

**St. Charles City-County Library District  
Board of Trustees Meeting Minutes  
December 14, 2021**

The Board of Trustees held their regular monthly meeting in person on Tuesday, December 14, 2021, at 7:00 pm at the Spencer Road Branch in Room 112. The meeting agenda was posted on the Library's website and all library locations on Friday, December 10, 2021.

Board Members present:

- Staci Alvarez
- Justin Collier
- Joann Leykam – by teleconference
- Georganne MacNab – by teleconference
- TJ Rains – by teleconference
- Josiah Schmidt
- Melissa Setser
- Nevada Smith
- Renee Tillman – by teleconference

Board members absent:

- None

Library Staff present:

- Karen Knox, Director of Technology Services
- Jason Kuhl, Director & Chief Executive Officer
- Robin Lunatto, Executive Administrative Assistant & Recording Secretary
- Maggie Melson, Director of Adult & Youth Services
- Sara Nielsen, Director of Branch Services
- Carol Schrey, Director of Collection Services
- Julie Wolfe, Chief Financial Officer

Others present:

- Arnie C. "AC" Dienoff - citizen

Board of Trustees President Nevada Smith called the meeting to order at 7:00 pm with the Pledge of Allegiance. Nine members of the Board, listed above as present, responded to roll call. Mr. Smith opened the floor for public comment. Citizen Arnie C. "AC" Dienoff addressed the Board of Trustees on the topics of broadcasting meetings, Chapter 100 bonding, construction, IT Services, and audit on website.

**Reports and Correspondence**

**Financial Report:** Ms. Wolfe reviewed the FY22 November 2021 financial report. Fiscal year revenues are still minimal as tax receipts are expected mid-January 2022. Salaries and benefits are at 91% of year-to-date budget reflecting active recruiting. Materials expenditures are on target. Technology & Telecommunications expenses are expected to increase after the library enters into an agreement for IT managed services. Passport processing services have resumed and in-branch programming will resume in January 2022. Invoices for several capital projects are lagging behind due to supply chain issues.

**Director's Report:** The monthly Director's report details progress on the Library's strategic plan initiatives. In addition to the written report, Jason highlighted the following items:

- Josiah Schmidt was welcomed to the Board of Trustees. Josiah was recently appointed to the Board by the Mayor of the City of Saint Charles.
- Jason introduced several Library staff members to the Trustees.

- Jason distributed the Library's recruiting brochure for the Chief Administrative Officer position to the Trustees. Applications will be accepted through the end of 2021. The Chief Administrative Officer will replace Laurie St. Laurent, Deputy Director & Chief Customer eXperience Officer, who retired in October 2021.
- This month's Consent Agenda contains a "policy revision notification". Library staff will use this form to notify Trustees of minor revisions to policies, such as title changes, spelling errors, or references to other policies. Significant policy revisions will continue to be presented for the Trustees consideration using the formal meeting agenda.
- The Library's Facilities Master Plan was conducted in 2019. The Library will issue an RFQ for architecture services for a number of items on January 3, 2022. Projects included in the RFQ are master planning services for Corporate Parkway, McClay, Deer Run, and Kisker Road, architectural and engineering services for the Corporate Parkway project, architectural and engineering services for the signage/way finding plan project, and as-needed architectural and engineering services for future projects at McClay, Deer Run and Kisker Road branches. These projects will be completed over the next several budget years. Responses are due on February 2, 2022.
- Four vaccine clinics for children were hosted by the St. Charles County Department of Public Health at the Middendorf-Kredell and Spencer Road branches during the past month. A group of protestors and/or counter-protestors have been at each event, but neither group interfered with the event and both were generally compliant with all requests and respectful of the rights of everyone involved. Jason thanked staff from the Library and the Department of Public Health as well as officers from the O'Fallon and St. Peters Police Departments who ensured the events went smoothly.
- The Library is launching Gale Excel High School, a program where adults can earn their high school diploma. The Missouri State Library has partnered with Gale, part of the Cengage Group, to offer adult residents in Missouri the opportunity to earn a high school diploma through participating libraries in the state. The St. Charles City-County Library will begin with three students in the program. Students will be chosen after completing initial testing online through the program's host, Gale, and will move on to the interview process if successful. The Library Foundation will subsidize each student's participation in the program as well as providing necessary technology.
- The Library has reintroduced passport processing services as well as notary services. These services are offered by dedicated Passport and Notary staff by-appointment at four locations (Kathryn Linnemann, Spencer Road, Middendorf-Kredell, and Corporate Parkway). Jason thanked the Library 25 Team for figuring out a sustainable way of offering these services.
- Holds hoppers will soon be installed at three additional locations (Deer Run, Middendorf-Kredell, and McClay).
- The Library is very close to finalizing negotiations with Summit Bodyworks for completion of the bookmobile. Provided Summit's suppliers can meet deadlines the bookmobile will be delivered at the end of January 2022. It is likely, however, that there will be more delays. The bookmobile is in production and the contract price has not changed.
- The Kathryn Linnemann Branch has seen a large increase in the number of teens in the branch after school each day. A few situations have escalated and the Library will now have security staff on site to ensure that customers of all ages can continue to enjoy the space.
- Jason discussed the proposed elimination of personal property tax in the State of Missouri. At the end of last year's session, a test/pilot plan was proposed for only St. Charles County. Now we understand that what is being proposed is a phase-out of personal property tax for the entire State. The Hancock Amendment, an amendment to the Missouri Constitution in 1980, stated that increased revenues received from personal property could not exceed the increase in CPI (consumer price index) for any given

