

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
September 10, 2019**

The St. Charles City-County Library District Board of Trustees met on Tuesday September 10, 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
- Nevada Smith
- Gail Zumwalt

Board members absent:

- Julie Barch
- Mary Reese

Library Staff present:

- Jan Bardon, Marketing & Communications Manager
- Tiffany Barke, Chief Talent Officer
- Aaron Eller, Regional Branch Manager, Middendorf-Kredell
- Alison Griffith, Branch Manager, McClay
- Asia Gross, Regional Branch Manager, Kathryn Linnemann Branch
- Jennifer Jung, Regional Branch Manager, Spencer Road
- Jason Kuhl, Director & Chief Executive Officer
- Erica Land, Director of Development
- Madison Morris, Manager, Corporate Parkway
- Maggie Melson, Director of Youth Services
- Sara Nielsen, Director of Adult Services
- Laurie St. Laurent, Deputy Director & Chief Customer Experience Officer
- Kristen Sherry, Manager, Outreach Services
- Julie Wolfe, Chief Financial Officer

Others present:

- Arnie "AC" Dienoff – citizen
- Brad Hornburg, Landmark Contract Management, Inc.
- Scott Kolath, Landmark Contract Management, Inc.

Board of Trustees President Gail Zumwalt called the meeting to order at 7:00 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 topics of Chapter 100 industrial revenue bonds, need for a construction manager and election of officers.

Ms. Zumwalt requested a motion to suspend the regular agenda in order to hold a Public Hearing to receive comments on the setting of the Fiscal Year 2020 tax rate for the Library.

MOTION: Joann Leykam moved that the regular agenda be suspended for the purpose of holding a Public Hearing to receive public comments on the setting of the Fiscal Year 2020 tax rate. Nevada Smith second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

Ms. Zumwalt requested a motion to open the Public Hearing to set the Fiscal Year 2020 tax rate.

MOTION: Nevada Smith moved to open the Public Hearing to set the Fiscal Year 2020 tax rate. Georganne MacNab second. Motion approved by roll call vote: Joann Leykam – yes; Nevada Smith – yes; Georganne MacNab – yes; Staci Alvarez – yes; Myra Crook – yes; Justin Collier – yes; Gail Zumwalt – yes.

Ms. Zumwalt opened the floor to public comments or questions with regard to setting the tax rate for Fiscal Year 2020. Julie Wolfe noted that in March 2019, the Board of Trustees approved a preliminary tax rate of \$0.2000 which was used to calculate the Library's tax revenue for budgeting purposes. Based on the current assessed value of St. Charles County and Missouri State Law, the Library recommends a rollback to the maximum allowable tax rate of \$0.1996 per \$100 of valuation for Fiscal Year 2020. The Library's maximum authorized tax levy is \$0.2600. Citizen Arnie C. "AC" Dienoff addressed the Trustees and encouraged them to roll back to a lower tax rate of \$0.1900. No other public comments or questions were received.

Ms. Zumwalt asked for a motion to close the Public Hearing.

MOTION: Myra Crook moved to close the Public Hearing. Joann Leykam second. Motion approved by roll call vote: Joann Leykam – yes; Nevada Smith – yes; Georganne MacNab – yes; Staci Alvarez – yes; Myra Crook – yes; Justin Collier – yes; Gail Zumwalt – yes.

Ms. Zumwalt asked for a motion to resume the regular agenda.

