

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
May 11, 2021**

The St. Charles City-County Library District Board of Trustees met in person on Tuesday, May 11, 2021, at 7:01 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, May 7, 2021, at 1:54 p.m.

Board Members present:

- Stacia Alvarez
- Justin Collier
- Joann Leykam
- Georganne MacNab
- TJ Rains
- Renee Tillman
- Gail Zumwalt

Board members absent:

- Nevada Smith

Library Staff present:

- Jan Bardon, Marketing & Communications Manager
- Tiffany Barke, Chief Talent Officer
- Zach Campbell, Library Technology Coordinator
- Lori Beth Crawford, Chief Communications & Engagement Officer
- Aaron Eller, Regional Branch Manager, Middendorf-Kredell
- Alison Griffith, Branch Manager, McClay
- Asia Gross, Regional Branch Manager, Kathryn Linnemann
- 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
- 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:

- Ashleigh Bouselli – Citizen
- Arnie C. "AC" Dienoff – Citizen
- Six (6) additional staff members and citizens signed on to view or listen to the meeting.

Board of Trustees Treasurer Staci Alvarez 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. Ms. Alvarez opened the floor for public comment. Citizen Ashleigh Bouselli addressed the Trustees about masks at the library. Citizen Arnie "AC" Dienoff addressed the Trustees on the topics of state legislation, state appropriations, library district branch hours, and new residential tax account for future district library branches.

Reports and Correspondence

Financial Report:

Julie Wolfe reviewed the financial report for FY21 April. Ms. Wolfe reported that ten months into the fiscal year, the Library's revenues remain strong at 105% of budget. Missouri state aid and Arts & Entertainers' income tax

assistance revenues, which was not budgeted for in FY 21, have been received totaling almost \$216,000. Expenditures remain under budget with exceptions in the areas of IT, furniture and equipment (due to changed needs relating to the pandemic) and postage (due to increased outreach). Julie pointed out that the annual Polaris ILS software license of approximately \$230,000 is included in the Technology & Telecommunications line for April. The FY22 Budget is being developed including both new and continuing capital/special projects.

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

- The Cliff View Branch opened on Monday, May 3, 2021. The Library launched a social media marketing campaign this week, including a virtual tour, to promote the new branch. The video was created by the Library's Marketing team and Cliff View Branch staff. A ribbon-cutting ceremony is scheduled for Wednesday, May 19, at 10 am.

Experiences and Outreach

- The number of staff unavailable to work because of quarantines and other reasons related to COVID continues to decline. Jason reported that the Library will resume opening its branches at 9:00 am on Wednesday, June 2nd. Other recent and upcoming changes include:
 - Cease 48-hour quarantine of returned items (May 5)
 - Return to full building capacities, with social distancing continued to be encouraged wherever possible (May 10)
 - Resume acceptance of donations of materials at the warehouse for the Friends' sale (May 17)
 - Resume accepting cash payments for charges (May 17)
 - Restore early literacy items / spaces in Branch children's areas (May 19)
 - Resume opening at 9 a.m. Monday – Saturday. (June 2)
 - Reinstate copy/printing charges for all pages (we had been allowing 20 pages for free to promote contactless service) (June 2)
 - Resume in-branch acceptance of donations of materials for the Friends' sale. (June 7)
- Jason spoke about library services to northeastern St. Charles County. Jason reminded the Trustees that the Library partnered with the Orchard Farm School District to open a small branch at Orchard Farm Elementary School in response to the Library's closure of the Portage Des Sioux location. Unfortunately, we didn't count on the pandemic happening and the Orchard Farm Branch has been limited to curbside service due to the school district's guidelines. Jason reported that the usage statistics for the Orchard Farm Branch are very low - a total of 13 checkout sessions in April. The branch was open fifty-two hours in April with 2 staff members working each shift. April staff costs were approximately \$1,800, making the cost per visit approximately \$140. The Orchard Farm Branch relies on staff from the Kathryn Linnemann Branch to fill its schedule. Those staff members will be needed back at their home branch on June 2nd in order to be able to begin opening at 9:00 a.m.

After speaking with the Orchard Farm Superintendent and Orchard Farm Elementary Principal, the Library has made the decision to sunset service at the Orchard Farm Branch at the end of May 2020. Marketing will contact customers who have used the location and will offer other options for getting materials, including mailing items directly to them. Jason noted that a future partnership or bookmobile stop at Orchard Farm Elementary is possible.

The Library installed wifi service at its Portage Des Sioux property in January 2021. The wifi service has been used only 4 times, all in February, and costs approximately \$900 per month. Joann Leykam asked if the wifi service would be discontinued before the bookmobile is available and if wifi hotspots were available for customers to check out. Jason said the Library will do additional marketing to promote the free wifi service and will monitor usage. He added that the bookmobile should be ready by late fall 2021 and hotspots are available for customers to reserve and checkout.

