

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
September 14, 2021**

The Board of Trustees held their regular monthly meeting in person on Tuesday, September 14, 2021, at 7:00 p.m. in Community Commons Room 240/243 at the Spencer Road Branch. The meeting was also accessible via the application Zoom for those not able to attend in person. The meeting agenda, including directions to access the meeting virtually or by phone, was posted on the Library's website on Friday, September 10, 2021, at 11:47 a.m.

Board Members present:

- Stacia Alvarez
- Justin Collier
- Joann Leykam
- Georganne MacNab
- TJ Rains
- Nevada Smith

Board members absent:

- Renee Tillman

Library Staff present:

- Tiffany Barke, Chief Talent Officer
- Lori Beth Crawford, Chief Communications & Engagement Officer
- Karen Knox, Director of Technology Services
- Jason Kuhl, Director & Chief Executive Officer
- Lee Anne Litzsinger, Collection Development Librarian
- Robin Lunatto, Executive Administrative Assistant & Recording Secretary
- Elizabeth Nelson, Classes & Events Coordinator
- Scott Pyatt, IT Support Specialist
- Laurie St. Laurent, Deputy Director & Chief Customer Experience Officer
- Ryan Tullock, School Services Coordinator
- Julie Wolfe, Chief Financial Officer

Others present:

- Fifteen additional citizens and staff signed on to listen to the meeting

Board of Trustees President Nevada Smith called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. Six members of the Board listed above as present responded to roll call. Mr. Smith opened the floor for public comment. No public comments were received.

Mr. Smith requested a motion to suspend the regular agenda in order to hold a Public Hearing to receive comments on setting the Library's Fiscal Year 2022 tax rate. The Library posted a "Notice of Public Hearing" on its website and at all physical locations on Friday, September 3, 2021.

MOTION: Joann Leykam moved to suspend the regular agenda in order to hold a Public Hearing to receive public comments on setting the Library's Fiscal Year 2022 tax rate. TJ Rains second. Motion approved six affirmative, zero negative, zero abstentions and one absent.

Nevada Smith requested a motion to open the Public Hearing.

MOTION: Staci Alvarez moved to open the Public Hearing. Justin Collier second. Motion approved six affirmative, zero negative, zero abstentions and one absent.

Nevada Smith opened the floor to public comments or questions with regard to setting the Library's tax rate for Fiscal Year 2022. No public comments were received.

Nevada Smith requested a motion to close the Public Hearing.

MOTION: Joann Leykam moved to close the Public Hearing. Justin Collier second. Motion approved six affirmative, zero negative, zero abstentions and one absent.

Nevada Smith requested a motion to resume the regular agenda.

MOTION: Justin Collier moved to resume the regular agenda. TJ Rains second. Motion approved six affirmative, zero negative, zero abstentions and one absent.

Reports and Correspondence

Financial Report: Julie Wolfe, CFO, reviewed the final revised FY21 June financial report. YTD June 2021 tax revenue received is 104.7% of budget. Missouri State Aid and Athletes and Entertainers' income tax assistance revenues have been received totaling almost \$246,000 (this assistance was not budgeted for FY2021). COVID-19 related grant and other support (Friends and Foundation) received year-to-date totaling \$481,000. Passport services remain on hold at applicable branches, a \$120,000 annual impact. Total FY21 YTD expenditures are at 89.95% of budget. Ms. Wolfe noted that salaries and benefits are roughly 92% of year-to-date budget. Health care costs are at 97% of year-to-date budget; a claims credit has reduced expense. Insurance is 103.4% of year to date budget due to District property changes and cyber insurance. Information Technology expenses are 111.5% of year-to-date budget with CARES Act broadband expense. Excluding unbudgeted CARES Act expense, IT is 101.3% of year-to-date budget. The Trustees had no questions regarding the FY21 financial report. The Mobile Library Vehicle, fleet replacement (pandemic production delay) and office/service based projects will continue into FY22. All overages have been offset with underspending in FY21. Auditors will be on-site at the Library's administration building beginning September 27 to conduct their field work for the FY21 Audit.

Ms. Wolfe reviewed the financial report for FY22 August. The Library's FY22 revenues continue to be limited as there are no substantial tax receipts expected until January 2022. FY22 year-to-date expenditures are at 85.2% of budget. She added that a manager's office will be added at the Winghaven® Branch in late September and numerous branch parking lots have been scheduled for repairs.

Director's Report: In addition to the written report, Jason highlighted the following items:

- Jason introduced Karen Knox, the Library's new Director of Technology Services.
- Laurie St. Laurent, Deputy Director & Chief Customer eXperience Officer, will be retiring on October 9th, 2021.
- Parking lot repair and resurfacing will be occurring at two library branches during the month of September. Kathryn Linnemann will be closed on September 9th. An additional day will be scheduled at a later time to complete sealing. Electrical work will also be scheduled at the Kathryn Linnemann branch on the same day to minimize closures at the location. The Deer Run Branch will be closed two days for parking lot repairs - Wednesday, September 29 and Thursday, September 30th. Jason added that the consent agenda contains the purchase information for this work, which are both cooperative purchasing agreements that are pre-bid by general contractors. Using a general contractor for these types of purchases helps the Library's limited facilities staff to manage the projects. Jason noted that the Library will look closely at bidding these types of projects in the future.
- The consent agenda also contains approval of a contract for Lawn, Landscaping, and Irrigation System Maintenance Services. Jason reported that the Library has not had a contract for these services in the past, instead working with a vendor on a month-to-month basis.
- Jason thanked all Library staff for their support of this year's Tails & Tales Summer Challenge. The Library Foundation will auction the Animal Expedition Tour garden posts, which were hand painted by Library staff for the Summer Challenge. There were 26,412 participants this year with 8,773 completions. A total of

11,420,040 minutes were read and there were 1,259 super readers. Thank you to the Friends of the St. Charles City-County Library and the Institute of Museum and Library Services for their support of the event.

