

**St. Charles City-County Library District  
Board of Trustees Meeting Minutes  
July 9, 2019**

The St. Charles City-County Library District Board of Trustees met on Tuesday, July 9, 2019, at the Spencer Road Branch located at 427 Spencer Road in St. Peters, Missouri.

Board Members present:

- Staci Alvarez
- Joann Leykam
- Georganne MacNab – by telephone
- Mary Reese
- Nevada Smith
- Gail Zumwalt

Board members absent:

- Julie Barch
- Justin Collier
- Myra Crook

Library Staff present:

- Jan Bardon, Marketing & Communications Manager
- Tiffany Barke, Chief Talent Officer
- Gary Brinker, Information Technology Manager
- 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
- Erica Land, Director of Development
- Maggie Melson, Director of Youth Services
- Cindy Miller, Branch Manager, Deer Run
- Sara Nielsen, Director of Adult Services
- Trevor Rees, Assistant Branch Manager, Winghaven
- Laurie St. Laurent, Deputy Director & Chief Customer Experience Officer
- Carol Schrey, Director of Collection Services
- Morgan Sherlock, Outreach Services Intern
- Julie Wolfe, Chief Financial Officer

Others present:

- Arnie “AC” Dienoff – citizen

Board of Trustees President Gail Zumwalt called the meeting to order at 7:04 p.m. with the Pledge of Allegiance. Six members of the Board listed above as present responded to roll call. Ms. Zumwalt opened the floor for public comments. Mr. Arnie C. “AC” Dienoff addressed the Trustees on the topics of real estate, tax abatement and public comments.

**Reports and Correspondence**

**Financial Report:**

Julie Wolfe, CFO, provided preliminary FY 19 year-end financial reports to the Trustees. Overall, revenue is at 102% of total budget. Investment income is 181% of budget. Passport services fee income is 168% of budget. Salaries and benefits expenditures continue to be lower than expected due to open positions and timing of placement. Technology and telecommunications and capital expenditures are below budget due to mid-year changes in priorities. The following Capital/Special projects are in progress or have been recently completed:

- Exterior concrete repairs at various facilities.
- Administration's tenant has vacated the leased area, so internal use of the space is in the planning phase.
- Innovative early literacy areas are being designed for the Middendorf-Kredell and Kisker Road Branches.

**Director's Report:** This report has been reformatted and now details progress on each of the Library's Strategic Plan initiatives.

#### **Facilities for the Future**

- Jason Kuhl introduced Earl Haug, Assistant Branch Manager of the Spencer Road Branch. Earl was previously the Lead Library Assistant at the Kathryn Linnemann Branch.
- The current ten-year lease at the Augusta Branch expires in November. The Library is working with Augusta city officials to extend the lease agreement.
- The Library has reached an agreement on a month-to-month lease for the Discovery Village location. It is anticipated that the location will remain open until early 2020, however the lease can be terminated by either party with 30 days' notice.
- The Library's lease with Dance Connection expired at the end of June and they have vacated their space in the Administration Building. This provides the opportunity to address several space needs for Outreach Services, Development and the new staff positions included in the FY 20 budget. These needs will be addressed in the most cost-effective way possible in the short term.
- The Portage Des Sioux Branch sustained substantial damage during the recent flooding. The Library's insurance adjuster will visit the branch the week of July 8, and it will remain closed until further notice.
- In May, the Library released a Request for Qualifications for architect and engineering services for three engagements: 1) design of a teen space at the Kathryn Linnemann Branch; 2) design of a small branch library in the property at 10 Cliff View Drive; and 3) "as-needed" services for a period of three years. Twelve firms submitted qualifications and three finalists were interviewed. Fee proposals have been requested. The final selection(s) will be brought to the August meeting.

#### **Experience and Outreach**

- The strategic plan emphasizes the definition of the Library's specialty collections. The Consumer Health collection was recently integrated into the nonfiction collection, and now those materials can float to other locations. We will be doing the same with the Business and Nonprofit collections. These changes are improving circulation of these items as well as the customer browsing experience.
- Staff will meet with the Superintendent of the City of St. Charles School District to discuss library services for middle and high school customers at the Kathryn Linnemann branch.

#### **Service Model**

- The McClay branch has been cross-training paraprofessional staff at the Circulation Desk to improve workflow efficiency and create a one-stop experience for customers.

