

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
July 13, 2021**

The Board of Trustees held their regular monthly meeting in person on Tuesday, July 13, 2021, at 7:00 p.m. in Community Commons Room 240/243 at the Spencer Road Branch. The meeting was also accessible via the application Zoom for those not able to attend in person. The meeting agenda, including directions to access the meeting virtually or by phone, was posted on the Library's website on Friday, July 9, 2021, at 11:54 a.m.

Board Members present:

- Stacia Alvarez
- Justin Collier
- Joann Leykam
- TJ Rains
- Nevada Smith
- Renee Tillman

Board members absent:

- Georganne MacNab
- Gail Zumwalt

Library Staff present:

- Tiffany Barke, Chief Talent Officer
- Lori Beth Crawford, Chief Communications & Engagement Officer
- Aaron Eller, Regional Branch Manager, Middendorf-Kredell
- Alison Griffith, Branch Manager, McClay
- Earl Haug, Assistant Branch Manager, Spencer Road
- Jennifer Jung, Regional Branch Manager, Spencer Road
- Jason Kuhl, Director & Chief Executive Officer
- Robin Lunatto, Executive Administrative Assistant & Recording Secretary
- Maggie Melson, Director of Youth Services
- Cindy Miller, Branch Manager, Deer Run
- Madison Morris, Branch Manager, Corporate Parkway
- Sara Nielsen, Director of Adult Services
- Scott Pyatt, IT Support Specialist
- Laurie St. Laurent, Deputy Director & Chief Customer Experience Officer
- Carol Schrey, Director of Collection Services
- Kristen Sherry, Outreach Services Manager
- Diana Tucker, Branch Manager, Kisker Road
- Julie Wolfe, Chief Financial Officer

Others present:

- Three additional staff members and citizens signed on to listen to the meeting

Board of Trustees President Nevada Smith called the meeting to order at 7:01 p.m. with the Pledge of Allegiance. Six members of the Board listed above as present responded to roll call. Mr. Smith opened the floor for public comment. No public comments were received. Written comments were received by email from Mr. Arnie C. "AC" Dienoff. The Recording Secretary read aloud Mr. Dienoff's comments on the topics of tax abatements, hours of operation changes, and Fiscal Year 2022 Annual Budget.

Nevada Smith announced that beginning in September, 2021, the Board of Trustees will return to meeting in-person at the Spencer Road Branch in Room 112. Trustees who are unable to attend in person may attend by phone.

Reports and Correspondence

Financial Report: Julie Wolfe, CFO, reviewed the financial report for June 2021, which was a preliminary draft and will be updated for the FY 21 audit. Ms. Wolfe added that revised June financial statements will be included with the August and September financial reports. The Library's FY 21 revenues are currently at 107% of budget. Missouri State Aid and Athletes and Entertainers' income tax assistance revenues have been received totaling almost \$246,000, which was not budgeted for FY 21. Covid-19 related grants and other support from the Friends and Foundation total \$481,000 (this includes a grant for \$194,000 from the Library Foundation for the mobile library vehicle). FY 21 expenditures: salaries and benefits expenditures are at 92.3% of budget; library materials are at 93.8% of budget; and operations expenses are at 83.5% of budget. Several projects (Mobile Library Vehicle, fleet replacement and office/service based projects) were delayed due to Covid-19 and will continue into FY 22.

Director's Report: The monthly Director's report details progress on the Library's Strategic Plan initiatives. In addition to the written report, Jason highlighted the following items:

Facilities for the Future

- Several locations suffered damage to technology equipment during June storms. The telephone system at McClay was completely destroyed. Most damaged equipment has been replaced or repaired and McClay has temporary telephones until the system can be replaced. An insurance claim will be submitted for damages.

Experiences & Outreach

- Work continues on the Mobile Library Vehicle. We expect delivery in early Fall 2021.
- The Spencer Road Branch hosted the Missouri Bicentennial Quilt Show June 25-26. Almost 600 customers viewed more than sixty unique bicentennial quilts made by local quilters over the past fourteen months. Our Library's Bicentennial Quilt Project and this show were planned and led by our staff quilting and crafting experts, Leslie Blanchard and Cindy McCormack, of Adult Services. Our Marketing Department put together a virtual edition for any customers unable to attend in person.

Digital Leadership

- The Library's new Director of Technology Services, Karen Knox, will begin work on August 23.

Public Relations & Marketing

- The new Cliff View Branch was featured on the cover of the June 2021 edition of CrossRoads Magazine, which also included a nice article. A print copy was shared with the Trustees.

Community Support

- The Friends of the Library will hold their Summer Book Fair August 6-8 at the Family Arena.
- The Foundation Gala will be held Saturday, October 16, at Ameristar Casino.