MOTION: Joann Leykam moved to resume the regular agenda. Georganne MacNab second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

Reports and Correspondence

Financial Report:

Julie Wolfe, CFO, provided a final revised FY 19 financial report, which will be used for the FY 19 audit. Ms. Wolfe noted that the Library was able to place \$1.3 million dollars in reserves at the end of FY 19 as a result of revenues in excess of budget and underspending in capital projects. Julie summarized the August FY 20 financial report. Operational expenditures, with the exception of salaries and benefits, are on budget. The Capital Outlay line includes a pending budget adjustment of \$1.4 million dollars for Phase I of the Cliff View property (purchase, design, preconstruction and other related costs). The Trustees will be requested to approve the budget adjustment later in the meeting. The following Capital/Special projects are in progress or have been recently completed:

- Exterior concrete/curb repairs at various facilities.
- Project planning and design is occurring for Administration's former leased space, the Kathryn Linnemann Teen Space, and the new Cliff View Branch.
- Innovative early literacy areas at the Middendorf-Kredell and Kisker Road branches are on schedule to be ready by the end of September.

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:

- Library Advocacy Talking Points for August/September 2019 were distributed. The topics covered Reciprocity, Local History and Genealogy, Star Parties, Technology Help, Teen Spaces and Additions to the Library of Things.
- We continue to work on the Facilities Master Plan. Group 4 will be at the November board meeting to present their recommendations.
- We will be meeting with the architect regarding the Cliff View project next week.
- The Arts and Literary Festival, held at the Foundry Art Centre, was a great success with over 1,000 attendees.
- The Library was selected to receive an LSTA Edge Action Plan Grant, in the amount of \$18,000, for our "Access to Flexible Creative Computing" project.
- Marketing is working on eBook messaging for our customers. Jason reached out to other local libraries to discuss collaborating on a regional message.
- Laurie St. Laurent discussed the current status of the Portage des Sioux Branch.

Monthly Statistical Report: Circulation for the August 2019 was 576,049, which includes physical checkouts, eMedia checkouts, renewals and auto-renewals. Total FY20 year-to-date circulation through August (1,216,965) increased 11.27% over the same period in FY19 (1,093,733). Year-to-date eMedia usage through August (149,734) increased 9.59% from FY 19 (136,626). eMedia accounted for 12.94% of August's total circulation. There were 2,369 new library cards issued in August, 219 of which were online registrations. There were 593 programs offered in July (Children – 241, Teen – 61, Adult – 291) which were attended by 11,197 people (Children – 6,205, Teen – 1,190, Adult – 3,802). Self-checkouts for August totaled 124,328.

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

- Letter from the City of St. Charles, Missouri re: Proposed Industrial Development Project – The Boeing Company
- Letter from the City of St. Charles, Missouri re: Proposed Industrial Development Project – Westgate 200, LLC

CONSENT AGENDA:

- Minutes from August 13, 2019, Meeting

MOTION: Joann Leykam made a motion to approve the consent agenda as presented. Nevada Smith second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

FORMAL AGENDA:

OLD BUSINESS

None.

NEW BUSINESS

20-08: Authorization to Engage Construction Manager for 10 Cliff View Drive Jason Kuhl introduced Brad Hornberg, Founder, and Scott Kolath, Vice President and Senior Project Manager, of Landmark Contract Management, Inc. The Library is beginning many construction projects – the teen space at Kathryn Linnemann, repurposing the formerly leased space at Administration and the Cliff View space. The Library is requesting authorization to engage a construction manager only for the Cliff View project because of its complexity. An RFP was issued in July and three proposals were received. After interviewing two finalists, the Library is recommending Landmark Contract Management, Inc., because of the firm's prior experience with public sector/government and library construction projects as well as knowledge of working in St. Charles County. This engagement includes Phase I preconstruction projects (for the same scope we are engaged with the architect) for a fixed fee of \$12,000, based upon eighty hours of work at \$150 per hour. Mr. Hornberg reviewed his company's background and philosophy for completing clients' projects on time and under budget. He explained that they will work with Library staff to navigate the construction process. Mr. Hornberg expects the Cliff View project to be part-time project which will be managed by Mr. Kolath. Mr. Hornberg and Mr. Kolath left the meeting after their presentation.

