

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

October 21, 2025

The Lebanon-Laclede County Library District Board of Trustees met Tuesday, October 21, 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; Mark Spangler, Bruce Owen, Dalene Reagan, Jack Silberberg, Donna Caffey and other members of the local NAMI group

Agenda

Mark Campbell made a motion to approve the agenda as presented to the Board with the addition of moving Library Trivia after Public Comments. Susan Sellers seconded. Motion passed 9-0.

Minutes from Sept 16, 2025

Mike Simpson made a motion to approve the minutes from September 16 as presented to the Board. Bob Scoby seconded. Motion passed 9-0.

Financials Report

Mike Simpson made note of \$5,000 that went to 1 Call Construction. Tina said they had the roof replaced on the pump house and a drain installed outside the Periodicals Room after a leak occurred inside the building.

Mike Simpson made a motion to approve the September 2025 financials report. Glenn Lawrence seconded. The motion passed 9-0.

President's Report

President Mark Campbell said he wanted to recognize the events held recently. He complimented the Friends of the Library for their work on the Friends Fall Book Sale. Bob Scoby said the Friends raised over \$9,000 and the Second Chance Sale is in November. Mark mentioned National Friends of Libraries Week and commented on our supportive Friends group. He complimented the Library Foundation on a successful fundraiser. The Foundation's Festival of Trees Fundraiser begins in November. Mark

complimented the library on the Springfield Symphony Orchestra program—with 85 people in attendance.

Mark said he appreciated everyone working on various committees. He said Tina and Erica attended the Missouri Library Association's annual conference in STL—he asked for a written report of key takeaways and will share that with the Board.

Mark asked Tina to provide the approved minutes from meetings to the District Board, Friends of the Library and Foundation Board. Mark mentioned that the library staff meets every last Friday of the month from 8am-10am for staff training. With Thanksgiving falling during the normal meeting time, he said if they choose to meet, to feel free to meet the week before and make sure it's posted.

Director's Report

Tina Chaney emailed her report to the Board in advance.

Tina said she had three new cameras installed, emergency lights were changed yesterday and she talked to Javon about installing lights in the back room, but he will need a lift to do so.

She said the staff/Boards Christmas party is scheduled for December 5 at Andy's. Tina said she went to the Missouri Library Association annual conference in STL and that the TV monitor is up and working in the hallway. She called the city to see if they would sweep the parking lot and they did it for free—she will try to have it done twice a year.

Tina reminded everyone that the library is handing out candy for Halloween and during story time. She asked about nominations for officers on the Board. Mike Simpson said the terms need to be double-checked. Christine Hutson said she liked how the Springfield-Greene Co. Library had their Board members, meetings and minutes posted to their website. Tina went over the monthly numbers.

New Business

Mark asked Tina to solidify the library's arrangements with someone to clean off the parking lot in inclement weather—making sure she has a point of contact.

Tina said there was confusion in the last Board meeting with the approval of the holiday closings schedule. She asked if the library would be closed on both July 3 and 4, due to the holiday falling on a Saturday. The Board decided to remain open on July 3 and close on July 4.

Parking Lot Barriers Bid: After several incidents, the Board wants to keep people from accidentally driving through the library windows. Glenn Lawrence said he received a bid from True Construction for \$9,262 for concrete bollards. He received a bid from Pointer Concrete for eight concrete planters (30 inch cubed), priced at \$200 a planter which includes delivery. Glenn said he proposes installing them as soon as possible with this year's budget. Mark Campbell recommended Tina call the insurance company and the

city to make sure there aren't any rules associated with that project. He recommended asking the Foundation if they would be interested in helping fund the project by finding donors. Bob Scoby said the library would have to budget for materials for the planters—dirt, plants, etc.

Old Business

Policy Updates for Meeting Rooms, Fines and Procurements: Circulation Manager, Christal Haueter explained that items sent to fine-free libraries through ILL would not reflect the lending library's circulation rules. She said most libraries in the Missouri Evergreen consortium are fine-free. Christal said the staff's consensus about collecting fines is that it's more trouble than it's worth—often resulting in aggressive or violent interactions with library patrons. Bob Scoby made a motion to waive fines until further notice. Mike Simpson seconded. Motion passed 8-1. Michael Kinion abstained.

Bob Scoby asked for the accumulative amount of money the library makes on meeting rooms to be added to the director's report. Christal said she has been working on gathering data and information regarding meeting room policies in libraries across the state. She asked the Board to share their thoughts on a room policy. Mark Campbell asked that the policy be discussed in the November board meeting.

Glenn Lawrence said he looked over the Operations Policies and that the library needs to implement a systematic approach to executing large projects. He suggested altering the operations policies and procedures. The Board agreed to table the procurement policy and to create a task force to handle the changes. The task force includes Mark Campbell, Glenn Lawrence and Kerry Lewis. Lisa Anthony made a motion to approve this task force. Christine Hutson seconded. Motion passed 9-0. Mark Campbell encouraged all board members to give input on the operations policy.

Computer Bids: Tina said the provided bids are for staff computers and only for the towers. She said Ryan gave her a bid back in May and she got an additional bid from Tech Soup for refurbished towers (\$313 each). The Board asked Tina to get an apples to apples bid from Jeremiah and to prioritize local service.

Background Checks: The Board asked for an update on employee background checks. Tina said the new employee's background check was completed today and that she used the website Michael recommended. The Board explained that the background check should take place during the interview process, before an employee is selected.

Glenn Lawrence asked for an update on the book lockers. Mark Campbell said there was no update. Glenn asked if the past board meeting information had been included on the library's website yet and Erica Semsch said that it has not, but it's in the process. Glenn asked if the Missouri Room doors had been installed—Mark Spangler said he was waiting to be told to do so. Glenn asked if letters had been sent out for potential magazine sponsors and Tina said that they had.

Glenn asked how the library will figure out if the roof needs to be replaced. Tina said the Foundation is getting bids for the roof and has received two bids already. A discussion was held about insurance if something happened as people are checking the roof to prepare bids and who is responsible for requesting bids. The discussion continued, detailing that the bid process should be handled by the Library Director and library staff with approval from the Library Board. The Board will request financial assistance from the Foundation when projects are approved.

2026 Budget Update: A budget meeting was held last week with the Financial Committee, where they went over the proposed budget. Discussion was held pertaining to the proposed budget for 2026.

Public Comments

Donna Caffey, with the local NAMI group spoke about her time as their volunteer coordinator and her mental health journey. She said she was present to advocate for her friend who was recently hired and then terminated abruptly. She asked that the Board consider changing their perspective and process for hiring, as the community is full of people struggling with mental illness and who have been previously incarcerated. She encouraged the Board to have safeguards in place to employ these individuals in the community.

Several others in attendance shared similar testimonies for the individual previously employed.

Mark Campbell recommended everyone take a five minute break.

Lisa Anthony left the meeting at 6:55pm.

Library Trivia:

The Board tested their library knowledge with a quick questionnaire.

Glenn Lawrence made a motion to go into Closed Session for discussion of personnel at 7:14pm. Bob Scoby seconded. Motion passed 8-0.

Closed Session

Mark Campbell made a motion to approve the proposed employee salaries, with the exception of Tina. Christine Hutson seconded. Motion passed 8-0.

Mike Simpson made a motion to approve Tina's proposed salary. Bob Scoby seconded. Motion passed 8-0.

Mark Campbell made a motion to exit Closed Session at 7:41pm. Kerry Lewis seconded. The motion passed 8-0.

Adjournment

Bob Scoby made a motion to adjourn at 7:42pm. Kerry Lewis seconded. Motion passed 8-0.