

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
September 8, 2015**

The St. Charles City-County Library District Board of Trustees met on Tuesday, 8 September 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
- Georganne MacNab
- Sandy Polley
- Mary Reese
- Gail Zumwalt

Board members absent:

- Joann Leykam

Library Staff present:

- Jim Brown, Director
- Margaret Conroy, Assistant Director
- Pat Batzel, Human Resources Manager
- Tim DeGhelder, Branch Manager, Deer Run Branch
- Asia Gross, Branch Manager, McClay 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
- Tauquincy Neal, Facilities Manager
- Sara Nielsen, Adult Services Manager
- Frank Noto, Information Technology Manager
- Joshlyn Racherbaumer, Marketing Manager
- Martha Radginski, Branch Manager, Middendorf-Kredell, Boone's Trail and Winhaven Branches
- 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

Others present:

- Bettie Yahn-Kramer, Director, St. Charles County Parks Department

President Mary Reese called the meeting to order at 7:05 p.m. with the Pledge of Allegiance. Eight 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.

Mary Reese asked for a motion to suspend the regular agenda in order to hold a Public Hearing to receive public comments regarding the setting of the FY 2016 tax rate for the Library District.

MOTION: Gail Zumwalt moved that the regular agenda be suspended for the purpose of holding a Public Hearing to receive public comments on the setting of the FY2016 Tax Rate. Lisa DeClue seconded. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

Mary Reese asked for a motion to open the Public Hearing to set the FY16 Tax Rate.

MOTION: Georganne MacNab moved to open the Public Hearing to set the FY16 Tax Rate. Gail Zumwalt seconded. Motion approved by a roll call vote: Drew Bryson-yes, Myra Crook-yes, Georganne MacNab-yes, Sandy Polley-yes, Justin Collier-yes, Lisa DeClue-yes, Mary Reese-yes, Gail Zumwalt-yes.

Mary Reese opened the floor to public comments for questions with regard to setting the tax rate for the FY16 Fiscal Year. No comments or questions were received.

Mary Reese asked for a motion to close the Public Hearing.

MOTION: Gail Zumwalt moved to close the Public Hearing. Lisa DeClue seconded. Motion approved by a roll call vote: Drew Bryson-yes, Myra Crook-yes, Georganne MacNab-yes, Sandy Polley-yes, Justin Collier-yes, Lisa DeClue-yes, Mary Reese-yes, Gail Zumwalt-yes.

Mary Reese asked for a motion to resume the regular agenda.

MOTION: Lisa DeClue moved to resume the regular agenda. Sandy Polley seconded. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

Jim Brown introduced Bettie Yahn-Kramer, Director of the St. Charles County-Parks Department. Ms. Kramer presented plans for a new park to be located near the Kisker Road Branch. The St. Charles County Parks Department, which has been in existence since 1997, has been looking for land to develop near the more heavily travelled areas of St. Charles County. The Sammelmann Farm was purchased in 2014 and a survey was sent to every household within a 5-mile radius of the property. Over 3,000 responses were received. Top amenities requested were trails, picnic areas, playgrounds, fishing and natural areas. The Parks Department has completed their RFQ process. Once a design firm is selected it will take about 8 months for the design to be completed. Construction will begin in late 2016 and will take about one year to complete.

Reports and Correspondence

The following reports were included in the Board packet:

Financial Report: Financial reports for August 2015 were included in the packet. Cash balance, comparison of estimated and actual revenue, and fy16 expenditures compared to budget through August 31st were reported. Julie Wolfe indicated that the bulk of the District's tax revenues will be received in January 2016. In expenditures, heavy up-front payments for electronic resource licenses occurred early in the Fiscal Year.

