

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
December 10, 2019**

The St. Charles City-County Library District Board of Trustees met on Tuesday, December 10, 2019, at 7:00 p.m. in Room 112 of the Spencer Road Branch located at 427 Spencer Road in St. Peters, Missouri.

Board Members present:

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

Board members absent:

- Mary Reese

Library Staff present:

- Tiffany Barke, Chief Talent Officer
- Gary Brinker, IT Manager
- Lori Beth Crawford, Chief Communications and Engagement Officer
- Aaron Eller, Regional Branch Manager, Middendorf-Kredell
- Alison Griffith, Branch Manager, McClay
- Jason Kuhl, Director & Chief Executive Officer
- Erica Land, Director of Development
- Craig Lefteroff, Assistant Branch Manager, Kathryn Linnemann
- Robin Lunatto, Executive Administrative Assistant & Recording Secretary
- 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
- Diana Tucker, Branch Manager, Kisker Road
- Ryan Tullock, School Services Coordinator
- Melissa Whatley, Assistant Branch Manager, Middendorf-Kredell
- Julie Wolfe, Chief Financial Officer

Others present:

- Arnie “AC” Dienoff – citizen
- Megan Wunderlich – West Alton resident

Board of Trustees President Joann Leykam called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. Seven members of the Board listed above as present responded to roll call. Ms. Leykam opened the floor for public comment. Mr. Arnie “AC” Dienoff addressed the Trustees on the topics of district audit, closed meetings of the Board, Library Building Needs Report, Deer Run Library, and Portage Des Sioux. Ms. Megan Wunderlich addressed the Trustees on the topic of reinstating services to West Alton and Portage Des Sioux.

Reports and Correspondence

Financial Report:

Julie Wolfe, CFO, reviewed the summary and detailed financial reports for November 2019. Ms. Wolfe reported that the library’s revenues and expenses are on track five months into the fiscal year. The bulk of annual

property tax revenues will be received in January 2020. Project planning and design continues for the Administration building's former leased space and the Kathryn Linnemann Teen Space. The new Cliff View Branch in Wentzville is progressing into Phase 2 of the design/build process. Credit card terminals are on order for implementation at branch cash registers. A Request for Bid has been issued for a new District vehicle, a Chevrolet Suburban.

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:

- Two new staff members were introduced: Craig Lefterhoff – Assistant Manager, Kathryn Linnemann Branch, and Kristen Cento, Circulation Supervisor, McClay Branch.
- Joann Leykam asked Jason to update everyone on the status of service to the Portage Des Sioux area. Jason reported the following:
 - Staff visited Orchard Farm Elementary to evaluate space for a public library presence at the school. The Library submitted a proposal to the Orchard Farm School District for review.
 - When Jason last spoke with the Mayor Richter of West Alton he was told there was no space currently available for a library partnership in the town. Jason will follow up with Mayor Richter to get a status update. Jason gave the mayor information about our reciprocal agreement with St. Louis County Library. West Alton is physically located closer to St. Louis County Library's Jamestown Bluffs Branch than the Portage Des Sioux Branch.
 - Wifi hotspots were recently received and began circulating on Monday, December 9th.
 - The library is providing home delivery of items to customers in the Portage and West Alton area. There have been some challenges with mailboxes and the post office being closed. Alternate arrangements will be made with anyone who requests library services.
 - The library will get the word out about hotspots and home delivery using direct mail and social media.
- The lease with the Town of Augusta for the library building was renewed for an additional ten-year term, subject to annual budget appropriation.
- Jason thanked the IT staff for their work over the past year to upgrade the audio-visual equipment in the Community Commons meeting rooms. Many positive comments have been received from customers and Community Council staff.
- Ribbon cutting ceremonies were held for the new interactive early literacy spaces at the Kisker Road and Middendorf-Kredell branches in November. St. Charles County Community News featured the interactive early literacy spaces in their December 4, 2019, issue.

