

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
August 13, 2019**

The St. Charles City-County Library District Board of Trustees met on Tuesday August 13, 2019, at the Spencer Road Branch located at 427 Spencer Road in St. Peters, Missouri.

Board Members present:

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

Board members absent:

- Julie Barch

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
- Jennifer Jung, Regional Branch Manager, Spencer Road
- Jason Kuhl, Director & Chief Executive Officer
- Erica Land, Director of Development
- Madison Morris, Manager, Corporate Parkway
- 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
- Kristen Sherry, Manager, Outreach Services
- Diana Tucker, Manager, Kisker Road
- Melissa Whatley, Assistant Branch Manager, Middendorf-Kredell
- Julie Wolfe, Chief Financial Officer

Others present:

- Arnie “AC” Dienoff – citizen

Board of Trustees President Gail Zumwalt called the meeting to order at 7:02 p.m. with the Pledge of Allegiance. Eight 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 bylaws, open meetings, speaker times and ethics ordinance.

Reports and Correspondence

Financial Report:

Julie Wolfe, CFO, summarized the revised preliminary FY 19 year-end [June] and July FY 20 financial reports. There were no budget areas that exceeded limits in FY 19. The FY 19 audit will be conducted in October by Schowalter & Jabouri, P.C. The Library extended its engagement with the auditing firm for two additional years in April 2019. Revenues and expenditures are on target one month into the new fiscal year. Julie noted that July 2019 revenues

were budgeted on the tax rate projection of .2000. The Library's actual FY 19 tax rate will be set at the September 10 Board of Trustees meeting. Board Vice President Joann Leykam requested that Ms. Wolfe include the tax rate projected in March 2019 along with revised tax rate information for the September meeting. The following Capital/Special projects are in progress or have been recently completed:

- Offices for new staff will be created in the recently vacated space at the Administration building.
- Innovative early literacy areas for the Middendorf-Kredell and Kisker Road Branches will be completed by the end of September.
- Exterior concrete/curb repairs are scheduled at various facilities.

Director's Report: The monthly Director's report details progress on each of the Library's Strategic Plan initiatives. In addition to the items included in the written report, Jason verbally reported the following:

- The Trustees will be invited to attend the ribbon cutting/open house events being planned in early October for the new early literacy spaces at Kisker Road and Middendorf-Kredell.
- Jason commended Outreach Services and Public Services staff for delivering library services outside of our buildings.
- Over 560 people are registered for the Arts and Literary Festival to be held on Saturday, August 24th.
- We are working with the Foundry Arts Centre to host large author events that exceed Library meeting room capacity.
- The Library is receiving many inquiries about the Portage Des Sioux library. We are still working with the inspector and insurance. The building sustained structural damage in the recent flooding. The Library is committed to providing the residents of Portage Des Sioux with library services.

Monthly Statistical Report: Circulation for the first month of FY 20 (July 2019) was 640,916, which includes physical checkouts, eMedia checkouts, renewals and auto-renewals. Total circulation for July increased 10.49% over July 2018 (580,083). eMedia usage for July (75,219) increased 9.52% from FY 19 (68,678). eMedia accounted for 11.74% of July's total circulation. There were 2,075 new library cards issued in July, 166 of which were online registrations. There were 688 programs offered in July (Children – 348, Teen – 73, Adult – 267) which were attended by 16,881 people (Children – 11,524, Teen – 1,297, Adult – 4,060). Self-checkouts for July totaled 149,332.

Correspondence: Customer eMail and Library Response – Subject: Portage Library

A customer eMail, sent to the Trustees email account regarding the Portage des Sioux branch, and the Library's response was distributed to the Trustees.

CONSENT AGENDA:

- Minutes from July 9, 2019, Work Session
- Minutes from July 9, 2019, Meeting

Trustee Nevada Smith requested that the July 9 Work Session minutes be revised to show his attendance as absent, since he arrived at the end of the meeting.

MOTION: Joann Leykam moved to approve the consent agenda with the July 9, 2019, Work Session minutes as amended and the July 9, 2019, meeting minutes as presented. Georganne MacNab second. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

FORMAL AGENDA:

OLD BUSINESS

19-42: Approval of Proposed Board of Trustees Policies: The latest versions of the proposed revisions to Board of Trustees policies a048 – Bylaws of the Board of Trustees, a096 – Open Meetings and Records, and new policy a062 – Library Board Meetings were presented to the Trustees for approval. In addition, the Board was asked to rescind the following policies which were incorporated into the revised and/or new policies: a032 – Audience Participation Board Meetings, a060 – Consent Agenda, a064 – Major Board Decisions, a112 – Order of Business, a120 – Quorum of the Board, a128 – Time and Place of Regular Meetings.

Jason reminded the Trustees that the policies have been reviewed and edited since April 2019 and all recommended changes to date have been incorporated. The requirement that By-Laws of the Board of Trustees can only be revised “after not less than twenty (20) days prior written notice” has been met.

