

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

The St. Charles City-County Library District Board of Trustees met on Tuesday, March 12, 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
- Georganne MacNab
- Mary Reese
- Gail Zumwalt

Board members absent:

- Myra Crook
- 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
- Jason Kuhl, Director & Chief Executive Officer
- Cindy Miller, Branch Manager, Deer Run
- Maggie Melson, Director of Youth Services
- Madison Morris, Branch Manager, Corporate Parkway
- Sara Nielsen, Director of Adult Services
- Laurie St. Laurent, Deputy Director & Chief Customer Experience Officer
- Kristen Sherry, Outreach Services Manager
- Diana Tucker, Branch Manager, Kisker Road
- Julie Wolfe, Chief Financial Officer
- Melissa Whatley, Assistant Branch Manager, Middendorf-Kredell

Others present:

- Arnie "AC" Dienoff – citizen
- Jill Eyres, Senior Associate, Group 4 Architecture, Research + Planning, Inc. – via GoToMeeting
- Jon Schneider - citizen

Board of Trustees President Gail Zumwalt called the regular meeting to order at 7:02 p.m. with the Pledge of Allegiance. Six 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: purchasing/procurement; facility plan, and trustee remarks. Georganne MacNab arrived at 7:09 p.m.

Jill Eyres, Senior Associate Planner, Group 4 Architecture, Research + Planning, Inc., presented her firm's Facilities Master Plan proposal to the Trustees. One of Group 4's areas of specialty is library facilities master planning for large urban/suburban library systems. Group 4 realizes there is no one type of facility that fits every community. They will create a vision of the best library we can afford to build and operate.

The Facilities Master Plan is comprised of three phases – Analysis, Strategies and Recommendations. During the Analysis Phase of the project, Group 4 will review library-provided data and information such as strategic plans, statistics, existing facility condition documentation, demographic and population projections, and city and county planning information. Group 4 will also tour library facilities and assess current sites and buildings from the perspective of service and operations. The goal is match the library’s facilities plan with the strategic plan.

During the Strategies phase of the project Group 4 will prepare space planning targets, facility improvement options, the capital cost model and implementation framework. Group 4 will use community engagement data gathered throughout the course of the recent strategic planning process. They will answer questions such as: How much space is appropriate? Do we have capacity to support library services? Do we need more space and where does it go? Can we leverage what we already have by expanding or rebuilding? The capital cost model, which includes all of the costs for a new building (engineering, construction, technology, furnishings, etc.) will also be prepared during the Strategies phase.

The Recommendation phase will conclude with a clear description of the project that will support the strategic plan – number of facilities, ideal locations, and recommendations for sustainability and flexibility while taking the library’s technology and mobile services into account.

Group 4 will preview their final recommendations in person to the Trustees at a Board meeting later in 2019.

### **Reports and Correspondence**

**Financial Report:** Julie Wolfe reported that we are on target for revenues and expenditures through the end of February 2019. We are moving into budgeting season. We are behind in materials expenditures due to the implementation of Polaris. Finance will be implementing a point of sale software that integrates with the Polaris system for customer accounts receivable/payment reconciliation. Winghaven Express Branch end unit renovations for adult and youth programming is targeted for completion by April 2019. Reconfiguration of the employee workspace at the Corporate Parkway branch is in progress and on schedule for completion in March. A master plan for the Kathryn Linnemann Branch has been reviewed and a new teen space will be considered in FY19.

**Director’s Report:** Jason Kuhl noted the following items in addition to the Director’s Report:

- Jason introduced Melissa Whatley, the newly appointed assistant manager at the Middendorf-Kredell Branch.
- Jason and Laurie St. Laurent have begun meeting with staff at various branches to present the new strategic plan.
- The Library Foundation has been very supportive of their role in the new strategic plan. We broke into small groups at the recent Foundation Board meeting to focus on the four goals applicable to their organization. We have been meeting with Foundation president Danielle Tormala to talk about how we can draw the Foundation into the implementation of the strategic plan.
- Scenic Regional Library approved our reciprocity agreement at their February 26<sup>th</sup> meeting. Reciprocity will begin April 1<sup>st</sup>.
- We have started interviewing candidates for the Chief Talent Officer position.
- The Library’s attorney will attend the April Work Session to talk about meeting procedures, minutes, etc.

**Marketing Update:** Jan Bardon, Marketing and Communications Manager, reported that followers on our social media platforms continue to increase. Marketing has been working with Adult and Youth Services preparing for the summer reading program and with the Library Foundation on the Gala.