year. The Library has rolled its tax rate back for the past two years because property assessments have increased more than the allowed threshold. The Hancock Amendment ensures that revenues only grow at the rate of inflation.

Jason added that personal property revenues currently account for 16% of the Library’s total annual revenues. The Library is a special taxing district that has no other means to raise additional revenue and would be hard-hit by this legislation. Representatives from a group of local governments (municipalities, school districts, fire districts, etc.) have been meeting weekly, focusing mostly on developing strategies to educate citizens about the ramifications of the legislation and engaging with elected officials. The group’s message is that we are not for or against the elimination of personal property tax, but we need assurance that the revenue can be replaced.

**Monthly Statistical Report:**

Jason had no comments about the November 2021 Statistical Report.

	<u>November 2021</u>	<u>FY22 YTD –November</u>
Library Visits	80,740	429,139
Circulation (Physical & eMedia)	455,954	2,450,275
Remote Database Logins and Online Learning	3,500	10,726
Technology Use (Computers & Wifi)	12,862	62,508
Classes, Events, and Outreach Attendance	3,027	17,058

Percentage of St. Charles County Households that have a card used within the last year: 34%\*

\*based on 2021 Q3 OrangeBoy Data (American Community Survey estimate of 150,668 households)

**Correspondence:** The following correspondence was distributed to the Trustees:

- Letter from the City of O’Fallon, Missouri, dated November 22, 2021, re: Proposed Industrial Development Project (Phoenix / Anjon Building Materials, Inc.)
- Letter from the City of O’Fallon, Missouri, dated November 23, 2021, re: Proposed Industrial Development Project (MEMC LLC)

**CONSENT AGENDA:**

- . Minutes from November 9, 2021, Meeting
- . Replacement computers for Library Staff (24 Microcomputers, 13 Monitors, 14 stands) - \$21,419.75
- . Policy Revision – c184, Code of Conduct

Nevada Smith asked for a motion to remove items from the consent agenda. Hearing no requests, he asked for a motion to approve the consent agenda.

**MOTION:** Renee Tillman moved to approve the consent agenda as presented. Joann Leykam second. Motion approved nine affirmative, zero negative, zero abstentions and zero absent.

**FORMAL AGENDA:**

**OLD BUSINESS**

- None

**NEW BUSINESS**

**22-16 Award of Contract for IT Managed Services:** Jason reminded the Trustees that the Library conducted a comprehensive information technology assessment in late 2020. One of the recommendations identified during the assessment was to evaluate managed IT services. Karen Knox, Director of Technology Services, explained that the Library has an immediate need for assistance with networking and server management responsibilities. In order to best meet those needs, an RFP was drafted to contract with a consulting company who has technical

expertise in these areas. The RFP asked for assistance with managing our network devices and our servers for a monthly cost (keeping them secure, patched, updated, etc.) as well as additional needs on an hourly basis for making changes and improvements with our network and server hardware and software. The RFP was issued on October 8<sup>th</sup>, 2021. Questions received by potential vendors were collected, answered, and posted on the Library’s website by October 25<sup>th</sup>. Proposals were due on November 12, 2021, by 4:00 pm. Five (5) proposals were received by the due date (WheelHouse Solutions, GaddellNet, ConvergeOne, RSM, and REJIS Commission). The IT Team reviewed the proposals based on the evaluation criteria outlined in the RFP – cost (25%); related project and industry experience (10%); references for such projects (10%); approach, methodology, and expertise of the key personnel identified for the contract (30%); and accessibility of the key personnel to support the internal IT staff (25%).

