

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
February 12, 2019**

The St. Charles City-County Library District Board of Trustees met on Tuesday, February 12, 2019, at the Spencer Road Branch located at 427 Spencer Road in St. Peters, Missouri. A motion to convene the Open Session was made by Justin Collier at 6:03 p.m., second by Mary Reese. The roll call vote was: Staci Alvarez – yes; Justin Collier – yes; Myra Crook – yes; Georganne MacNab (by telephone) – yes; Mary Reese – yes; and Gail Zumwalt – yes. Motion passed six affirmative, zero negative, zero abstentions and three absent.

A motion to Close Meeting 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 therefor”* and RSMo 610.021(13) *“Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment...”* was made by Myra Crook at 6:05 p.m., second by Georganne MacNab. The roll call vote was: Staci Alvarez – yes; Justin Collier – yes; Myra Crook – yes; Georganne MacNab (by telephone) – yes; Mary Reese – yes; and Gail Zumwalt – yes. Motion passed six affirmative, zero negative, zero abstentions and three absent.

Discussion of Sale of Real Estate pursuant to RSMo 610.021 (2) and Individually Identifiable Performance Ratings pursuant to RSMo 610.021 (13).

Joann Leykam arrived at 6:12 p.m.

A motion to adjourn the Closed Session was made by Joann Leykam at 6:52 p.m., second by Myra Crook. The roll call vote was: Staci Alvarez – yes; Justin Collier – yes; Myra Crook – yes; Georganne MacNab (by telephone) – yes; Mary Reese – yes; and Gail Zumwalt – yes; Joann Leykam - yes. Motion passed seven affirmative, zero negative, zero abstentions and two absent.

Board Members present:

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

Board members absent:

- Julie Bartch
- Nevada Smith

Library Staff present:

- Jan Bardon, Marketing & Communications Manager
- Pat Batzel, 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
- Cindy Miller, Branch Manager, Deer Run
- Madison Morris, Branch Manager, Corporate Parkway
- 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 regular meeting to order at 7:02 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: agenda items and participation in good government practices.

Reports and Correspondence

Financial Report: Julie Wolfe reported that the Library received the bulk of its tax revenue in January. Year to date revenues are on budget. Salaries and benefits expenditures are below budget due to open positions. Expenditures in the area of technology and telecommunications and capital outlay are lagging due to deferred projects. Current capital projects are renovation of the Winghaven Express Branch end unit and reconfiguration of the employee workspace at Corporate Parkway. A recent facilities review of Kathryn Linnemann has prioritized the addition of a teen space over re-lamping the branch.

Director’s Report: Jason Kuhl noted the following items on the Director’s Report:

- A presentation by a Facilities Master Planning firm is expected at the March, 12, 2019 meeting.
- We are working to publicize the 2019-2023 Strategic Plan at meetings with staff and stakeholders throughout the community.
- Pat Batzel, Chief Talent Officer, has announced her retirement. Pat will stay on part-time until a successor is in place. Gail Zumwalt, on behalf of the entire Board of Trustees, extended her appreciation to Pat for her dedication to the Library.

ILS Update: Carol reported that the Library was able to keep its original timeline and went live with the new ILS, MyLibrary Catalog (known internally as Polaris), on January 30th. We have received great feedback from customers. They are enjoying the features we thought they would enjoy such as text notifications for holds, saved searches, one click holds and Overdrive integration.

Marketing Update: Jan reported there has been positive reaction on social media from customers about the MyLibrary Catalog. We continue to grow our presence on Twitter thanks to successful retweets of author events. We are also tagging local schools and community groups when promoting classes and events, and customers often tweet about their experiences at the Library.

Monthly Statistical Report: The statistics for January 2019 showed a YTD increase in eMedia usage of 6.72% (474,250 in FY 19 vs. 444,388 in FY 18). FY 19 year to date program attendance increased 7.23% and the number of programs offered increased 6.53%. Total Circulation for the month of January was 416,053, which includes physical checkouts, eMedia checkouts and renewals. Self-checkouts accounted for 49.76% of total circulation in January. PC usage statistics for January 2019 were unavailable due to the ILS transition.

Correspondence: Two correspondence items were included in the February 2019 Board Packet:

- Letter to the O’Fallon City Council dated January 21, 2019, regarding proposed industrial development project located at 521 and 601 Pearl Drive – Cosmos Corporation from Gail Zumwalt, President of the St. Charles City-County Library Board of Trustees
- Letter from Mayor Bill Hennessy of the City of O’Fallon, Missouri, dated January 29, 2019.

CONSENT AGENDA:

- Minutes from the January 8, 2019, Quarterly Work Session
- Minutes from the January 8, 2019, Regular Meeting

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

FORMAL AGENDA:

OLD BUSINESS

None.

NEW BUSINESS

19-29 Approval of New Purchasing Policies: The need for current, updated purchasing policies has been discussed at previous meetings. The Library has worked with its attorney to streamline the various purchasing policies into two – one for professional services and one for all other purchases. The new policies are consistent with those of other libraries and governmental units. Procedural details have been moved to an internal procedures document. A draft of the procedures document, which will not require board approval, was distributed at the meeting. The Trustees were asked to rescind the following purchasing policies:

- g012 Construction – Change Orders
- g020 Facilities – Construction and Renovation
- g060 Professional Services
- g060.5 Professional Services – Architectural, Engineering, Land Surveying and Construction Management
- g064 Purchases
- g066 Purchases – Conflict of Interest
- g067 Purchases – Cooperative Programs

The Trustees were asked to approve two new policies – g050 Purchasing Policy and g050.1 Purchasing Policy – Professional Services to replace the rescinded policies.