Monthly Statistical Report: Circulation for November 2019 was 518,299, which includes physical checkouts, eMedia checkouts, renewals and auto-renewals. Total FY20 year-to-date circulation through November (2,837,964) increased 13.39% over the same period in FY19 (2,502,823). Year-to-date eMedia usage through November (365,324) increased 9.46% from FY 19 (333,738). eMedia accounted for 13.03% of November's total circulation. There were 1,561 new library cards issued in November, 180 of which were online registrations. There were 655 programs offered in November (Children – 293; Teen – 71; Adult – 291) which were attended by 11,288 people (Children – 6,782; Teen – 962; Adult – 3,544). Self-checkouts for October totaled 108,218.

Correspondence: None.

CONSENT AGENDA:

- Minutes from November 12, 2019, Regular Meeting
- Minutes from November 19, 2019, Special Meeting

MOTION: Nevada Smith moved to approve the consent agenda as presented. Staci Alvarez second. Motion approved seven affirmative, zero negative, zero abstentions and one absent.

FORMAL AGENDA:

OLD BUSINESS

None.

NEW BUSINESS

20-17 Fiscal Year 2019 Audit Acceptance: Nevada Smith, Board of Trustees Treasurer and Finance & Audit Committee Chair, reported that the Finance & Audit committee met with a representative from Schowalter & Jabouri, P.C., on Tuesday, December 10th, 2019, at 6:00 p.m. to review the results of the Library's Fiscal Year 2019 audit. Mr. Smith reported that the overall audit was positive with no significant deficiencies identified by the auditor and that the Library is fiscally sound and in conformance with GASB (Governmental Accounting Standards Board) standards. Mr. Smith noted that the Finance and Audit committee does not at this time, due to the structure of the Library, endorse making the auditors recommended changes relative to segregating the duties of the Super User for the financial system. The Finance & Audit Committee, however, does recommend a quarterly review of the financial system audit log by the Library Director and Deputy Director. Treasurer Nevada Smith, on behalf of the Finance & Audit Committee, recommended that the Board of Trustees accept the FY 19 Audit, with the addition of a quarterly review of the audit log.

MOTION: Staci Alvarez moved that the Board of Trustees accept the Fiscal Year 2019 Audit report as presented with the addition of a quarterly review of the financial system audit log by the Director and Deputy Director. Georganne MacNab second. Motion approved seven affirmative, zero negative, zero abstentions and one absent.

20-18 Adoption of St. Charles City-County Library Facilities Master Plan: A final draft of the Facilities Master Plan report, dated November 25, 2019, was presented to the Trustees for formal adoption. The plan was fully reviewed at the November 12, 2019, meeting. Jason Kuhl noted that adoption of the plan by the board constitutes acceptance of its overall vision and direction for improving the Library's facilities to meet community needs and strategic goals, but it does not imply approval of any of the specific projects outlined in the plan. The next step will be to prepare a financial strategy for implementing the plan. Jason would like to form a Board committee after the first of the year to strategize implementation of the plan. Joann Leykam noted that the Facilities Master Plan is a planning document, a "work in progress", which may be affected in the future by other factors.

MOTION: Georganne MacNab moved to adopt the St. Charles City-County Library Facilities Master Plan final report dated November 25, 2019, as presented. Gail Zumwalt second. Motion seven affirmative, zero negative, zero abstentions and one absent.

20-19 Cliff View Branch – Capital Project Budget Adjustment: The new Cliff View library branch project was not included in the approved FY20 capital projects budget, so a first phase budget adjustment was approved in September 2019 to allocate general reserves in the amount of \$1,400,000 for the purchase of the property and associated costs. On November 19th, the Board accepted a schematic design and budget estimate for the branch.

The library requested budget adjustment for Phase II costs that include construction, furniture, fixtures, equipment, technology, testing, moving and professional fees. The estimate for second phase costs is \$1,445,000.

MOTION: Nevada Smith moved to approve an FY20 capital project budget adjustment in the amount of \$1,445,000 for second phase expenses associated with the Cliff View branch. Myra Crook second. Motion approved seven affirmative, zero negative, zero abstentions and one absent.

