

**St. Charles City-County Library District  
Board of Trustees Meeting Minutes  
January 8, 2019**

The St. Charles City-County Library District Board of Trustees met on Tuesday, January 8, 2019, at the Spencer Road Branch located at 427 Spencer Road in St. Peters, Missouri.

**Board Members present:**

- Staci Alvarez
- Julie Bartch
- Justin Collier
- Joann Leykam
- Mary Reese
- Nevada Smith – by telephone
- Gail Zumwalt

**Board members absent:**

- Myra Crook
- Georganne MacNab

**Library Staff present:**

- Jan Bardon, Marketing & Communications Manager
- Pat Batzel, Chief Talent Officer
- Gary Brinker, Information Technology Manager
- Zach Campbell, Library Technology Coordinator
- Aaron Eller, Regional Branch Manager, Middendorf-Kredell
- Alison Griffith, Branch Manager, McClay
- Asia Gross, Regional Branch Manager, Kathryn Linnemann
- Jennifer Jung, Regional Branch Manager, Spencer Road
- Jason Kuhl, Director & Chief Executive Officer
- Erica Land, Director of Development
- 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
- 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 meeting to order at 7:04 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: employee planning, increased staffing requests, opposition to O’Fallon industrial revenue giveaways and request for board action.

**Reports and Correspondence**

**Financial Report:** Julie Wolfe reported that the Library is operating on budget through the end of December 2018. The bulk of the Library’s tax revenues will be received in mid-January. Passport revenues are exceeding plan by 17% year-to-date. The library’s total expenditures are near 50% of budget. Capital projects currently in progress are Winghaven renovation, facilities planning consulting services, Kathryn Linnemann branch proposed master plan and reconfiguration of Corporate Parkway employee workspace. The Finance department is working on cash procedures relative to the Polaris ILS implementation, purchasing cards and interviewing for a Purchasing & Building Projects Manager.

**Director's Report:** Jason Kuhl noted the following items on the Director's Report:

- The Library is set to go live with the Polaris Integrated Library System (ILS) on January 30<sup>th</sup>. Jason recognized the ILS Implementation Team members and the ILS training team members for their dedication to completing this project.

**Marketing Update:** Jan reported that the Library's social media continues to grow. We now have over 1,000 followers on Instagram, a platform that more teens use, which is a seventy-five percent increase since last year. Over 12,000 people looked at the Library's post about baking pans and over 900 clicked-through to the online catalog to look at the collection. A new Kaleidoscope for January/February is now available for customers. The Library will offer free replacement library cards with the option to keep an existing barcode number with the "New Year, New Card" promotion. Marketing has been working closely with the ILS Team and the Collection Development group to implement MyLibrary Catalog, a key component of the Polaris ILS implementation.

**Public Services Update:** Maggie Melson reported that the Library will be offering a new class at Regional and General Purpose branches for Kindergarten readiness called "Lessons from Mister Rodgers". The classes will focus on a wide variety of topics such as kindness, being a friend, and differences. Maggie thanked Youth Services Librarian Johnathan Shoff, from the Spencer Road Branch, for contacting the Fred Rodgers Company to obtain permissions and helping to build the curriculum. Starting this month all of our "Grow Your Reader" classes will no longer require registration. Kristen Sherry reported that the expanded Library to You program has delivered 261 programs to 3,050 attendees since May 2018.

**Monthly Statistical Report:** The statistics for December 2018 showed an increase in eMedia usage of 6.51% (399,427 in FY 19 vs. 375,020 in FY 18). FY 19 year to date program attendance increased 3.23% and the number of programs offered increased 5.34%. Total Circulation for the month of December was 431,652, which includes physical checkouts, eMedia checkouts and renewals. Self-checkouts accounted for 49.66% of total circulation in December.

**Correspondence:** Letter from the City of O'Fallon, Missouri, dated January 3, 2019, regarding tax incentives for Point West Properties, LLC, and Cosmos Corporation proposed industrial development project.

