Library presented by Ryan Dowd. After attending the event, she suggested that we schedule the same speaker for the staff development day event.

Staff Development Day

The speaker is Ryan Dowd. He has written a book for the American Library Association entitled "The Librarian's Guide to Homelessness." Mr. Dowd is also director of Hesed House, the second largest homeless shelter in Illinois. He doesn't only talk about serving the homeless, but also handling difficult patrons, in general. The website <http://www.homelesslibrary.com> has more information on Mr. Dowd and some of information he provides or discusses.

Director Steve Campbell surveyed the staff as to whether they wanted to continue with the format, or have us schedule a single presenter (Ryan Dowd). They voted 2-to-1 in favor of the single presenter. Scenic Regional Library is applying for a regional training grant through the Missouri State Library for the event, as did the Joplin Public Library, and will invite staff from area libraries. The staff development day event will be on Friday, November 1, 2019.

The Union branch/administrative offices are progressing on schedule. Scenic Regional should easily have the branch complete and open on the planned date of August 2, 2019. Wright Construction plans to have the building complete—“substantial completion”—by the first week of July. The next six weeks will involve completion of the punch list, shelving and furniture installation, moving books and other materials into the building, installation of signage, and the other owner-provided items.

**Union Branch/
Administrative
Offices Update**

Scenic Regional Library and its partners (East Central College, East Central Area Literacy Council, and the Washington Public Library) have been awarded a National Endowment (NEA) of the Arts Big Read grant for 2019. Scenic Regional Library is only one of 75 libraries in the entire country to be awarded the grant. This is the first federal grant Scenic Regional Library has ever received, as well as its first community read. Director Campbell also

NEA Big Read Grant

believes that Scenic Regional is the only library outside the largest seven (St. Louis County Library, Kansas City Public Library, etc.) in Missouri to ever receive a Big Read grant.

Director Steve Campbell had a phone conference with a representative from Arts Midwest, who administers the grants, and she said that the selection panel had no suggestions for improving the programming, partnerships, or publicity plans outlined in the grant. She described our application as "very, very exceptional". Between September 24 and November 5, 2019, the Scenic Regional Library and its partners will have 77 programs related to the themes of the book and book discussion groups.

Scenic Regional Library's spring book sale was held May 9-11, 2019. It was advertised in the local newspapers, radio stations, and with a paid, "boosted" Facebook system wide. With the exception of Hermann branch, the sales are all held in the branch meeting rooms. Unlike in the past, the library did not have to rent a moving van and haul books to the branches, as the sale books were stored on site at each branch. Most of the sales were managed by the Friends of the Library groups, meaning the revenue from their branch's sale will be credited to their branch Friends of the Library group. Director Steve Campbell added that the spring book sale was the most successful sale to date, with a total of \$13,413.61 in sales.

Spring Book Sale

At the April 2019 board meeting, Library Board member Carla Robertson suggested that the administration contact local high school FFA groups about helping with the landscaping at the new branches. Director Steve Campbell contacted the FFA teachers at Wright City and Warrenton high schools and explained the situation.

Landscaping Update

The Wright City High School FFA teacher said that they did have a landscaping class and she would see if any of her students would be interested in maintaining the weeding throughout the summer and fall at the Wright City branch. After leaving some follow up phone messages and emailing her, she finally responded that she couldn't find any students interested in taking on the project. She said the summer, with school out of session, was a difficult time to find students for such projects.

The Warrenton High School FFA teacher said that they didn't have a landscaping class this semester, but she would ask the principal for permission to ask her students if any of them would be interested in maintaining the weeding throughout the summer and fall at the Warrenton branch. Director Campbell left several messages with her after the initial phone call, but have never received any update or follow-up.

As of this date, the landscaping issues are currently under control using our standard services.

The seven HVAC units at the library's new building at 123 Bavarian Hills Plaza in Hermann have all cleaned, repaired, and are operational. The roof leaks have also been repaired.

Hermann Building Repairs

The Board reviewed changes made to the Personnel Policy. Board President John Barry said when reading through the policy, he did not notice many changes. Director Steve Campbell explained that most changes were small or merely a change in how a policy might have been worded.

**Proposed Personnel
Policy Changes**

Additions and changes were made to Retirement/LAGERS, mother's rights, a credit card policy, part-time staff sick time, defining lateness, and changing Compassion Leave to Bereavement Leave. Also included were updates to the Progressive Discipline Policy; outlining the progression of verbal, then written, warnings, issuing a performance improvement plan for 90 days, and then termination of the employee.

Director Steve Campbell informed the Board that he asked the former Hermann branch manager Sheri Hausman if she would be interested in serving on the Scenic Regional Foundation Board of Directors. Ms. Hausman retired in late March, and she has a very large network of contacts in the Hermann area, and Director Campbell believes she would be an asset to the Foundation. He recommended Ms. Hausman to the Foundation Board for appointment.

**Proposed
Appointment to the
Scenic Regional
Library Board of
Directors**

Joy Dufrain made the motion to approve appointment of Sheri Hausman to the Scenic Regional Library Board of Directors. Paula Sutton seconded the motion. All voted Aye. The motion carried 10/0.

There being no further business, Board President John Barry adjourned the meeting at 8:04 pm.

Secretary

Approved: _____
President, Scenic Regional Library Board of Trustees

Date: _____