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

- Jim Brown extended his appreciation to the Trustees who were able to attend the District's Library Leadership meeting which was held on Friday, 28 August 2015. This meeting allows the Trustees, Library Foundation Board Members and Officers of the Friends of the Library to meet with District leadership.
- Recruitment Update – Jim Brown introduced Tauquincy Neal to the meeting attendees. Tauquincy joined the District as Facilities Manager on August 25th and is already working on several projects. Carol Schrey will assume her responsibilities as the District's Collection Services Manager on September 9th.
- The District will be celebrating its 25th anniversary as a Federal Depository Library during the month of September. The Middendorf-Kredell Branch will be celebrating this milestone on Thursday, 17 September, between 2 and 5 pm with refreshments and tours of the Government Documents collection.

Marketing Report: Joshlyn Racherbaumer, Marketing Manager, provided an analysis of Marketing's Social Media and EBlast outcomes for July and August 2015.

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

Special Statistics Report: Fiscal Year End Customer Usage Statistics – FY 2015. This report provides a variety of usage data for our cardholders. In FY2015, the District had 81,550 Total Active Cardholders who checked out physical materials (through LISTEN), a decrease of 3.31% from FY2014. There are an additional 15,696 cardholders who checked out e-Media or used PC Time & Printed but did not check out physical materials. This is an increase of 16.14% from 2014.

Correspondence: none.

CONSENT AGENDA

Minutes from 11 August 2015 Regular Meeting and Closed Session.

MOTION: Gail Zumwalt moved to accept the consent agenda. Sandy Polley seconded. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

FORMAL AGENDA

OLD BUSINESS:

None.

NEW BUSINESS:

16-11 Setting FY 2016 Tax Rate: The current tax rate for the St. Charles City-County Library District is \$0.2270. Factoring in the inflation rate, the increased value of property assessments as supplied by the Board of Equalization (excluding new construction), and the figures that we have received from the State, we recommend that the Board set the FY 2016 Tax Rate for the St. Charles City-County Library District at \$0.2200. This is the maximum allowable tax rate based on the assessed value of the County and Missouri State Law.

MOTION: Lisa DeClue moved to set the FY 2016 tax rate for the St. Charles City-County Library District to \$0.2200 which is the maximum authorized rate certified by the Missouri State Auditor. Motion approved by a roll call vote: Drew Bryson-yes, Myra Crook-yes, Georganne MacNab-yes, Sandy Polley-yes, Justin Collier-yes, Lisa DeClue-yes, Mary Reese-yes, Gail Zumwalt-yes.

16-12 LAGERS Meeting: The annual Missouri Local Government Employees Retirement System (LAGERS) meeting will be held in St. Louis on Thursday, October 29th and Friday, October 30th, 2015. The annual meeting provides an opportunity to attend educational workshops and forums, as well as participate in the election of LAGERS Board of Trustees members. Each LAGERS employer is allowed to designate two voting delegates (one member delegate and one employer delegate). The employer delegate should be an individual appointed by the organization's governing body. Jim Brown asked the Trustees to choose one of their fellow Trustees as the employer delegate or to authorize a staff member to serve as the employer delegate. The board elected to authorize a staff member to serve as the employer delegate.

MOTION: Agenda Item 16-12 LAGERS Meeting was informational and no vote was necessary.

16-13 Revised Organizational Chart – Policy E368: The District's Organizational Chart, shown on the www.youranswerplace.org website as Policy E368, was revised to show new positions and recent changes to the reporting structure within the District. Policy E368 was last updated in 2010. Jim Brown requested that the Trustees approve the revised Organizational Chart in order to update the website.

MOTION: Gail Zumwalt made a motion to approve Policy E368 as revised. Georganne MacNab seconded. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

16-14 Staff Development Day 2016:

The District has scheduled Staff Development Day for Friday, 22 January 2016, from 8:30 am to 4:30 pm at the Spencer Road Branch and General Administrative Offices. A public notice of the closure will be posted two weeks in advance of the event. Jim Brown requested the Trustees approve the closure of all branches and offices for the day so that staff can gather to celebrate significant seniority anniversaries and participate in training sessions directly related to services and operations of a public library. The Trustees are invited to attend.