National Library Week is April 7 – 13. This year's theme is Libraries = Strong Communities. The Library will also celebrate its volunteers that week with a volunteer appreciation dinner and banners in the branches.

**Monthly Statistical Report:** The statistics for February 2019 showed a YTD increase in eMedia usage of 6.18% (542,100 in FY 19 vs. 510,541 in FY 18). FY 19 year to date program attendance increased 8.06% and the number of programs offered increased 6.32%. Total Circulation for the month of February was 419,965, which includes physical checkouts, eMedia checkouts and renewals. There were 110,259 self-checkouts in February. Note that the implementation of the new ILS has changed how some of our statistics are collected and some comparisons are currently not available.

**Correspondence:** None.

**CONSENT AGENDA:**

- Minutes from the February 12, 2019, Closed Session
- Minutes from the February 12, 2019, Regular Meeting

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

**FORMAL AGENDA:**

**OLD BUSINESS**

**19-29 Approval of New Purchasing Policies:** Library staff presented two new purchasing policies to the Trustees at the February 12 meeting. The two new policies, g050 - Purchasing Policy and g050.1 Purchasing Policy – Professional Services were intended to replace the following 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 tabled the agenda item at the February 12 meeting and asked that suggested revisions be made and reviewed by the Library's legal counsel.

Library staff incorporated the revisions and sent to legal counsel for review. At the March 12 meeting the Trustees were asked to approve the revised policies (g050 – Purchasing Policy and g055 – Purchasing Policy – Professional Services) and to rescind the policies that they replace (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; and g067 Purchases – Cooperative Programs). Jason reviewed the changes made to each proposed policy.

**MOTION:** Joann Leykam moved to rescind the policies set forth in Agenda Item 19-29, Approval of New 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; and g067 Purchases – Cooperative Programs) and to approve the new policies g050 – Purchasing Policy and g055 – Purchasing Policy Professional Services. Justin Collier second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

**NEW BUSINESS**

**19-35 – Authorization to accept proposal and engage vendor for Facilities Master Planning Services:** The Trustees were asked to authorize Library staff to accept the proposal and engage Group 4 Architecture, Research + Planning, Inc., for Facilities Master Planning services. Jason noted that the Library is recommending Group 4 based on references received from other libraries and their capacity to do the work. Staff reached out to the Urban Libraries Council members and of the eleven responses received, seven recommended Group 4. The St. Charles City-County Library would be a mid-sized system for Group 4. We contacted several other libraries that had worked with Group 4 (who were not listed as references) and they all said they would work with Group 4 again.

Group 4 has three trips planned for the project and all reimbursable expenses are included in the cost. A separate financial capacity analysis would need to be conducted by a municipal advisory firm. The total not to exceed (NTE) amount of the Facilities Master Plan project is \$125,700, with \$50,000 having been budgeted for in FY 19. The remaining \$75,700 would be budgeted for in the FY 20. Joann Leykam recommended contracting separately for the financial capacity analysis. The Trustees requested to see the Group 4 contract after legal review.

**MOTION:** Julie Bartch moved to authorize the Library to accept the proposal and engage Group 4 Architecture, Research + Planning, Inc., for facilities master planning services in a not to exceed amount \$125,700. Mary Reese second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

**19-36: FY 20 Tax Rate Projection:** Julie Wolfe requested that the Trustees project the FY 20 Tax Rate for the St. Charles City-County Library. The Library will use the projected tax rate to conservatively budget for Fiscal Year 2020. Preliminary real and personal property assessments, prepared by the St. Charles County assessor, were issued by the St. Charles County Registrar and included in the packet. Julie noted that this year (2019) is a re-assessment year. Three tax assessment worksheets were presented for comparison purposes. These include FY 19 revenue calculations and estimated tax increases for FY 20 using the current and projected rollback tax rates. Julie recommended that the Trustees authorize a projected tax rate of .2000 for FY 20, and explained that the rollback is due to Hancock Amendment limits on increases in tax revenues. The Board will set the actual FY 20 tax rate at their September 2019 meeting.

**MOTION:** Joann Leykam moved to set the Library's projected FY 20 tax rate at .2000. Julie Bartch second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

**MOTION:** At 8:09 p.m. Julie Bartch moved to adjourn the meeting. Mary Reese second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

The meeting ended at 8:10 p.m.

Respectfully submitted,

Robin L. Lunatto  
Recording Secretary

Approved:

Georganne MacNab  
Secretary Board of Trustees

April 9, 2019  
Date