

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

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

Board Members present:

- Staci Alvarez
- Justin Collier
- Myra Crook
- Georganne MacNab
- Mary Reese
- Nevada Smith
- Gail Zumwalt

Board members absent:

- Julie Barch
- Joann Leykam

Library Staff present:

- Jan Bardon, Marketing & Communications Manager
- 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
- Erica Land, Director of Development
- 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:

- Arnie "AC" Dienoff – citizen

Board of Trustees President Gail Zumwalt called the meeting to order at 7:01 p.m. with the Pledge of Allegiance. Seven 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 following topics: participate and discuss business before the Board of Trustees.

Reports and Correspondence

Financial Report: Julie Wolfe reported that year-to-date, the Library is on-target for revenues. Passport revenues are exceeding plan by 61%. In the area of expenditures, salaries and benefits are below budget due to open positions and the timing of placement. Technology and capital/project expenses are increasing as initiatives and projects are finalized. The Finance Office will be implementing point of sale software at all Branches the week of April 22nd. The software will integrate with the Polaris ILS for customer payment processing and creates internal cash controls for the Library. The Winghaven Express Branch end unit renovation and the Corporate Parkway employee workspace reconfiguration are now complete.

Director's Report: Jason Kuhl noted the following items in addition to the Director's Report:

- Laurie and Jason met with 299 staff members during March to communicate the new Strategic Plan information.
- The Group 4 Facilities Master Plan contract was signed today. Group 4 will be here in mid-May for site visits.
- The final round of Chief Talent Officer interviews will conclude this week.
- This year's Imagine Gala will be held October 19th, 2019, and the theme is *Charlie and the Chocolate Factory*.
- Sara Nielsen and Maggie Melson spoke about upcoming author events.

Marketing Update:

Jan Bardon reported that we are in the middle of celebrating National Library Week. "Libraries = Strong Communities" banners have been hung in all the branches and customers can write comments or draw on them. We are also celebrating the introduction of the Library's new URL "mylibrary.org" this week by handing out reusable tote bags to customers. An eblast will be sent to 93,000 former customers to invite them back to the library (a traditional mailer will be sent to former customers that we do not have email addresses for).

Monthly Statistical Report: Total Circulation for the month of March 2019 was 540,186, which includes physical checkouts, eMedia checkouts, renewals and auto-renewals. There were 1,917 new library cards issued in March, 316 of which were online registrations. Year-to-date eMedia usage increased 5.44% (614,076 in FY 19 vs. 582,398 in FY 18). FY 19 year-to-date program attendance increased 6.57% and the number of programs offered increased 6.09%. There were 123,450 self-checkouts in March. Note that the implementation of the new ILS has changed how some of our statistics are collected and some comparisons are currently not available.

Correspondence: None.

CONSENT AGENDA:

- Minutes from the March 12, 2019, Regular Meeting

MOTION: Mary Reese moved to accept the consent agenda as presented. Georganne MacNab second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

FORMAL AGENDA:

OLD BUSINESS

None.

NEW BUSINESS

19-37 – Approval of Revision to Policy e075, Dress Appropriate for Employees The Trustees were asked to approve a revision to Policy e075, Dress Appropriate for Employees. The changes are based on some recommendations of the staff appreciation librarian service council. The Library is continuing its effort to move from long, very specific policies toward broader policies that outline an overall philosophy and allow for discretion and adaptation to various circumstances, schedules and job assignments. The revised policy calls for clothing and appearance to be work-appropriate with consideration given to the staff member's position, duties, customer contact, and specific assignments. Managers will be responsible for ensuring their staff are meeting the standard. The revised policy includes suggested revisions provided by the Library's attorney. The policy has been re-named Employee Dress Code.

