

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

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

Board Members present:

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

Board members absent:

- Julie Barch
- Mary Reese

Library Staff present:

- Jan Bardon, Marketing & Communications Manager
- Tiffany Barke, Chief Talent Officer
- Gary Brinker, IT Manager
- Aaron Eller, Regional Branch Manager, Middendorf-Kredell
- Alison Griffith, Branch Manager, McClay
- Asia Gross, Regional Branch Manager, Kathryn Linnemann
- Earl Haug, Assistant Branch Manager, Spencer Road
- Jennifer Jung, Regional Branch Manager, Spencer Road
- Jason Kuhl, Director & Chief Executive Officer
- 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, Manager, Outreach Services
- Diana Tucker, Manager, Kisker Road
- Melissa Whatley, Assistant Branch Manager, Middendorf-Kredell
- Julie Wolfe, Chief Financial Officer

Others present:

- None

Board of Trustees President Joann Leykam called the 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. Leykam opened the floor for public comments. No requests for time were received.

Reports and Correspondence

Financial Report:

Julie Wolfe, CFO, reviewed the summary and detailed financial reports for September FY 20. Ms. Wolfe reported that the library's revenues and expenditures are on target three months into the fiscal year. The Facilities Master Plan is nearing completion and will guide the library on future capital investment. Project planning and design is happening for Administration's former leased space, the Kathryn Linnemann Teen Space and the new Cliff View branch in Wentzville. Innovative early literacy areas at the Middendorf-Kredell and Kisker Road branches are active and incredibly popular.

Director's Report: The monthly Director's report details progress on each of the Library's Strategic Plan initiatives. In addition to the items included in the written report, Jason verbally reported the following:

- Open houses for the early literacy spaces at the Kisker Road and Middendorf-Kredell branches have been postponed until November.
- A special board meeting will be held on Tuesday, November 19, to review the schematics for the Cliff View branch.
- Staff will be meeting with Bond Architects on October 9th to review options for the KL Teen Space.
- The Second Annual How-To Festival, held on Saturday, September 21st at the Spencer Road Branch, was an amazing success with 1,668 attendees. Library staff and experts from the community hosted 59 sessions and 6 booths covering a variety of interests throughout the day.
- The Missouri State Library was impressed with how we leverage Summer Reading grant funding. They reached out to staff and asked them to present a webinar titled "Using Grant Funds to Start a Summer Intern Program" on October 1 to librarians across the state.
- Jason announced that Lori Beth Crawford has been hired to fill the Chief Communications & Engagement Officer position. She will start her new role on October 31st.
- Job descriptions for Development Specialist, Director of Development, and Marketing and Communications Manager have been updated. The Marketing and Communications Manager is now the liaison to the Friends of the Library.

Monthly Statistical Report: Circulation for the September 2019 was 545,018, which includes physical checkouts, eMedia checkouts, renewals and auto-renewals. Total FY20 year-to-date circulation through September (1,761,983) increased 13.01% over the same period in FY19 (1,559,165). Year-to-date eMedia usage through September (221,155) increased 9.31% from FY 19 (202,316). eMedia accounted for 13.10% of September's total circulation. There were 1,882 new library cards issued in September, 219 of which were online registrations. There were 607 programs offered in September (Children – 249, Teen – 64, Adult – 294) which were attended by 12,679 people (Children – 7,365, Teen – 1,196, Adult – 4,118). Self-checkouts for September totaled 116,051.

Correspondence: The following documents were distributed to the Trustees prior to the meeting:

- Customer emails dated September 20, 2019, and October 4, 2019, regarding Portage des Sioux Branch.

CONSENT AGENDA:

- Minutes from September 10, 2019, Meeting

MOTION: Nevada Smith moved to approve the consent agenda as presented. Myra Crook second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

FORMAL AGENDA:

OLD BUSINESS

None.

NEW BUSINESS

20-13: Resolution No. 20-02 Recognizing and Supporting All Regional Police Departments, Sheriff Departments, And Other First Responder Agencies Resolution No. 20-02 was presented to the Trustees for their consideration. The St. Charles County Council recently passed a similar resolution in support of ethical and professional policing,

and called upon all St. Charles County governmental entities to do the same. Jason noted a number of the cities and school districts in St. Charles County have already passed similar resolutions.

MOTION: Gail Zumwalt moved to adopt Resolution No. 20-02 in support of all regional police departments, sheriff departments, and other first responder agencies. Justin Collier second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

20-14: Resolution 20-03 Determining the Intent of the Library to Reimburse Itself for Capital Expenditures

Resolution 20-03, Determining the Intent of the Library to Reimburse Itself for Capital Expenditures, was presented to the Trustees for their consideration. The resolution would give the District the option of reimbursing itself for prior capital expenditures if passed within 60 days after the disbursement of funds. By issuing this resolution, the District would be able to reimburse the cost of the acquisition of the Cliff View land and building, along with related capital expenditures for the project, out of bond proceeds if a decision is made in the future to issue bonds for the acquisition, construction, and renovation of library facilities. Julie Wofe explained that it was the recommendation of the Bond Council to bring forth the reimbursement resolution. Issuing this resolution does not obligate the District to do a bond issue or to reimburse itself, and it should not be construed as an indication that such a decision has been made.

MOTION: Gail Zumwalt moved to adopt Resolution 20-03 determining the intent of the Library to reimburse itself for capital expenditures. Nevada Smith second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

MOTION: At 7:21 p.m., Nevada Smith moved to adjourn the meeting. Gail Zumwalt second. Motion approved seven affirmative, zero negative, zero abstentions, and two absent.

The meeting ended at 7:22 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Staci Alvarez
Secretary Board of Trustees

November 12, 2019
Date