<b>Evaluation criteria</b>	<b>WheelHouse Solutions</b>	<b>GaddellNet</b>	<b>ConvergeOne</b>	<b>RSM</b>	<b>REJIS Commission</b>
Cost 25%	25	5	10	10	25
Related experience 10%	5	5	10	10	5
References 10%	10	10	5	10	5
Approach, methodology and expertise 30%	30	15	20	20	15
Accessibility to staff 25%	25	20	10	25	20
<b>Total 100%</b>	<b>95</b>	<b>55</b>	<b>55</b>	<b>75</b>	<b>70</b>

The top two proposers (WheelHouse Solutions and RSM) were invited to a virtual interview on November 23. Follow-up questions were sent to WheelHouse. After receiving answers, three references were called and all feedback was very positive. Staff recommended entering into a contract with WheelHouse Solutions. Karen added that WheelHouse Solutions is new to us and our library therefore onboarding would take time. WheelHouse would not charge for discovery and onboarding (up to 30 hours) and their costs are more reasonable for our library’s budget (\$644 per month for managed services based on the devices included in the RFP). WheelHouse proposed \$95/hour for any assistance with servers and network equipment, with an upcharge to \$112/hour for after-hours urgent support. If we used them approximately 15 hours per week that could total \$6,344 per month. The budget for this work is \$80,000 for FY22, which calculates to roughly \$6,667 per month.

Karen anticipates starting this work in January 2022 so six months of the work would apply to the FY22 budget. Trustees asked questions about the contract term (initially a month-to-month contract); guarantee of hourly rates (a contract will be negotiated); where the company is located (St. Louis, Missouri); the evaluation criteria process; the methodology and considerations that brought WheelHouse to the top of consideration (consult, design, implement and support and help us learn to go forward and also a cybersecurity framework to identify, protect, detect, respond, and recover from threats); and being proactive versus reactive. Nevada Smith requested a motion to authorize award of the contract.

**MOTION:** Melissa Setser moved to authorize award of the IT Managed Services Contract to WheelHouse Solutions. Georganne MacNab second. Motion approved nine affirmative, zero negative, zero abstentions and zero absent.

**22-17 Fiscal Year 2021 Audit Acceptance:** Jason reported that the Finance & Audit Committee met with Lindsey Ruhr, Lead Auditor from Botz, Deal, & Company, P.C., to review the Library’s preliminary FY21 Audit on

Wednesday, December 8<sup>th</sup>, 2021. The current Finance & Audit Committee members are Justin Collier, Treasurer; Staci Alvarez, Vice President; and TJ Rains, Secretary. Mr. Collier explained that the auditor was very pleased with the audit and overall there were no issues. Staci Alvarez added that the auditor reported that the Trustees can have confidence in the monthly financial reports. TJ Rains said it was a clean audit and well done. The auditor felt that the financial system super user issue, reported in past years as a material deficiency, is no longer that level of concern. Current mitigating controls are in place and the new Chief Administrative Officer will have review access for journal entries in the financial system. Nevada Smith requested a motion to accept the Fiscal Year 2021 audit.

**MOTION:** Joann Leykam moved to accept the Fiscal Year 2021 Audit as presented. Renee Tillman second. Motion approved nine affirmative, zero negative, zero abstentions and zero absent.

**22-18 Closed Meeting per RSMo 610.021 (13) Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment...:** Nevada Smith requested a motion to suspend the Regular Agenda.

**MOTION:** At 7:48 pm, Justin Collier moved to suspend the regular agenda. Georganne MacNab second. Motion approved nine affirmative, zero negative, zero abstentions and zero absent.

Nevada Smith requested a motion to go into Closed Meeting.

**MOTION:** At 7:48 pm, Justin Collier moved to go into Closed Meeting pursuant to RSMo 610.021 (13) *Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment...* Renee Tillman second. Board President Smith then requested a roll call vote to begin the Closed Meeting. The Recording Secretary conducted the roll call vote. Staci Alvarez – yes; Renee Tillman – yes; Joann Leykam – yes; Georganne MacNab – yes; Nevada Smith – yes; Melissa Setser – yes; Justin Collier – yes; TJ Rains – yes, Josiah Schmidt – yes.

There were no votes taken during the Closed Meeting.

Nevada Smith requested a motion to end the closed session and return to the open meeting.

**MOTION:** At 8:05 pm, Joann Leykam moved to end the closed session and return to the open meeting. Renee Tillman second. Motion approved nine affirmative, zero negative, zero abstentions and zero absent.

Nevada Smith requested a motion to adjourn the meeting.

**MOTION:** At 8:05 pm, Justin Collier moved to adjourn the meeting. Josiah Schmidt second. Motion approved nine affirmative, zero negative, zero abstentions and zero absent.

The meeting ended at 8:06 pm.

Respectfully submitted,

Robin L. Lunatto  
Recording Secretary

Approved:

TJ Rains  
Secretary Board of Trustees

January 11, 2022  
Date