

Stone County Library

Regular Board Meeting

February 21, 2019

The Board of Trustees of the Stone County Library met in regular session on Thursday February 21, 2019. The meeting was called to order by President George Scott. Those present were Mary Carlson, Angie Evans, Jim Huy, and George Scott. Also present were Librarian Rebecca Payne and library employee Patricia Roman (recording secretary).

The minutes from the previous minutes were reviewed. Mrs. Carlson moved that the minutes be approved. Mr. Huy seconded the motion. All members voted in favor. **Motion carried.**

The Treasurer's Report for January was examined by the Board. Mr. Huy asked about utility payments. Mrs. Payne stated that the utilities payments were consistent with last year. Mrs. Payne also stated that the bills for January were normal first of the year bills and there were no surprise payments to be made. She did state that the large annual payment for the Galena building would be due at the end of February. Mrs. Evans asked how many years were left on that. Mrs. Payne believed that it would be finished in 2029, but it could be as early as 2026. She felt that, if possible, once the building projects were finished for Crane and Blue Eye it might be possible to pay off the debt early. Mr. Scott said that early pay off may not be an option due to the terms of the agreement. Mr. Huy moved to accept the treasurer's report. Mrs. Evans seconded the motion. All members voted in favor. **Motion carried.**

Next Mrs. Payne presented the Librarian's Report. She shared that circulation numbers for January were on par with or higher than January 2018 numbers. Blue Eye had lower patron visits in January probably because they were operating on shortened hours due to staffing constraints. There were no large activities in January. Library computer usage is down at Crane and Galena. Mrs. Payne feels that this may be due to patrons utilizing the Wifi more, which isn't reflected in the computer stats. Mrs. Evans asked if the four-day school week in Crane and Galena seemed to have any impact. Mrs. Payne said that in Galena there was not a lot of impact because many of the children don't have transportation. In Crane it is difficult to have programs because of the lack of space. She plans to focus on more programs once the new building is complete. Mr. Scott asked if there had been any issues with things in Blue Eye. Mrs. Payne stated that things were moving smoothly and the new employees were doing well.

Mrs. Payne next presented the 2018 Annual Report. She showed that the library salary expenditure is 47% of the budget. Other libraries around the state recently compared this number and many were in the mid 50 to low 60% range. She felt that adding new employees and adjusting the pay scale to accommodate the changes to the minimum wage law. Mrs. Payne reported that the ending Treasurer's account balance was \$618,545 and the ending balance on the Building Reserve was \$195,822.87. Circulation was up 18% overall. Patron visits were down somewhat, although the circulation numbers were up. Some of this can be contributed to the interlibrary loans being sent out. Mrs. Payne reported that the MALA is currently accepting bids for a new courier service, and that new contract will start in April. Print books are currently circulating more than the ebooks. Mrs. Payne stated that she has found many people are not aware that the library has them as an option. She plans to highlight them as an option. Mrs. Payne also mentioned that while ebooks are a great option and getting circulation numbers up is important it can also increase the cost to the library because of the cost and usage rights. Mrs. Payne explained that the cost structure for library ebooks is really designed to benefit the publisher. Mr.

Scott asked how much is being spent on ebooks now, and Mrs. Payne stated that she didn't have the exact numbers in front of her, but believes it is budgeted between \$600-700 per month. Mrs. Payne explained that the library is part of a consortium that helps share the cost of providing ebooks, but that ebooks the library purchases goes to SCL patrons first. Mrs. Payne concluded the 2018 annual report and stated that she would be sharing it with the County Commissioners the following week.

Mrs. Payne provided three sample colors for the awning of the library roof. Black Ice, burgundy, and burnished slate. Mrs. Evans made a motion to pick the burnished slate. Mr. Huy seconded. All members voted in favor. **Motion carried.**

Next, the board discussed plans for the next phase of the Crane building project. Mrs. Payne stated that a notice has been placed in the local papers to request qualifications. She has had several companies interested. A company called CI Select has also reached out to Mrs. Payne. They focus on library design services and have invited Mrs. Payne to tour some libraries in St. Louis that they have been involved in designing. Mr. Huy asked about the time table and planning a community meeting. The construction on the façade is estimated to be done the beginning of March. Mrs. Payne stated that she wants to hold a community involvement meeting towards the end of March if construction stays on schedule. That would put it after the Board selects an architect. Mr. Scott stated that it he felt it is important to start early with community involvement. Mrs. Payne stated that patron input was already being collected in Crane and that she has several pages of recommendations from the community. She felt that many of the suggestions are things that are already part of the anticipated plan. Mr. Huy asked how soon to plan things. Mrs. Payne stated that the RFQ deadline is March 4th and she hopes to hold a community meeting the 3rd or 4th week in March, weather permitting. The plan is to meet in the current building and offer patrons the option to view the new building space. The board agreed that the meeting should be held in the evening and want to be invited, and that the City Council should also be invited, as well as the County Commissioners. Mrs. Payne is hoping that the façade will be done at the end of February per the last communication she had with the construction company.