A lengthy discussion was held regarding the specifics of the new policies. Significant changes were suggested.

MOTION: Joann Leykam moved to table Agenda Item 19-29, Approval of New Purchasing Policies, in order for the proposed policies to be updated with the changes suggested during the discussion. Mary Reese second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

19-30 – Approval of Updated Job Description and Grade Reclassification for 032.251, Chief Talent Officer: Our Chief Talent Officer, Pat Batzel, recently announced her retirement. When there is a vacancy the position is reevaluated in terms of current and anticipated needs. The 2019-2023 strategic plan calls for significant changes to the way the Library delivers service to the community. In addition, we will likely be making significant changes to job descriptions, looking critically at our compensation and performance management structure, and recruiting and developing staff differently. To be successful, the emphasis of the CTO position will need to shift toward organizational development, navigating and leading complex organizational change, and setting and executing a talent recruitment and development strategy. The proposed job description has been revised significantly to reflect this strategic focus. The position has also been moved from salary grade 25 (\$71,209.30 - \$101,527.43) to salary grade 26 (\$75,481.86 - \$107,619.08) because oversight of staff training has been added to the scope of the position since originally classified. The Trustees were asked to approve the revision to the CTO job description and to approve the move from salary grade 25 to salary grade 26.

MOTION: Mary Reese moved to approve the revision of Chief Talent Officer job description, 032.251, as presented and to move the position from salary grade 25 to salary grade 26 within Policy e032, Job Classifications. Myra Crook second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

19-31: Information Technology Staffing: A current vacancy in the IT Department prompted a reevaluation of the position. Staff recommend filling the vacant IT Technician position with an IT Specialist because of current and anticipated demand for IT support. The Trustees were asked to approve a FY 19 personnel budget adjustment of \$5,400.00 for additional salary and benefits to fill the vacant IT Technician (032.122) position with an IT Specialist (032.184).

MOTION: Joann Leykam moved to approve filling the vacant IT Technician (salary grade 12) position with an IT Specialist (salary grade 18) as presented and to approve a FY 19 budget adjustment of \$5,400.00 for additional salary and benefits for the position. Mary Reese second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

19-32: Rescind Policy e362, Licensing and Support Compensation – ILS Database Administrator: Policy e362 was established in 2008 to authorize a per pay period stipend to the ILS Database Administrator for developing and maintaining the LISTEN 2000 Integrated Library System (ILS). The Library went live with the vendor supported Polaris ILS on January 30, 2019, and the Library Programmer/Analyst no longer supports development of the LISTEN ILS locally or for any other former public library customers. The circumstances prompting the stipend payment are no longer applicable and the staff member is aware of the change.

MOTION: Joann Leykam moved to rescind policy e362, Licensing and Support Compensation – ILS Database Administrator, as presented. Justin Collier second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

19-33: Authorization to Enter Into Reciprocal Lending Agreement with Scenic Regional Library: The Library asked the Trustees for authorization to pursue a reciprocal lending agreement with the Scenic Regional Library, which covers Franklin, Gasconade, and Warren counties. Reciprocal lending is made possible through intergovernmental agreements with neighboring library districts that allow residents of both districts to obtain and use a library card at the other. Although there can be some restrictions on high demand items or services, reciprocal borrowers otherwise receive the same service as residents. We currently maintain reciprocal agreements with St. Louis Public Library, St. Louis County Library (serving most of St. Louis County) and the Municipal Library Consortium (serving the remainder of St. Louis County through the Brentwood, Richmond Heights, University City, Ferguson, Rock Hill, Kirkwood, Valley Park, Maplewood, and Webster Groves public libraries).

In order to be mutually beneficial, reciprocal agreements should be between libraries of similar size and funding levels. POLICY c281.8—RECIPROCITY states:

“The St. Charles City-County Library District shall grant reciprocal library services to residents served by other libraries provided that:

The Library with which the District enters into a reciprocal agreement shall have either,

- *A tax rate that is at least 75% of the District’s tax rate or,*
- *Total per-capita support that is at least 75% of the District’s total per-capita support”*

At some point in the past, we severed a reciprocal agreement with Scenic Regional Library because their funding fell well short of the required level. However, in 2014, residents of the Scenic Regional district voted to increase their tax rate to 20.08 cents, roughly double their previous rate and just lower than ours, and it is now well over the threshold outlined in the policy. In addition, a Scenic Regional branch in Wright City was opened in 2018, putting a facility in close proximity to residents living in the western part of St. Charles County. Given these changes, we believe the time is right to reenter into an agreement with the same terms as those we currently have in place with the library districts to our east.

MOTION: Staci Alvarez moved to authorize the St. Charles City-County Library to pursue a reciprocal lending agreement with the Scenic Regional Library. Myra Crook second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

19-34: Discussion – Reimbursement rate for TIFs, tax abatements and special allocation financing: The Trustees held a discussion regarding future requests to be exempted from tax abatements. Vice-President Joann Leykam reported that Missouri Senate Bill 870, passed in 2018, now allows Ambulance Districts, Fire Protection Districts, and counties that operate 911 centers (in addition to school districts and community college districts) to opt out of tax increment financing. The Library, along with other libraries in Missouri, would need to lobby to be added to the provision.

MOTION: Agenda Item 19-34 – Reimbursement rate for TIFs, tax abatements and special allocation financing, was a discussion and no vote was necessary.

MOTION: At 8:21 p.m. Myra Crook moved to adjourn the meeting. Mary Reese second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

The meeting ended at 8:22 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Georganne MacNab
Secretary Board of Trustees

March 12, 2019
Date