**MOTION:** Joann Leykam moved that the Board agree that it is acceptable for the Finance & Audit Committee to approve a draft letter to the City of O'Fallon, Missouri. The letter will explain why the Trustees don't believe it is appropriate to use library revenues in support of the proposed Cosmos Corporation industrial development project. Julie Bartch second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

**CONSENT AGENDA:**

- Minutes from the December 11, 2018, Meeting

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

**FORMAL AGENDA:**

**OLD BUSINESS**

None.

**NEW BUSINESS**

**19-25 Approval of 2019-2023 Strategic Plan:** The Trustees were asked to approve the Library's 2019-2023 Strategic Plan, which was reviewed and discussed at the January 8, 2019, work session. Gail Zumwalt asked if

anyone had any comments, questions or concerns regarding the plan. None were received. Strategic Plan updates will be provided to the Trustees each month.

**MOTION:** Julie Bartch moved approve the 2019-2023 Strategic Plan as presented. Mary Reese second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

**19-26 – Approval of Revision to Policy B048 – Mission Statement and Goals:** The Trustees were asked to approve a revision to Policy B048 – Mission Statement and Goals. The new 2019-2023 Strategic Plan includes new mission, vision and values statements. Since the board has approved the strategic plan, Policy B048 needs to reflect the new mission, vision and values statements. The policy will be renamed “Mission, Vision and Values”.

**MOTION:** Julie Bartch moved to rescind Policy B048 – Mission Statement and Goals and replace with Policy B048 – Mission, Vision and Values as presented. Mary Reese second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

**19-27: Development Office Staffing:** The Development Office is comprised of three full-time positions: Director of Development, Development Specialist and Development Associate. Jason told the Trustees that the Development Specialist and Development Associate positions have both experienced job turn over in the last six months. The Development Specialist position was reclassified in June of 2018 from salary grade 16 to 14. The Development Associate position is currently vacant and Erica Land, Director of Development, has recommended reclassifying the Development Associate position to Development Specialist. Distributing professional level duties between two Development Specialists will create more continuity in the department. A re-evaluation of the level of responsibility moves the position from salary grade 11 to 14. The Trustees were asked to remove the Development Associate position, #032.113, from the compensation plan and to approve an FY 19 budget adjustment of \$3,990.00 to fill the vacant position with a Development Specialist, salary grade 14.

**MOTION:** Julie Bartch moved to approve the removal of the Development Associate, position #032.113, from the compensation plan. Mary Reese second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

**MOTION:** Justin Collier moved to approve an FY 19 budget adjustment in the amount of \$3,990.00, to fill the vacant position with a Development Specialist, salary grade 14, as presented. Julie Bartch second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

**19-28: Maintenance Technician Full-Time Position:** The Library currently has four part time Maintenance Technicians that perform a variety of duties related to repairs, maintenance, cleaning and event set-up. Tauquincy Neal, Facilities Manager, has requested that one of the Maintenance Technician positions be shifted to full time to take on a greater delivery schedule, assist with maintenance projects, do room set-ups for programs and events and spend one day per week (or more as needed) supervising the warehouse. The position would be a pay grade 8 with a salary range of \$12.71 to \$18.13 per hour. The estimated additional cost for the full time position’s salary and benefits in FY 19 would be approximately \$6,400.

**MOTION:** Joann Leykam moved to make one of the four existing part time Maintenance Technician positions full time (1.0 FTE) and adjust the Fiscal Year 2019 budget \$6,400 for the additional salary and benefits. Julie Bartch second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

**MOTION:** At 7:42 p.m. Justin Collier moved to adjourn the meeting. Joann Leykam second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

The meeting ended at 7:43 p.m.

Respectfully submitted,

Robin L. Lunatto  
Recording Secretary

Approved:

Georganne MacNab  
Secretary Board of Trustees

February 12, 2019  
Date