

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
December 8, 2015**

The St. Charles City-County Library District Board of Trustees met on Tuesday, 8 December 2015, at the General Administration Offices located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Drew Bryson
- Myra Crook
- Lisa DeClue
- Georganne MacNab
- Sandy Polley
- Mary Reese

Board members absent:

- Justin Collier
- Joann Leykam
- Gail Zumwalt

Library Staff present:

- Jim Brown, Director
- Margaret Conroy, Assistant Director
- Pat Batzel, Human Resources Manager
- Tim DeGhelder, Branch Manager, Deer Run Branch
- Alison Griffith, Information Resource Manager, Consumer Health and Government Documents
- Asia Gross, Branch Manager, McClay Branch
- Jennifer Jung, Branch Manager, Corporate Parkway Branch
- Maggie Melson, Youth Services Manager
- Sara Nielsen, Adult Services Manager
- Frank Noto, Information Technology Manager
- Joshlyn Racherbaumer, Marketing Manager
- Carol Schrey, Collection Services Manager
- Laurie St. Laurent, Branch Manager, Spencer Road, South County and Discovery Village Branches
- Julie Wolfe, Chief Financial Officer

President Mary Reese called the meeting to order at 7:02 p.m. with the Pledge of Allegiance. Six members of the Board listed above as present responded to roll call. Mary Reese opened the floor for public comments. No requests for time were received.

Reports and Correspondence

Financial Report: Financial reports for November 2015 were included in the packet. Cash balance, comparison of estimated and actual revenue, and FY16 expenditures compared to budget through 30 November were reported. Julie Wolfe, CFO, reported that the District is on track with scheduled expenses for the fiscal year. The District is waiting for the draft of the FY15 audit, which has been held up due to a LAGERS issue. Julie Wolfe is preparing the RFP for new accounting software.

Director's Report: In addition to a summary of the agenda items for the evening, the Director's Report included information on the following:

- A revised Monthly Statistical Report was included in the packet. This report incorporates annual trend information in addition to monthly statistics. The Trustees were asked to provide input on any other information they would like to see included in the report.

- The Trustees were provided information about an ongoing issue at the Library Express at Discovery Village. In early 2014 staff began to report that they were experiencing allergy symptoms when working in the building. The District has independently, and in conjunction with the landlord, conducted various air sampling tests which resulted in insignificant mold counts. The District has taken a number of steps for remediation, will continue to monitor the situation and keep the Trustees apprised of the situation.
- Jim Brown announced that Joan Wang joined the District as Lead Cataloger on the first of December. Joan has extensive cataloging experience, most recently as a contract cataloger serving the Cleveland Museum of Art, the Hoover Institution at Stanford University and Harvard University. The first round of interviews for the Electronic Resources Librarian position should be completed by 11 December 2015.

Marketing Report: Joshlyn Racherbaumer, Marketing Manager, provided an analysis of Marketing's Social Media and E-Blast outcomes through November 2015. Some highlights were:

- The District's Facebook page is averaging 1-2 new users each day, while Twitter is averaging 0-1 new users per day.
- The November eblast experienced some delivery issues using the Savannah system and we have worked with OrangeBoy to correct the problem. The November eblast was sent to 125,260 email addresses and had an open rate of 21%.
- The www.youranswerplace.org website has had 455,247 unique users so far in calendar year 2015, with 1,245,797 sessions.

Monthly Statistical Report: The revised monthly report included November's statistics for circulation (including eMedia and Self-checkout), gate count, new cardholders, PC usage, Wi-Fi usage and programming (number of programs and program attendance) compared with the previous fiscal year. The new report format also showed year-to-date trends from FY11-FY16 for circulation, gate count and new library cards.

Correspondence: none.

CONSENT AGENDA

Minutes from 10 November 2015 Meeting

Georganne MacNab noted that she was listed as seconding the adjournment of the 10 November 2015 meeting, when in fact she was not in attendance at the meeting. The change was noted by the recording secretary.

MOTION: Drew Bryson moved to approve the minutes from the 10 November 2015 meeting as amended. Georganne MacNab seconded. Motion approved six affirmative, zero negative, zero abstentions and three absent.

FORMAL AGENDA

OLD BUSINESS:

None.

NEW BUSINESS:

16-22: Employee Compensation and Benefits Analysis: At the 9 June 2015 Board meeting, the Trustees approved the District's FY16 Operations Budget which included funding for an employee compensation and benefits analysis. The District sent out the RFP in early November and received qualified responses from two benefits consultants. Based on the review of the proposals Jim Brown requested that the Trustees authorize him to accept the most qualified proposal, which was from Springsted, and the release of funding not to exceed \$25,750. A discussion was held regarding the scope of the benefits analysis.

MOTION: Myra Crook moved to accept the recommended proposal with a release of funds not to exceed \$25,750.00. Lisa DeClue seconded. Motion approved six affirmative, zero negative, zero abstentions and three absent.

Myra Crook moved to adjourn the meeting. Sandy Polley seconded. Motion approved six affirmative, zero negative, zero abstentions and three absent.

The meeting was adjourned at 8:09 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Secretary Board of Trustees

1/12/15
Date