

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
August 10, 2021**

The Board of Trustees held their regular monthly meeting in person on Tuesday, August 10, 2021, at 7:00 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, August 6, 2021, at 12:44 p.m.

Board Members present:

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

Board members absent:

- Joann Leykam
- Nevada Smith

Library Staff present:

- Tiffany Barke, Chief Talent Officer
- Lori Beth Crawford, Chief Communications & Engagement Officer
- Jason Kuhl, Director & Chief Executive Officer
- Robin Lunatto, Executive Administrative Assistant & Recording Secretary
- Scott Pyatt, IT Support Specialist
- Laurie St. Laurent, Deputy Director & Chief Customer Experience Officer
- Julie Wolfe, Chief Financial Officer

Others present:

- Arnie C. AC Dienoff - citizen
- Thirteen additional citizens and staff signed on to listen to the meeting

Board of Trustees Treasurer Staci Alvarez called the meeting to order at 7:00 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 Arnie C. AC Dienoff addressed the Board of Trustees on the topics of: new cargo van purchase; public testimony; code of ethics; revision of policy a048 – Bylaws of Board of Trustees; and copier/printer charges. No additional public comments were received.

Reports and Correspondence

Financial Report: Julie Wolfe, CFO, reviewed the revised FY21 June financial report. The Library's FY21 revenues are at 107.4% of budget mainly due to unexpected State Aid and Grants, however Charges for Services revenues are under budget (32.8%) due to the suspension of passport processing services. Total FY21 YTD expenditures are at 92.5% of budget. Ms. Wolfe noted that a final revision of the FY21 June financial statements will be included in the September packet.

Julie reviewed the financial report for FY22 July. The Library's FY22 revenues are limited as there are no substantial tax receipts expected until January 2022. Total expenditures are at 90.9% of YTD budget due to increased hiring (salaries and benefits) and Library Materials expenditures (books and periodicals and reference/electronic resources).

Ms. Wolfe noted that a public hearing is to be held at the September meeting regarding the FY22 Tax Rate. The Board of Trustees will also set the Library's FY22 tax rate at their September meeting.

Director’s Report: In addition to the written report, Jason highlighted the following items:

- Jason reported that as of Thursday, August 5, Library staff will be required to wear masks when working with the public or in common areas while in close contact with coworkers. The Library continues to monitor the COVID-19 situation closely.
- A design has been finalized for the Library to You Mobile Library graphics that is vibrant and inviting and will work well when the vehicle’s doors, canopy, and AV cover are open. The design extends the Library’s existing branding and establishes “Library to You” as an umbrella program covering all the ways the Library meets customers where they are. The design was created by the Library’s Marketing Team and graphic designer.
- The Library is working with its telephone service provider to identify unused data lines in order to reduce telecommunications expenditures.
- Lori Beth Crawford reported that the Friends of the Library Book Fair was held August 5-7. Gross revenues were \$92,000 and net revenues were around \$67,000, just slightly below 2019 figures. More than 3,000 volunteer hours are needed to host the book fair weekend, in addition to the 35-45 volunteers who sort books and prepare for the event year-round. She thanked all the volunteers who spend their time supporting the Friends of the Library.
- The Library recently partnered with the St. Charles County Department of Public Health to host several COVID-19 micro vaccination clinics with several more in the planning stages.
- At their July Board Meeting, the Library Foundation held a check presentation ceremony celebrating their \$314,000 grant to the Library, fully funding the Library to You Mobile Library.
- Save the Dates for the 2021 Imagine Gala and Auction, which will be held on Saturday, October 16 at Ameristar Casino, were sent to past Gala attendees. This year’s theme is “Once Upon a Time”.
- Jason reported that Laurie St. Laurent, Deputy Director and Chief Customer eXperience Officer, has announced her retirement effective October 9, 2021.

Monthly Statistical Report: Jason reviewed the FY22 July 2021 statistical report. A revised format for the statistical report was presented at the Board’s June 2021 meeting. The new report features simplified graphics that show overall customer use (visits, circulation, remote database logins and online learning, technology use, and classes, events and outreach attendance) by month and year-to-date. The report also includes a year-to-date comparison of visits per hour of operation at each branch and the percentage of households in St. Charles County that have a card used within the past year.

July FY22 YTD statistics:

	<u>July 2021</u>	<u>FY22 YTD – July</u>
Circulation (Physical & eMedia)	539,377	539,377
Remote Database Logins and Online Learning	1,965	1,965
Technology Use (Computers & Wifi)	12,079	12,079
Classes, Events, and Outreach Attendance	3,278	3,278

Percentage of St. Charles County Households that have a card used within the last year: 36%*

*based on 2021 Q2 OrangeBoy Data (American Community Survey estimate of 150,668 households)

Correspondence:

- Letter from the City of Wentzville, Missouri, regarding a proposed industrial development project for Lear Corporation was distributed to the Trustees.

CONSENT AGENDA:

- Minutes from the July 13, 2021, Quarterly Work Session
- Minutes from the July 13, 2021, Regular Meeting
- Two (2) New Ford Cargo Transit Vans to be awarded to low bid (Schicker Ford) in the amount of \$85,208.00. Amount included in FY22 budget: \$90,000.

MOTION: Gail Zumwalt moved to approve the consent agenda as presented. TJ Rains second. Motion approved six affirmative, zero negative, zero abstentions and two absent.

FORMAL AGENDA:

OLD BUSINESS

None

NEW BUSINESS

22-03 Resolution in Honor of Gail Zumwalt: The following resolution, in honor of Trustee Gail Zumwalt, was read by the Recording Secretary. Ms. Zumwalt tenured her resignation from the Board of Trustees effective Wednesday, August 11, 2021.

