

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
November 10, 2015**

The St. Charles City-County Library District Board of Trustees met on Tuesday, 10 November 2015, at the General Administration Offices located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Drew Bryson
- Justin Collier
- Myra Crook
- Lisa DeClue
- Joann Leykam
- Mary Reese

Board members absent:

- Georganne MacNab
- Sandy Polley
- Gail Zumwalt

Library Staff present:

- Jim Brown, Director
- Margaret Conroy, Assistant Director
- Pat Batzel, Human Resources Manager
- Tim DeGhelder, Branch Manager, Deer Run Branch
- Jennifer Jung, Branch Manager, Corporate Parkway Branch
- Ann King, Branch Manager, Kathryn Linnemann and North County Branches
- Erica Land, Development Manager
- Maggie Melson, Youth Services Manager
- Sara Nielsen, Adult Services Manager
- Joshlyn Racherbaumer, Marketing Manager
- Martha Radginski, Branch Manager, Middendorf-Kredell, Boone's Trail and Winghaven Branches
- Carol Schrey, Collection Services Manager
- Laurie St. Laurent, Branch Manager, Spencer Road, South County and Discovery Village Branches
- Diana Tucker, Branch Manager, Kisker Road Branch
- Julie Wolfe, Chief Financial Officer

President Mary Reese called the meeting to order at 7:03 p.m. with the Pledge of Allegiance. Five members of the Board listed above as present responded to roll call. Mary Reese opened the floor for public comments. No requests for time were received. Joann Leykam arrived at 7:05 pm.

Reports and Correspondence

Financial Report: Financial reports for October 2015 were included in the packet. Cash balance, comparison of estimated and actual revenue, and FY16 expenditures compared to budget through October 31 were reported.

Director's Report: In addition to a summary of the agenda items for the evening, the Director's Report included information on the following:

- The District released an RFP for an analysis of employee compensation and benefits. This study will assist us in understanding the District's market competitiveness. Proposals are due Wednesday, 18 November 2015. More information will be provided at the December meeting.
- Pulitzer Prize winning author Jon Meacham will be discussing his new book "Destiny and Power: The American Odyssey of George Herbert Walker Bush" on Thursday, 3 December 2015, at the Spencer Road Branch.
- The final round of interviews for the Lead Cataloger position have been completed. A job offer will be extended next week.

- Revised job descriptions for Development Assistant (formerly Extension Services Assistant/Driver), Development Specialist – Friends of the Library and Development Specialist – Library Foundation were included in the packet.

Marketing Report: Joshlyn Racherbaumer, Marketing Manager, provided an analysis of Marketing’s Social Media and E-Blast outcomes through October 2015. The report took a new approach this month, watching trends vs. month to month. Some highlights were:

- Twitter gained 54 new followers in October.
- The October eblast was sent to 128,251 unique email addresses, with an open rate of 34%.
- The www.youranswerplace.org website has had 417,004 unique users so far in calendar year 2015, with 4,140,751 sessions.

Development Report: Erica Land, Development Manager, reported that Art Uncorked has exceeded set goals for the event in the area of ticket sales, artists and vendors. The event will be featured on Channel 2 news the morning of 14 November. Erica announced the 2016 Gala theme – Harry Potter! Bill and Tanya Hillmer will co-chair the event.

Monthly Statistical Report: Report of October circulation, gate count, and computer usage and comparison with previous fiscal year was included in the packet.

Correspondence: none.

CONSENT AGENDA

Minutes from 13 October 2015 Work Session and 13 October 2015 Meeting

MOTION: Lisa DeClue moved to accept the consent agenda. Drew Bryson seconded. Motion approved six affirmative, zero negative, zero abstentions and three absent.

FORMAL AGENDA

OLD BUSINESS:

None.

NEW BUSINESS:

16-19 Policy E032 Job Classifications – Electronic Resources Librarian: Jim Brown requested the Trustees approval to add the Electronic Resources Librarian position (E032.653) to Policy E032 Job Classifications. The Electronic Resources Librarian position is the final position to be recruited for as a result of the District’s Administration reorganization. The position was approved as part of the FY 16 Budget.

MOTION: Joann Leykam moved to accept the job description E032.653 Electronic Resources Librarian as presented. Lisa DeClue seconded. Motion approved six affirmative, zero negative, zero abstentions and three absent.

16-20 Revision to Policy E096 – Employee Insurance: The policy was updated to remove reference to part time employee participation in flexible spending accounts and more clearly indicates how employee benefits are handled when an individual’s employment with the District ends.

MOTION: Lisa DeClue moved to accept the revision to Policy E096 – Employee Insurance as presented. Justin Collier seconded. Motion approved five affirmative, zero negative, one abstention and three absent.

16-21 Proposed Monthly Statistical Report Content: A discussion was held at the 13 October 2015 meeting regarding the content and format of the statistical reports included in the monthly Board packet. A draft document with a summary of monthly statistics was presented to the Trustees. The new report would collapse branch level statistics into a system wide report. The Trustees asked that the detailed, branch level statistics be maintained by the District for future reference. They also asked that the new summary reports include data trends and a summary of factors that affect change in those trends. Trustees may send their comments or suggestions to Jim Brown or Margaret Conroy by email.

Agenda Item 16-21 was a discussion and no vote was necessary.

Lisa DeClue moved to adjourn the meeting. Justin Collier seconded. Motion approved six affirmative, zero negative, zero abstentions and three absent.

The meeting was adjourned at 8:06 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Secretary Board of Trustees 12/8/15
Date