MOTION: Joann Leykam moved to engage Landmark Contract Management, Inc., for Phase I of the 10 Cliff View Drive project, not to exceed \$12,000. Myra Crook second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

20-09: Setting of FY 20 Tax Rate Julie Wolfe began the discussion by saying that the St. Charles City-County Library has always taken a very conservative financial approach and has not incurred any debt for purchasing or building

facilities. The Facilities Master Plan will include a financial planning and analysis phase to find out what the Library can afford in the future. During the financial planning and analysis phase, the Library will be determining what general reserve funds are needed, develop debt management and general fund reserve policies, and revamp the investment policy.

The Library's Tax rate for FY 19 was \$0.2106. In March, 2019, the Board of Trustees approved a preliminary FY 20 tax rate of \$0.200 for budgeting purposes. The Library recommend that the Board roll back the Fiscal Year 20 Tax Rate for the St. Charles City-County Library District at \$0.1996. The proposed rate of \$0.1996 per \$100 of valuation is based on the inflation rate, the increased value of property assessments as supplied by the Board of Equalization (excluding new construction), and the figures received from the State Auditor's office. This is the maximum authorized tax rate based on the assessed value of the County and Missouri State Law. Board Vice-President Joann Leykam asked Ms. Wolfe to confirm that the tax rate summary and Form A, Page 2, of the Pro Forma from the State Auditor's office both show the Hancock compliant tax rate of \$0.1996. Ms. Wolfe confirmed that \$0.1996 tax rate is listed on both documents.

MOTION: Myra Crook made a motion to set the Fiscal Year 2020 tax rate for the St. Charles City-County Library to \$0.1996 per \$100 of assessed value, the maximum authorized rate certified by the Missouri State Auditor. Justin Collier second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

20-10: Election of Officers The current Board of Trustees Officers, President Gail Zumwalt, Vice-President Joann Leykam, and Secretary Georganne MacNab are all completing their second year in office. Nevada Smith was elected as interim Treasurer at the June 2019 meeting to fill a vacancy. The following officers were nominated: President – Joann Leykam; Vice President – Georganne MacNab; Treasurer – Nevada Smith; Secretary – Staci Alvarez.

MOTION: Justin Collier moved to approve the slate of officers for FY 20. Myra Crook second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

20-11: Cliff View Branch – Capital Project Budget Adjustment In August 2019, the Board of Trustees approved a resolution that ratified the approval of the purchase of the property at 10 Cliff View Drive in Wentzville, Missouri, for \$1,275,000. This new library branch project was not included in the approved FY20 capital projects budget, so a budget adjustment is necessary to allocate general reserves. This proposed budget adjustment will accommodate first phase due diligence, purchase, design, preconstruction and other related costs. Associated first phase costs are estimated to be \$1,400,000. Second phase costs yet to be determined include construction, signage, furnishing, etc. After these costs are confirmed, the overall project cost will be reviewed and final budget adjustment proposed.

MOTION: Joann Leykam moved to amend the FY20 Capital Projects budgets in the amount of \$1,400,000, to add Phase I of the Cliff View Branch project. Georganne MacNab second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

20-12: LAGERS Annual Meeting The Missouri Local Government Employees Retirement System (LAGERS) annual meeting will be held October 24-25 in Springfield, Missouri. The annual meeting provides an opportunity to attend 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. Jason Kuhl asked the Trustees to choose one of their fellow Trustees as the employer delegate or to authorize a Library staff member to serve as the employer delegate.

MOTION: Joann Leykam moved to authorize the St. Charles City-County library to appoint a library staff member to serve as the employer delegate at the Missouri LAGERS Annual Meeting in Springfield, Missouri, on October 24 and 25, 2019. Nevada Smith second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

MOTION: At 8:01 p.m., Joann Leykam moved to adjourn the meeting. Nevada Smith second. Motion approved seven affirmative, zero negative, zero abstentions, and two absent.

The meeting ended at 8:02 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

<u>Staci Alvarez</u>	<u>October 8, 2019</u>
Secretary Board of Trustees	Date