Mrs. Payne next shared updates on the land acquisition in Blue Eye. She confirmed that the Health Department do not have specific size requirements on the property when installing a new septic. They are concerned with the size of the septic and the distance from wells. The Health Department recommended having a load test done on the soil to find out what type of septic tank would need to be used. Mrs. Payne said she would check with the school district to find out if they would be alright with the library having that done, since it would impact the amount of land needed or the need for an easement. Mr. Huy asked what kind of price the school would want for the land. Mrs. Payne said that JD Settles is a proponent of the library and is connected with the schools. She felt that he would be willing to help if there is any issue. He is also on the Town Council, and she has asked if the town would be willing to let the library connect to the water for the community building, as another avenue. Mr. Scott felt that it could be more expensive to do that than to dig a well for the library. Mr. Huy asked what the timeline on this project is, and the board agreed that they would like to see this completed in the next 12 to 18 months. The board agreed to focus on getting the Crane project moving forward and then focus on the specifics of Blue Eye. Mrs. Payne asked if an acre or acre and a half would be sufficient. Mr. Scott felt that an acre would be enough and the board feels that \$5,000 is approximately the going rate for an acre in the area. Mrs. Payne was checking to find out what size lot the Blue Eye Community Building is on for reference.

Next Mrs. Payne discussed some outreach opportunities that are being discussed. Patty Roman is working on adding more outreach to children. Mr. Scott asked about outreach to assisted living facilities. Mrs. Payne stated that she has been looking at that as an option. Mr. Huy said there are several around the county. Mr. Scott suggested teaching facility staff how to place holds and then someone could deliver the books to them. Mrs. Payne also shared that a new MOPS (Mothers of Preschoolers) group is looking to use the library meeting space in Crane, which will help give more exposure to library opportunities for that age group. Mrs. Payne asked Mrs. Carlson if there was a way to do a book outreach in Hurley after summer school is over. Mrs. Carlson said that transportation for the kids would be an issue.

Mrs. Payne next shared that the Galena meeting room needs to be updated. She would like to replace the flooring, paint, and put in a chair rail. Mr. Scott suggested walking through Menards to get flooring ideas. Mr. Huy said to go ahead and request bids for the project. Mrs. Payne stated that she had already talked with David Baldwin about the work, and felt that his estimate was high enough the library should request bids.

Two new employees have been hired for Blue Eye. Mrs. Payne felt that they will be a good fit there. She also shared that Ms. Roman was moving to part-time. Johnathan Boan has been hired to focus on K-12 programs for Galena. She also feels that in the future additional staff will need to be hired for Crane to do children's programs.

In other business, Mrs. Payne shared that the ALA had recently voted on a resolution to encourage public libraries to become fine free. She shared that Joplin Public Library went fine free within the last year. The thought is that charging fines keeps away people who need the library the most. Mr. Scott asked how the library contacts patrons about overdue items. Mrs. Payne stated that a letter is sent 7 days after the due date. Patrons also receive e-mail notifications. Mr. Huy asked how much money is brought in by fines per year. Mrs. Payne said that it is less than 1% of the total revenue, or about \$2,000. Mr. Scott wanted to know how many items we lost, and Mrs. Payne stated that it is hard to say. She could run some reports and estimate though. Her idea would be to block a patron from checking out if they have items overdue. This would encourage them to return items, but they wouldn't owe money as long as everything came back in good condition. Mr. Scott wanted to know how things work with our Evergreen consortium. Mrs. Payne said that if our patron losses another library's item we pay for it and bill the patron. He asked how often that happens and Mrs. Payne stated that she said on average it is maybe one a month, if that. Mrs. Payne felt it would be good PR for the library, as well as benefitting the patrons. Mrs. Carlson stated that \$2,000 is still quite a bit of money. Mrs. Payne said that she could cut that out of the budget from a couple of places. Mrs. Evans wanted to know what the accountability would be for patrons to return items. Mrs. Payne stated that many libraries have found patrons are more willing to return items. She also shared that switching to Cassie for time management software on the computers would allow the library to restrict computer access if a patron has items overdue. Mr. Huy felt that the amount of staff time it would save would be probably outweigh the income received from fines. He felt that it could be tried for a year and if it doesn't work then the board could look at reinstating fines. Mr. Scott asked about the debt collection company that is used. Mrs. Payne shared that the library paid roughly \$600 in 2018. Mr. Huy made a motion to dispense with the current fine structure and to cancel the contract with the debt collection company, effective March 1, 2019. Mrs. Carlson seconded the motion. All members voted in favor. **Motion carried.**

There were no members of the public in attendance to address the board.

Mrs. Payne asked whose term would be up in 2019, as the records were sketchy. Mr. Huy stated that the County Commissioners office should have a record.

Mrs. Carlson moved to adjourn, and Mr. Huy seconded and the meeting was adjourned. The next regular meeting will be held March 21, 2019 at 3 PM.

Respectfully,

Rebecca Payne, Secretary