20-20 Professional Services for Cliff View Branch Construction Project: Earlier this year, the Board approved engaging Product Architecture + Design for architectural/engineering services and Landmark Contract Management for construction management services for the Cliff View branch. Both engagements were through the schematic design and preconstruction phase which culminated with approval of a preliminary design scheme and project budget at the November 19 meeting. With preconstruction services complete, the Library proposed extending the engagement with both firms through completion of the project. The Library requested authorization to engage Product Architecture + Design for phase II architectural and engineering services, through the completion of the Cliff View branch project, for an amount not to exceed \$96,872 and authorization to engage Landmark Contract Management for Phase II construction management services, through the completion of the Cliff View branch project, for a fee of \$41,550.

MOTION: Myra Crook moved to authorize the library to engage Product Architecture + Design for Phase II architectural/engineering services for the Cliff View branch for an amount not to exceed \$96,872. Gail Zumwalt second. Motion approved seven affirmative, zero negative, zero abstentions and one absent.

MOTION: Myra Crook moved to authorize the library to engage Landmark Contract Management for Phase II construction management services for the Cliff View branch for a fee of \$41,550. Gail Zumwalt second. Motion approved seven affirmative, zero negative, zero abstentions and one absent.

20-21 2020 Missouri Minimum Wage: In 2018, Missouri voters passed Proposition B, which raises the minimum wage \$.85 per hour each year until it reaches \$12.00 per hour in 2023. On January 1, 2020, the minimum wage will become \$9.45 per hour. Under the new rate, 32 of the Library's 52 Library Pages (62%) will be earning below the minimum wage. To adjust for the increase to the minimum wage, the library proposed eliminating Grades 1 and 2 of the salary matrix. Currently there are no job classifications or employees in Grades 2, 3, or 4. Library Pages, the only classification in Grade 1, would be reclassified to Grade 3. Each individual employee would be placed at the Step within Grade 3 that reflects the hourly rate closest to (but not less than) their current rate. The overall financial impact of this move is \$24,767 for calendar year 2020 (\$12,384 occurring during the current fiscal year). This approach was suggested because moving 32 employees up as many as 3 steps within a grade would create significant compression issues where the pay gap between long-tenured employees and more recently hired ones would be too narrow. Also, evidence suggests that our rate of pay for Library Pages is too low when compared to other libraries and to other jobs locally that require similar qualifications and skills, which is impacting the candidate pool for this position. Future minimum wage increases will be addressed in the FY21 budget.

MOTION: Nevada Smith moved to approve revisions to policy e032 reclassifying the Library Page position from Grade 1 to Grade 3; to approve revisions to policy e512 removing Grades 1 and 2 from the salary matrix; and to approve an adjustment to the FY20 budget reflecting an increase of \$12,384 to the personnel budget. Myra Crook second. Motion approved seven affirmative, zero negative, zero abstentions and one absent.

MOTION: At 8:00 p.m., Board President Joann Leykam requested a motion to go into a Closed Meeting. Nevada Smith made a motion to go into Closed Meeting pursuant to RSMo 610.021(1), (2), and (13) seconded by Staci Alvarez. Board President Leykam requested the following roll call vote to go into the Closed Meeting: Staci Alvarez

– yes; Myra Crook – yes; Joann Leykam – yes; Georganne MacNab – yes; Nevada Smith – yes; Justin Collier – yes; Gail Zumwalt – yes.

There were no votes taken during the Closed Meeting.

MOTION: At 8:29 p.m., Nevada Smith made a motion to go back into open session. Gail Zumwalt second. Motion approved seven affirmative, zero negative, zero abstentions and one absent.

MOTION: At 8:30 p.m., Gail Zumwalt moved to adjourn the meeting. Nevada Smith second. Motion approved seven affirmative, zero negative, zero abstentions and one absent.

The meeting ended at 8:30 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Staci Alvarez _____ January 14, 2020
Secretary Board of Trustees Date