

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

September 16, 2025

The Lebanon-Laclede County Library District Board of Trustees met Tuesday, September 16, 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, Glenn Lawrence, Lisa Anthony and Christine Hutson

Trustees absent:

With nine of nine Trustees present, a quorum was established.

Also present: Tina Chaney, Library Director; Erica Semsch, Assistant Library Director; Christal Haueter, Circulation Manager; Eric Haueter, Kristina McGhee, Library Staff; Mark Spangler, Bruce Owen, Jim Lewis, and Jack Silberberg

Agenda

Mike Simpson made a motion to approve the agenda as presented to the Board with the addition of the approval of holiday closures and board meeting minutes from August 28 and September 9, as well as an update on Chi Time to "New Business." Glenn Lawrence seconded. Motion passed 9-0.

Minutes from Aug 19, Aug 28 & Sept 9, 2025

Bob Scoby made a motion to approve the minutes from August 19, August 28 and September 9 as presented to the Board. Glenn Lawrence seconded. Motion passed 9-0.

Financials Report

Mark Campbell asked if the inventory levels were sufficient in the gift shop. Tina responded that she told Christy to stay within the budget.

Mike Simpson asked Tina why salaries were up \$5,000 in August compared to July. She said she wasn't sure. Bob Scoby mentioned that it could be from paying out unused PTO to an employee who retired. Mike Simpson said this year's expenditures are down from last year's overall.

Mike Simpson made a motion to approve the August 2025 financials report. Michael seconded. The motion passed 9-0.

President's Report

President Mark Campbell said policy changes and updates are a priority for the remainder of the year. He said staff need more time to gather information to present to the Board. He said Board bylaws need to be looked at and ways to tighten up hiring practices. He thanked the Board for attending the additional meetings held in the last couple of months. Mark thanked Lisa for stepping into the role of Foundation Board Liasson.

Mark revisited the Strategic Plan from the beginning of the year—explaining communication is crucial between the Friends, Foundation and Board. He stressed that employee meetings and training remain a priority.

Director's Report

Tina Chaney emailed her report to the Board in advance.

Tina said she will be out tomorrow for her first Leadership Lebanon session. The new custodian starts tomorrow. She said this month she will go over cleaning up bodily fluids properly in staff training. Tina said there is a budget committee meeting scheduled for the 23 and advertised the Friends book sale in October. She mentioned the Wall of Honor ceremony in November, which will honor Sam Allen and Mike Edwards—two prominent library officials.

Mike Simpson asked Tina to make sure the preliminary budget and salary proposals are ready by the budget meeting on the 23. He also asked Tina to invite Susan Mott to the meeting as soon as possible. Glenn asked for an update on the TV monitor in the hallway and Tina said Ryan will install it as soon as he gets the correct screws.

Mike Simpson made a motion to approve the 2026 holiday closing dates as presented to the Board. Bob Scoby seconded. Motion passed 9-0.

Committees

A discussion was held about whether the Board's Bylaws should be handled by a committee or a task force. Mark Campbell said he hoped new board members could review the bylaws to be able to provide insight, adding to the discussion—specifically about tenure.

Mark Campbell made a motion to form a standing committee for bylaws, including Bob Scoby, Lisa Anthony and Susan Sellers. Glenn Lawrence seconded. Motion passed 9-0.

Mark Campbell made a motion to add Bob Scoby, Susan Sellers and Michael Kinion to the personnel committee with Christine Hutson. Christine Hutson seconded. Motion passed 9-0.

New Business

Printer Bids: Tina said the ink on the patron copy machine is becoming obsolete. Some discussion was held about using Page Office Supply, as they are a local company that has served the library well in the past. The topic was tabled to give Tina time to explore a leasing option with Page Office Supply.

Background Checks: Mark explained a motion had been made in closed session for Tina to research background checking services. Tina said she looked up the company Michael suggested. Discussion was held about background checks being done on final selections, after the interview process is completed and before prospective employees come into work—permission must be given in advance. Discussion was held about where to draw the line on who is required to be background checked. The Board agreed any role interacting with children is a priority for a background check.

Bob Scoby made a motion to go with the 5499 background checking system. Michael Kinion seconded. The motion passed 9-0. Mark Campbell asked what the level of concern is for volunteers and suggested researching other organizations' policies.

Budget Meeting 9/23/25: The meeting will be held at 2pm at the library.

Chi Time Update: Bob Scoby said the owners of Chi Time have sold their building where their restaurant is currently located. He mentioned they will move to their other location, which is located off the library's parking lot property. Mark Campbell recommended the Board have a good understanding of the parking lot situation. Mark also mentioned contacting the city to see if their street sweeper would clean the parking lot.

Old Business

Lockers: Mark Campbell said he is still researching past correspondence with the book locker company. He said staff may have to get on the phone with IT for the locker company and physically go out to the lockers while on the phone—so there's a visual as problems are discussed.

Major Expenditures: Mark Campbell said giving a contractor a specific scope of work will make communication efficient. Glenn Lawrence asked to have the Operating Policies sent to him for review.

Committees: Glenn Lawrence said the Historical Committee met and discussed historical donation policies and will meet again to solidify a policy. He said progress will continue in the back room as far as cleaning and organizing.

Bylaws: Mark Campbell said the Bylaws Committee can examine current policies—focusing on policies for meeting rooms, fines and Board of Trustees qualifications.

Tour of Library:

The Board toured Andy's Story Room, where children's programming often takes place. Erica Semsch briefly explained the history of Andy's Room.

Public Comments

Brad Johnson asked what motivated the Board's interest in requiring an employee background check. Christine Hutson said it pertained to a matter discussed in closed session. Discussion was held on Friends of the Library volunteers and whether they should be required to have a background check. Bob Scoby said the Friends vet their own volunteers. Mark Campbell said staff safety is a priority and that a more detailed policy should be in place.

Jack Silberberg asked what the process for the Friends is for vetting their volunteers and Bob Scoby replied there is nothing formal.

Mark Campbell made a motion to go into Closed Session at 6:37pm for personnel. Christine Hutson seconded. Motion passed 9-0.

Adjournment

Mark Campbell made a motion to exit Closed Session and adjourn at 6:50pm. Christine Hutson seconded. Motion passed 9-0.