MOTION: Nevada Smith moved to approve the revisions to Policy e075, and rename the policy Employee Dress Code. Justin Collier second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

19-38: Audit Services Extension for Fiscal Year 2019 The Library's audit services agreement with Schowalter & Jabouri, P.C., for fiscal years 2016, 2017 and 2018 has concluded. Schowalter & Jabouri has forwarded an Audit Extension Letter to the Board of Trustees' Finance & Audit Committee for fiscal year 2019, with an option to renew for fiscal year 2020. The Government Finance Officers Association (GFOA) recommends the standard of multi-year agreements of at least five years' duration. According to Board Treasurer, Justin Collier, the Finance & Audit Committee recommends extending the audit contract with Schowalter & Jabouri, P.C., for fiscal year 2019.

MOTION: Justin Collier moved to extend the audit services agreement with Schowalter & Jabouri, P.C., for fiscal year 2019. Georganne MacNab second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

19-39: Approval of FY 19 Personnel Budget Adjustment The Trustees were asked to approve a fiscal year 2019 personnel budget adjustment of \$1,200 to reclassify and then transfer two existing Collection Services staff to positions in the Outreach Services Department and the Youth Services Department. Due to increased demand in Outreach Services and Youth Services, staff currently classified as Library Processors in Collection Services have been assisting with a variety of tasks in those departments. This transfer and reclassification will give existing staff in those departments much needed support to focus on meeting existing demand and attracting new customers. Due to the increase in responsibility of the new tasks, we are requesting to reclassify a total of 2.0 FTE of current staff from Step 6 – Library Processor to Step 7 – Library Assistant. Collection Services will implement new workflows to accommodate the transfers.

MOTION: Georganne MacNab moved to approve the Fiscal Year 2019 personnel budget adjustment of \$1,200 and to reclassify 2.0 FTE of current staff from Step 6 – Library Processor to Step 7 – Library Assistant. Myra Crook second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

19-40: Creation of Teen Space at Kathryn Linnemann Branch – Discussion The development of a space for teens at the Kathryn Linnemann Branch has long been a point of discussion. There are routinely 50+ unattended teens in the branch on weekday afternoons during the school year. The branch is one of the few locations without a dedicated, enclosed space for teens and we need to balance their needs with the rest of the customers who are looking for a different library experience. As we move into the Facilities Master Plan we need to look at the space as a whole. A firm was hired to conduct an adjacency plan that will flow into a future remodel of the branch. Jason presented a plan for the future that provides a large children's space, centralized service desk, a quiet room, genealogy space, teen area, additional multi-purpose room, and a large meeting room. In the interim, an enclosed teen space would be created by rearranging the public computer area and relocating staff offices. The estimated cost is approximately \$65,000, not including design work. The Library has \$150,000 allocated for a re-lamping project at the branch in FY 19, however this is a much higher priority. The next step would be to issue an RFQ for design services.

Agenda Item 19-40, Creation of Teen Space at Kathryn Linnemann Branch, was a discussion and no action was taken.

MOTION: At 7:44 p.m. Georganne MacNab moved to go into Closed Session pursuant to RSMo 610.021(2) "Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore" and RSMo610.021 (13) "Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment...". Second by Justin Collier. The roll call vote was Staci Avarez – yes; Justin Collier – yes; Myra Crook – yes; Georganne MacNab – yes; Mary Reese – yes; Nevada Smith – yes; Gail Zumwalt – yes. Motion passed seven affirmative, zero negative, zero abstentions and two absent.

Jason Kuhl provided an update on the status of research into potential future library sites and specific personnel incidents were reviewed. No action was required.

MOTION: A motion to adjourn the Closed Session was made by Myra Crook at 8:09 p.m., second by Nevada Smith. The roll call vote was Stacie Alvarez – yes; Justin Collier – yes; Myra Crook – yes; Georganne MacNab – yes; Mary Reese – yes; Nevada Smith – yes; Gail Zumwalt –yes. Motion passed seven affirmative, zero negative, zero abstentions and two absent.

MOTION: At 8:10 p.m., Myra Crook moved to adjourn the meeting. Justin Collier second. Motion approved seven affirmative, zero negative, zero abstentions, and two absent.

The meeting ended at 8:10 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

<u>Georganne MacNab</u>	<u>May 14, 2019</u>
Secretary Board of Trustees	Date