#### **Digital Leadership**

- In order to allow our customers access to more advanced technology, the Library has applied for a Missouri State Library Edge Action Plan grant. If selected, we will purchase MacBook laptop computers and Chromebooks, microphones, and video cameras for use by our customers within the library.
- Early literacy spaces are now being installed at the Middendorf-Kredell and Kisker Road branches.

#### **Public Relations and Marketing**

- We began recruitment for the new Chief Communications and Engagement Officer the week of July 1<sup>st</sup>. The plan is to have someone in place by mid-October.
- To expand awareness of the Library outside of our walls, we have contracted for a billboard on I-70 where Library events, services and branding will be featured. The billboard gets 452,278 impressions per week.

#### **Community Support**

- Cause Marketing efforts have made a huge impact on the Library Foundation -over \$5,500 has been raised for the Library Foundation since last October. Thank you to our Library advocates who shop at local business that give back to the Foundation.
- The Library Foundation will be celebrating its 20<sup>th</sup> Anniversary this August.

**Monthly Statistical Report:** Jason reported that monthly physical circulation continues to increase. Total FY 19 Circulation was 5,963,323. Circulation for the month of June 2019 was 616,764, which includes physical checkouts, eMedia checkouts, renewals and auto-renewals. Year-to-date eMedia usage increased 4.54% (824,663 in FY 19 vs. 788,874 in FY 18) – with eMedia accounting for almost 14% of the Library’s overall circulation this year. New library cards have also increased dramatically (46.41% YTD) since migrating to Polaris. There were 2,374 new library cards issued in June, 156 of which were online registrations. Total FY 19 program attendance increased 14.32% from the previous year and the number of programs offered increased 9.62%. There were 147,648 self-checkouts in June (self-checkouts totaled 1,511,030 in FY 19).

**Correspondence:** The following documents were distributed to the Trustees prior to the meeting:

- Letter from City of O’Fallon Re: Proposed Industrial Development Project dated June 20, 2019
- Letter from City of St. Charles Department of Community Development dated June 21, 2019
- Response to City of St. Charles Department of Community Development dated July 2, 2019

Jason updated the trustees on the variance request outlined in the letter from the City of St. Charles Department of Community Development.

#### **CONSENT AGENDA:**

- Minutes from June 11, 2019, Meeting
- Minutes from June 11, 2019, Closed Session

**MOTION:** Mary Reese moved to accept the consent agenda as presented. Nevada Smith second. Motion approved six affirmative, zero negative, zero abstentions and three absent.

#### **FORMAL AGENDA:**

##### **OLD BUSINESS**

**19-42: Review of Proposed Policies** Jason reviewed the most versions of the proposed Board of Trustees policies a048 – Bylaws of the Board of Trustees, a096 – Open Meetings and Records, and a062 – Library Board Meetings. These policies have been reviewed and edited since April 2019 and all recommended changes to date have been incorporated. The final versions of the policies will be brought to the August 2019 meeting for approval. The Trustees requested that Jason send an email reminder with a deadline for any further changes.

The review of the proposed revisions to the Board of Trustees policies was a discussion and no vote was necessary.

##### **NEW BUSINESS**

**20-01: Update on Real Estate Purchase** In May, the Board of Trustees authorized the Director to negotiate and enter into contract to purchase the property at 10 Cliff View Drive in the Wentzville Bluffs development provided specific conditions were met. Jason reported that the Library is now under contract to purchase the property and is on target to close by the end of August 2019. Evidence of clear title and all inspection issues have been resolved

and a property survey is underway. Staff are working to map out the service model, including the possibility of unstaffed extended hours. Selection of an architect to design the space is being finalized. A budget adjustment request will be brought to a future meeting to designate capital funds for the build-out. An RFP for construction management services will be issued within the month of July 2019.

The update on real estate purchase was informational and no vote was necessary.

**MOTION:** At 7:39 p.m., Nevada Smith moved to adjourn the meeting. Staci Alvarez second. Motion approved six affirmative, zero negative, zero abstentions, and three absent.

The meeting ended at 7:40 p.m.

Respectfully submitted,

Robin L. Lunatto  
Recording Secretary

Approved:

<u>Georganne MacNab</u>	<u>August 13, 2019</u>
Secretary Board of Trustees	Date