Monthly Statistical Report: Jason reviewed the FY21 June 2021 statistical report. A revised format for the statistical report was presented and approved at the Board's June 2021 meeting. The new report features simplified graphics that show overall customer use (visits, circulation, remote database logins and online learning, technology use, and classes, events and outreach attendance) by month and year-to-date. The report also includes a year-to-date comparison of visits per hour of operation at each branch and the percentage of households in St. Charles County that have a card used within the past year.

June FY21 YTD statistics:

	<u>June 2021</u>	<u>FY21 YTD – June</u>
Library Visits	91,786	738,713

Circulation (Physical & eMedia)	519,297	4,973,459
Remote Database Logins and Online Learning	1,935	32,980
Technology Use (Computers & Wifi)	12,036	103,159
Classes, Events, and Outreach Attendance	3,608	67,910

Percentage of St. Charles County Households that have a card used within the last year: 33%*

*based on 2021 Q1 OrangeBoy Data (American Community Survey estimate of 150,668 households)

Correspondence:

- Two Letters (one from the City of St. Charles and one from the City of O’Fallon regarding proposed industrial development projects) were distributed to the Trustees.

CONSENT AGENDA:

- Minutes June 8, 2021, Regular Meeting

MOTION: Justin Collier moved to approve the consent agenda as presented. Renee Tillman second. Motion approved six affirmative, zero negative, zero abstentions and two absent.

FORMAL AGENDA:

OLD BUSINESS

None

NEW BUSINESS

22-01 Branch Hours of Operation: A draft policy, c030 – Branch Hours of Operation, was presented to the Trustees for their consideration. If approved, the new policy would become effective September 7, 2021. It should be noted that this topic was the focus of the Board’s work session held at 6:00 pm just prior to the regular meeting. Please see the meeting minutes for the July 13, 2021, work session for details about the discussion.

Jason explained that the new policy combines and modifies three existing policies which should be rescinded if the policy is approved:

- c152 – Holidays
- c160 – Hours of Operation
- c294 – Temporary Closing of Branches

There are no substantive changes to c294 – Temporary Closing of Branches as incorporated into the new policy. Significant changes to the content of c152 – Holidays is limited to the addition of Juneteenth to the list of federal holidays the Library is open and clarification of the reason Library branches are open on some federal holidays.

The new policy, Branch Hours of Operation, sets forth new hours of staffed branch operation as follows:

Branch	Current hours per week	Proposed hours per week	Difference
Corporate Parkway	70	68	-2
Kathryn Linnemann	70	68	-2
Middendorf-Kredell	70	68	-2
Spencer Road	70	68	-2

Branch	Current hours per week	Proposed hours per week	Difference
Cliff View	70	56	-14
Deer Run	70	56	-14
Kisker Road	70	56	-14
McClay	70	56	-14
Winghaven	70	56	-14
Augusta	36	33	-3
Boone's Trail	36	33	-3
Total	702	618	-84

The policy is renamed from “Hours” to “Branch Hours of Operation” to specify when Library branches are open. Jason noted that many Library services are offered outside of staffed branch hours (remote access to electronic materials, Wifi access, self-service pickup of holds, outreach events, etc.) so referring to these simply as the hours the library is open is not strictly accurate.

MOTION: Joann Leykam moved that the Board of Trustees approves policy c030 Branch Hours of Operation as presented on the condition that in March 2022 the District will solicit public input on the hours of operation at the branches and on the website and will make that chance for public input available for no less than 21 days and will provide notice of the opportunity for input at the branches and on the website. TJ Rains second. Motion approved six affirmative, zero negative, zero abstentions and two absent.

MOTION: Joann Leykam moved to rescind Policy c152 – Holidays, Policy c160 – Hours of Operation, and Policy c294 – Temporary Closing of Branches effective September 7, 2021. Staci Alvarez second. Motion approved six affirmative, zero negative, zero abstentions and two absent.

22-02 Revision to Policy c128 - Fees: Policy c128 – Fees was last revised in August of 2020, when the Library discontinued the practice of charging daily fines for overdue materials. The proposed change, regarding refunds issued for returned lost and paid items, is needed to reflect current practice within the functionality of the Polaris Integrated Library System (ILS). Currently the policy states “Refunds may be issued for lost and paid items for a period of three months (90 days) only following the payment of an item.”. The proposed revision states “Refunds may be issued for returned lost and paid items for a period of three months (90 days) following the date of billing.”.

MOTION: Justin Collier moved to approve the revision to Policy c128 – Fees as presented. Renee Tillman second. Motion approved six affirmative, zero negative, zero abstentions and two absent.

MOTION: At 7:27 pm, Nevada Smith requested a motion to adjourn the meeting. Staci Alvarez moved to adjourn the meeting. Renee Tillman second. Motion approved six affirmative, zero negative, zero abstentions and two absent.

The meeting ended at 7:28 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

<u>Justin Collier</u>	<u>August 10, 2021</u>
Secretary Board of Trustees	Date