Whereas, Gail Zumwalt has distinguished herself through her service to the St. Charles City-County Library District as an appointee from the City of St. Charles to the Library Board of Trustees from 2013 to 2021; and

Whereas, Gail Zumwalt, during her tenure as a Trustee, held the office of Treasurer of the Board from 2013 to 2014; and

Whereas, Gail Zumwalt, during her tenure as a Trustee, held the office of Vice-President of the Board from 2015 to 2016; and

Whereas, Gail Zumwalt, during her tenure as a Trustee, held the office of President of the Board from 2017 to 2018; and

Whereas, Gail Zumwalt was instrumental in the recruiting process for a new Library Director in 2017; and

Whereas, Gail Zumwalt supported the Library Foundation through personal commitment; and

Whereas, Gail Zumwalt participated in the review and approval of two Library Strategic plans, a Facilities Master Plan, and the purchase of the 10 Cliff View Drive property in Wentzville, Missouri; and

Whereas, Gail Zumwalt was committed to the advancement of the Library District and the services provided to its customers; and

Whereas, Gail Zumwalt served as an advocate for the Library District, especially within St. Charles City Government; and

Whereas, Gail Zumwalt's thoughtful approach to major decisions impacting library service helped to ensure wise action on the part of the Library Board; now therefore, be it resolved

The Board of Trustees of the St. Charles City-County Library District hereby recognizes and conveys its gratitude to Gail Zumwalt for her excellent service as a member of the Library Board of Trustees, for her dedicated service to the St. Charles City-County Library District and all the taxpayers of St. Charles County and wishes her the best in future endeavors.

Resolved and passed, this 10th day of August, 2021, in St. Charles County Missouri.

Signed on behalf of the St. Charles City-County Library District Board of Trustees.

Nevada Smith, President

St. Charles City-County Library Board of Trustees

Attest:

Robin Lunatto, Recording Secretary

MOTION: TJ Rains moved to approve the Resolution in Honor of Gail Zumwalt. Renee Tillman second. Motion approved six affirmative, zero negative, zero abstentions and two absent.

22-04 Reaffirmation of Policy g009 – Code of Ethics, Public Disclosure: The Library, as a political subdivision, is required to follow state statute 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 Policy a048, By-laws of Board of Trustees, states that the board will “adopt and annually review a conflict of interest policy, as Library policy g009”. This review generally takes place in August. Policy g009 was provided to the Trustees for review with no recommended changes.

MOTION: Gail Zumwalt moved to reaffirm Policy g009 – Code of Ethics, Public Disclosure. Renee Tillman second. Motion approved six affirmative, zero negative, zero abstentions and two absent.

22-05 Notice of Potential Revision to Policy a048, Bylaws of Board of Trustees: Jason Kuhl provided notice of a potential revision to Policy a048, Bylaws of Board of Trustees. The proposed revision would define the composition of the Board of Trustees’ Finance and Audit Committee as the elected Vice-President, Secretary, and Treasurer of the Board.

Article VII, Section 7.1 of the By-Laws states: “There shall be a standing Finance and Audit Committee. The elected Treasurer of the Board shall serve as Committee Chair.” Traditionally, the size and composition of the remainder of the committee has varied each year including operating as a committee-of-the-whole last year.

For the sake of clarity and to standardize our practices, Jason proposed defining the composition of the committee in the By-Laws as the elected Vice-President, Secretary and Treasurer of the Board. He explained that it makes sense for the Board’s officers to serve in this role, and by not including the President, it ensures the committee has a measure of independence from that office and, more practically, maintains an odd number of committee members.

No action is requested at this meeting. Voting on amendments and revisions to Policy a048 requires a notice period of at least twenty (20) days, so it will be brought to your September meeting for a vote.

22-06 Election of Officers at September Meeting: Jason Kuhl reminded the Trustees that per Policy a048, Bylaws of Board of Trustees, the Board will nominate and elect a President, Vice-President, Secretary, and Treasurer at their September meeting. Terms are for one (1) year and begin on October 1st. No action is requested at this meeting.

22-07 Policies for Rescindment: c060, Copier and Printer Charges; c176, Incident Report; and e392, Paraprofessional Training – Class Instruction: Laurie St. Laurent explained that, as part of the Library’s ongoing policy review, staff have identified the following three outdated policies and recommend they be rescinded:

c060 -- Copier and Printer Charges (June 1995)

In addition to being outdated, this policy is also incomplete since it makes no mention of the cost of color copies. By having this policy in place, it means that the fees for copies and printouts cannot be changed without a new policy being put before and approved by the Board.

c176 -- Incident Report (February 1984)

This brief policy is procedural in nature and instructs staff to follow procedures.

e392 -- Paraprofessional Training - Class Instruction (December 2010)

This policy is very specific and is unusual since it is the only policy to address training a certain set of employees. Current training is no longer handled in this manner and it is not necessary to have a policy stating how to train

one class of employee. Training employees will continue to be something that cannot be set into policy, as opportunities and expectations change to reflect what our customers need.

MOTION: Gail Zumwalt moved to rescind Policy c060 – Copier and Printer Charges; Policy c176 – Incident Report; and Policy e392 – Paraprofessional Training – Class Instruction. TJ Rains second. Motion approved six affirmative, zero negative, zero abstentions and two absent.

MOTION: At 7:41 pm, Staci Alvarez requested a motion to adjourn the meeting. TJ Rains moved to adjourn the meeting. Gail Zumwalt second. Motion approved six affirmative, zero negative, zero abstentions and two absent.

The meeting ended at 7:42 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

<u>Justin Collier</u>	<u>September 14, 2021</u>
Secretary Board of Trustees	Date