

Lebanon-Laclede County Library District Minutes of Board of Trustees Meeting

August 19, 2025

The Lebanon-Laclede County Library District Board of Trustees met Tuesday, August 19, 2025, at the Lebanon-Laclede County Library. President Mark Campbell called the meeting to order at 5:00pm.

Trustees present: Mark Campbell, Mike Simpson, Bob Scoby, Kerry Lewis, Susan Sellers, Michael Kinion and Glenn Lawrence

Trustees absent: Christine Hutson

With seven of eight Trustees present, a quorum was established.

Also present: Erica Semsch, Assistant Library Director; Christal Haueter, Circulation Manager; Ally Dorris, library staff; Mark Spangler, Bruce Owen, Jim Lewis, Dalene Reagan, Emily Huckaby, Library Foundation President; Jason Stapleton, Al Bick and Jack Silberberg

Agenda

Mike Simpson made a motion to approve the agenda as presented to the Board with the change of moving the Director's Report after Committee Updates to accommodate Tina's arrival. Glenn Lawrence seconded. Motion passed 7-0.

Minutes from July 15, 2025

Bob Scoby made a motion to approve the July minutes as presented to the Board. Susan Sellers seconded. Motion passed 7-0.

Financials Report

Mike Simpson noted that the financial comparison was missing from the information packet and asked that Tina please provide that in the future. He mentioned the maintenance and supplies line, which accommodated the \$5,000 for the repairs of parking lot lights and hallway lights. The \$3,000 audit review is now reflected in the financials. Mike also noted that Gift Shop sales are up. Glenn Lawrence noted Museum donations are down.

Mike Simpson made a motion to approve the July 2025 financials report. Bob Scoby seconded. The motion passed 7-0.

President's Report

President Mark Campbell thanked everyone who serves on a committee as a liaison. He mentioned the Town Hall meeting at the Wallace Building and thanked those who

attended. Mark invited the Board to a Special Board Meeting on Thursday, August 28 at 5pm to go over the requirements for the tax levy and its approval. This meeting must be advertised in the newspaper seven days before the meeting and he stressed a quorum was required to vote. He said Linda Cansler would be present to help explain.

Mark complimented the Periodicals Room—he has been visiting Saturdays and utilizing it. He reminded the Board of the “All Boards” Special Joint Meeting on Tuesday, September 9 at 5pm. This meeting will include the Trustees, Friends of the Library, Foundation, and Route 66 Society for updates. Mark concluded by thanking the Library Staff for a successful Summer Reading Program and providing services to the community. He said the library not only provides books, but is also a hub for the community.

Lebanon-Laclede Public Library Foundation: President Emily Huckaby

Emily gave an update on the Parking Lot Replacement Project—she called Willard Asphalt for an amount owed. She said the library owes \$86,420 towards the project. She said if the Board pays \$25,000 the Foundation will pay \$61,420. Emily said the Foundation is researching a large donation and will know the amount by December. She promoted the Foundation’s Murder Mystery Fundraiser on October 16 and invited the Board of Trustees to attend. Emily said they are looking forward most to advocating for the library while advertising the fundraiser by attending civics clubs’ meetings and running promos on 1079 The Coyote and Lebanon Now.

Emily brought up a new Committee the Foundation is organizing for researching and writing grants. She said the Foundation is looking for their next big project, which could be a roof replacement project. She is working with Tina on acquiring bids and getting on the Governor’s budget for 2026. She said the Foundation Board has openings, and to let people know to apply. She asked the Board what they need as far as communication goes—explaining that currently their Board Meeting minutes are shared and any Trustee is invited to attend a Foundation Board meeting in Michael’s place when he can’t make it.

Mark Campbell encouraged any Trustee interested to attend a Foundation meeting on the second Wednesday of every month. Concerning projects, he explained that Boards’ should rely on staff to work with Tina to find out what the library’s needs are and encouraged everyone to follow the proper procedures and policies in place. He said determining the scope of work for a specific project will help in the bidding process.

Library Director, Tina Chaney entered the meeting at 5:24pm.

New Business

Create a Process for Bids: Mark Campbell expressed interest in creating a process for bids. Bob Scoby requested everyone receive the most recent copy of the Operating Policies. Mark Campbell made a motion that the Building Committee meet to create a

bid process and procedures related to the bid process and to report back in time for the next Board meeting. Bob Scoby seconded. Motion passed 7-0.

Bids from Exterminators: Susan Sellers made a motion to accept the bid from Rhoads Exterminating for quarterly services. Bob Scoby seconded. Motion passed 7-0.

A conversation was held on the \$20,000 7-month CD maturing at First State Community Bank. It was noted that Heritage Bank was offering 4.3%, but First State said they would match that rate. Mike Simpson made a motion to renew the library's CD at First State Community Bank at 4.3%. Glenn Lawrence seconded. Motion passed. Bob Scoby voted no and Mark Campbell abstained.

Meeting Room Policies: The Board encouraged Christal to research other libraries' meeting room policies and report back to the Board. The report should include how libraries hold groups using rooms accountable, online payment options, possible penalties for damages and no call, no shows.

Fines for 2026: The current Fines Free policy ends December 31, 2025. The Board asked that Christal, Erica and Tina collect info to report to them concerning staff feedback, budgeting constraints and time spent collecting money. The decision on bringing fines back was tabled until October.

Old Business

Bylaws: Mark Campbell asked Board members who have joined since November 2023 to review the bylaws and to provide suggestions. The Board discussed adding that elected officials can't be appointed to the Library Board of Trustees as well as a potential time frame Trustees must wait to be reappointed once their term limit is up. The Board also talked about whether or not Foundation and Friends members should be allowed to serve as Trustees.

Mark Campbell made a motion to have a five-minute recess. Glenn Lawrence seconded. The motion passed 7-0.

Tour of Library:

New books, Media Room and Periodicals Room: Tina led a tour of the new books section, Media Room and Periodicals Room for the Board.

Committees:

Historical Committee Report: Glenn Lawrence updated the Board on the Historical Committee's latest meeting held on Monday, August 18 at 5pm. Glenn made a motion to have the doors reinstalled on the Missouri Room and for the staff to create a monitoring procedure to allow for a more secure space. Mike Simpson seconded. The motion passed 7-0.

Glenn said he is researching a policy for donated historical items and that the committee will update the display case in the Court House. He said a clean up day is planned for Saturday, September 6 for the back room.

Committee updates were postponed until the City selects an appointment for the vacant Trustee position.

Director's Report

Tina Chaney emailed her report to the Board in advance.

Tina said Ryan came in and said he would install the TV monitor in the hallway. She said she emailed Javon to install the box but hasn't heard back yet. Tina contacted Willard Asphalt about the speed bumps, but she hasn't heard anything back yet. She said the lights were installed in the hallway and parking lot.

Tina said the employees are doing well clocking in and out. She said there is no update on the custodial position at this time. The Board asked if she should advertise the opening in the newspaper and expressed interest in someone with a maintenance background.

Tina said the required minimum wage increase will use \$15,000 of the \$20,000 extra the library is receiving from property tax in 2026.

Public Comments

Adjournment

Susan Sellers made a motion to adjourn at 7:21pm. Michael Kinion seconded. Motion passed 7-0.