MOTION: Mary Reese moved to approve the revision to policy a048 – Bylaws of the Board of Trustees, the revision to policy a096 – Open Meetings and Records, the new policy a062 – Library Board Meetings, and to rescind the following policies: a032 – Audience Participation Board Meetings, a060 – Consent Agenda, a064 – Major Board Decisions, a112 – Order of Business, a120 – Quorum of the Board, and a128 – Time and Place of Regular Meetings. Nevada Smith second. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

NEW BUSINESS

20-02: Presentation – Challenges of eBook and eAudio Lending Carol Schrey, Director of Collection Services, explained the Library’s process for purchasing eBook and eAudio materials. She explained publisher restrictions for purchasing eBooks and eAudio as well as the difference between perpetual access (a copy we buy and keep forever) versus metered access (a license that expires after a set number of checkouts). Metered access licenses are confusing to customers, especially when the license has expired. Carol noted that the cost of metered access items has been steadily increasing and that the library’s cost is significantly higher than what a regular consumer would pay. A new issue has recently been brought to our attention. One book publisher (Macmillan) has announced that beginning November 1, 2019, it will be using a different lending model. A library may purchase only a single perpetual copy of each new title in eBook format upon release, after which Macmillan will impose an eight-week embargo on additional copies of that title sold to libraries. After the eight-week embargo period, libraries can purchase an unlimited amount of metered access licenses. Macmillan claims that people are not purchasing eBooks because of library lending. This will have a huge impact on wait times for our customers. Carol discussed the response from the library community. The group discussed the response from the St. Charles City-County Library and how to disseminate information to our customers.

The presentation on challenges of eBook and eAudio Lending was informational and no vote was necessary.

20-03: Resolution Ratifying the Approval of the Purchase of Property at 10 Cliff View Drive The Trustees were asked to approve a resolution ratifying the approval of the purchase of the property located at 10 Cliff View Drive, Wentzville, MO 63385. The resolution authorizes the director to act on behalf of the Board to effectuate the transaction.

MOTION: Nevada Smith moved to approve the resolution ratifying the approval of the purchase of property at 10 Cliff View Drive, Wentzville, MO 63385. Myra Crook second. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

20-04: Authorization to Engage Architect for 10 Cliff View Drive In May of this year the Library released a request for qualifications for three separate projects – design of the Kathryn Linnemann Teen Room, design of Cliff View Drive property, and designating an architect for as-needed services. The Library has selected Product Architecture + Design, a small firm that specializes in library design, for the Cliff View Drive project. Their cost proposal was split into two phases, the first phase covers schematic design and budget estimates for a fixed fee and the second phase would cover the remainder of the project and total eight percent of the overall project cost. After discussion, it was decided to move forward only with phase one at this time and that the Board would consider a contract for the second phase after a scope was determined and a fixed fee negotiated.

MOTION: Joann Leykam moved to accept Product Architecture + Design’s fixed fee of \$22,000 for building documentation, schematic design and overall project cost estimate for the 10 Cliff View Drive property. Nevada Smith second. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

20-05: Revision of Policy e368 – Organization Chart A revised, one-page organization chart was presented to the Trustees for their consideration. Some changes to the reporting structure were made to better align the management structure with our mission and vision and the goals and priorities of the strategic plan. The Chief Communications and Engagement Officer (CCEO) has been added, reporting to the Director. The Directors of Adult Services, Youth Services and Collection Services, as well as the Facilities Manager, will now report to the Deputy Director. Alignment of the branches within the branch families has been modified. The new Cliff View location has been added and Discovery Village will remain while it is in service. The chart has been reduced from three pages to one to reflect the standard practice of public-facing organization charts. Internally, the longer, more detailed chart will be maintained for staff to reference.

MOTION: Myra Crook moved to approve the revision to Policy e368, Organization Chart, as presented. Mary Reese second. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

20-06: Readoption of Policy g009 – Code of Ethics The Library, as a political subdivision, is required to follow the state statutes concerning personal financial disclosure. Section 105.485.4 RSMo allows each political subdivision the option of adopting its own method of disclosing conflicts of interest and personal financial disclosure. State law requires that this ordinance/resolution be adopted biennially and a copy be filed with the Missouri Ethics Commission (MEC) by September 15th. Article XI of the Board of Trustees’ By-Laws, which was approved earlier in the meeting, now requires *annual* review and adoption of the conflict of interest policy (Policy g009). Policy G009 was last adopted at the August 2018 meeting. Jason Kuhl noted that Trustees will receive notification from the MEC when it is time to file a personal financial disclosure.

MOTION: Justin Collier moved to re-adopt Policy g009 – Code of Ethics. Georganne MacNab second. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

20-07: Temporary Closure of Kisker Road Branch for Installation of Early Literacy Space In accordance with Policy c294, Temporary Closing of Branches, the Trustees were requested to approve the closure of the Kisker Road Branch from 9:00 am on Monday, September 23rd, through 9:00 pm on Thursday, September 26th, 2019, to facilitate the installation of the early literacy space. Staff will be working in the building during this time, however there will be installers and painters in the building and large delivery trucks on the parking lot. The book drop will also be closed.

MOTION: Georganne MacNab moved to approve the closure of the Kisker Road Branch from 9:00 am on Monday, September 23rd, through 9:00 pm on Thursday, September 26th, 2019, to facilitate the installation of the early literacy space. Nevada Smith second. Trustees requested a PopUp book drop nearby, if the weather cooperates,