Monthly Statistical Report: Jason reviewed the FY21 April 2021 statistical report and noted that many of the same trends are continuing given the current environment. He pointed out that the Library was closed in April and May 2020, and is the reason the month to month comparisons on the report look strange. The Library’s eMedia use has increased 19.94% this fiscal year, and overall eMedia use in April 2021 was 23% of total circulation.

April FY21 YTD statistics are:

	<u>FY21 YTD – April</u>	<u>FY20 YTD – April</u>	<u>% Change (+/-)</u>
Circulation:	4,028,570	4,794,821	-15.98
eMedia	926,970	772,887	+19.94
Visitors	587,679	1,198,289	-50.96
New Cards:	8,125	16,823	-51.70
Classes & Events	2,117	5,498	-61.50
Classes & Events Attendance	61,268	112,384	-45.48

Correspondence:

- Six (6) citizen emails were distributed to the Trustees.

CONSENT AGENDA:

- Minutes from April 13, 2021 Quarterly Work Session
- Minutes from April 13, 2021, Meeting

MOTION: Joann Leykam moved to approve the consent agenda as presented. Renee Tillman second. Motion approved seven affirmative, zero negative, zero abstentions and one absent.

FORMAL AGENDA:

Old Business

None

New Business

21-30 Authorization to Engage Firm for FY21-FY23 Audit Services: Jason explained that the Library last solicited proposals for audit services in 2016 when the Board selected Schowalter & Jabouri to conduct the audits for fiscal years 2016-2018. The Board later extended that engagement through fiscal year 2020. The Library recently solicited proposals for qualified firms to conduct the Library’s annual audit for fiscal years 2021-2023.

One change from past practice is that the Library will assume responsibility for the Foundation’s audit. Currently, the Library and Foundation use different auditing firms, but as a component unit of the Library, the Foundation’s financials are incorporated into the Library’s audit. The Library’s Finance department provides the accounting function for the Foundation, and all of the day-to-day operation of the Foundation, including work on the audit, is conducted by Library staff. It makes sense for the audits to be more closely related and conducted by the same firm, as is the case with both St. Louis County and St. Louis Public Libraries/Foundation.

We received two proposals, one from our current auditing firm, Schowalter & Jabouri, and one from Botz, Deal & Company, our previous (and the Foundation's current) auditor. The costs of the proposals are comparable with a difference of less than \$2,000 for the three-year engagement. A breakdown of costs was provided to the Trustees for comparison purposes. Jason added that best practice is to change auditing firms periodically. Since the Library has engaged Schowalter & Jabouri for the past five years, Library staff recommended that the Board accept Botz, Deal & Company's proposal to perform the annual audits for the Library and the Foundation for fiscal years 2021, 2022, and 2023.

MOTION: Joann Leykam moved to authorize engaging Botz, Deal & Company to perform audit services for the Library and Foundation for fiscal years 2021, 2022, and 2023. Board Treasurer Staci Alvarez asked if there was an expectation to go out to bid again after completion of the 2023 audit or if the engagement could be extended. Julie Wolfe responded that it would be up to the Board to decide whether to extend the engagement with Botz, Deal & Company or to go out to bid before the end of Fiscal Year 2023. Gail Zumwalt second. Motion approved seven affirmative, zero negative, zero abstentions, and one absent.

21-31 Approval of Policy G030 – Fund Balance: A draft of a new policy, g030 – Fund Balance, was presented to the Trustees for their consideration. Jason explained that the Library does not currently have a policy that governs the level of its unrestricted fund balance. The adoption of a formal fund balance policy is best practice for all public entities. It is essential to maintain an adequate level of fund balance to mitigate current and future risks and to ensure a stable tax rate. Jason added that the draft was developed per guidelines published by the Government Finance Officers Association. He recommended that the fund balance policy be adopted prior to the close of this fiscal year (June 30, 2021) so any unexpended funds can be properly classified.

Julie Wolfe, Chief Financial Officer, said the policy was developed in accordance with Governmental Accounting Standards Board (GASB) Statement 54. The Library abides by GASB Statement 54 in its auditing statements, specifically in the statement of net position. A best practice is to have a fund balance policy for financial stability, cash flow for operations, and to respond to emergencies. Julie added that the policy adds needed structure in order for the Library to move forward with its Facilities Master Plan. The Trustees asked if the Board would get regular updates on fund balances and if the fund balances would appear on financial statements. Julie responded that she would add the fund balances to the financial reports.

MOTION: Renee Tillman moved to approve Policy g030 – Fund Balance, as presented. Georganne MacNab second. Motion approved seven affirmative, zero negative, zero abstentions, and one absent.

MOTION: At 7:41 p.m., Staci Alvarez requested a motion to adjourn the meeting. Gail Zumwalt moved to adjourn the meeting. Renee Tillman second. Motion approved seven affirmative, zero negative, zero abstentions and one absent.

The meeting ended at 7:42 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Justin Collier
Secretary Board of Trustees

June 8, 2021
Date