- The Library was hoping to return to more in-person classes and events indoors, however with the recent rise in COVID numbers we have suspended that indefinitely. The Library has been hosting outdoor classes & events and will likely continue this beyond COVID. We are also looking at expanding outdoor facilities at some locations and this year’s Library Foundation Gala Fund-A-Need will financially support these expansions.
- The Library has reached out to its attorney for guidance with regard to the President’s vaccine mandate for large employers.

Monthly Statistical Report: Jason reviewed the FY22 August 2021 statistical report.

	<u>August 2021</u>	<u>FY22 YTD –August</u>
Circulation (Physical & eMedia)	519,407	1,058,784
Remote Database Logins and Online Learning	1,807	3,772
Technology Use (Computers & Wifi)	12,451	24,530
Classes, Events, and Outreach Attendance	3,088	6,366

Percentage of St. Charles County Households that have a card used within the last year: 36%*

*based on 2021 Q2 OrangeBoy Data (American Community Survey estimate of 150,668 households)

Correspondence:

- None.

CONSENT AGENDA:

- Minutes from August 10, 2021, Meeting
- Approval of Lawn, Landscaping, and Irrigation Systems Maintenance Services
- Deer Run Branch – Asphalt Repair and Sealing (cooperative purchase agreement)
- Kathryn Linnemann Branch – Electrical Panel Replacement (cooperative purchase agreement)

Nevada Smith asked the Trustees if they wished to remove any items from the consent agenda. Hearing no requests, he asked for a motion to approve the consent agenda.

MOTION: Joann Leykam moved to approve the consent agenda as presented. TJ Rains second. Motion approved six affirmative, zero negative, zero abstentions and one absent.

FORMAL AGENDA:

OLD BUSINESS

22-05 Revision to Policy a048, Bylaws of Board of Trustees: Jason Kuhl provided notice of a potential revision to Policy a048, Bylaws of Board of Trustees, at the August 10th meeting, thus satisfying the 20-day notice period for a change to the policy. The proposed revision defines the composition of the Board of Trustees’ Finance and Audit Committee as the elected Vice-President, Secretary, and Treasurer of the Board.

Article VII, Section 7.1 of the By-Laws states: “There shall be a standing Finance and Audit Committee. The elected Treasurer of the Board shall serve as Committee Chair.” Traditionally, the size and composition of the remainder of the committee has varied each year including operating as a committee-of-the-whole last year.

For the sake of clarity and to standardize our practices, Jason proposed defining the composition of the committee in the By-Laws as the elected Vice-President, Secretary and Treasurer of the Board. He explained that it makes sense for the Board’s officers to serve in this role, and by not including the President, it ensures the

committee has a measure of independence from that office and, more practically, maintains an odd number of committee members. Mr. Smith requested a motion to approve the proposed revisions to Policy a048, Bylaws of Board of Trustees.

MOTION: TJ Rains moved to approve the revisions to Policy A048, Bylaws of Board of Trustees, as presented. Georganne MacNab second. Motion approved six affirmative, zero negative, zero abstentions and one absent.

NEW BUSINESS

22-08 St. Charles City-County Library 2021 One Read: The Library will partner with local school districts (Wentzville, Francis Howell, and Fort Zumwalt) to host the second annual One Read from November 1 through December 31. Community members throughout St. Charles County will be encouraged to read the book *Dreamland Burning* by Jennifer Latham, as well as read-alikes and options for young readers. Several classes and events will coincide with the One Read. A presentation outlining details of the One Read was given by Ryan Tullock, School Services Coordinator; Lee Anne Litzsinger, Collection Development Librarian; and Elizabeth Nelson, Classes and Events Coordinator.

Agenda item 22-08 St. Charles City-County Library 2021 One Read was informational and no vote was necessary.

22-09 Setting of FY22 Tax Rate: The Library presented a proposed Fiscal Year 22 tax rate of \$0.1908 per \$100 of assessed value for the Trustees' review and approval. CFO Julie Wolfe reviewed the supporting documentation (certification of St. Charles County property tax rolls, State Auditor's pro forma, and tax assessment income comparison). Julie reminded the Trustees that a projected FY22 tax rate of \$0.1930 was approved at the March 2021 meeting for budgeting purposes. Based on information provided by the St. Charles County Registrar, the Board of Equalization, and the Missouri State Auditor, the Library proposed the rate of \$0.1908 per \$100 of assessed value, the maximum rate allowed based on Missouri State Law. Ms. Wolfe noted that the Missouri State Auditor's pro forma permits reassessment revenue growth of 1.4000%. Based on the rate of \$0.1908 per \$100 of assessed value, the Library's projected FY22 real and personal property revenues are \$20,302,612.

MOTION: Joann Leykam moved to adopt the tax rate of \$0.1908 per \$100 of assessed value for the St. Charles City-County Library for its fiscal year 2022. Staci Alvarez second. Motion approved six affirmative, zero negative, zero abstentions and one absent.

22-10 Election of Officers: Board President Nevada Smith reminded the Trustees that per Policy a048 – By-Laws of Board of Trustees, the Board nominates and elects a President, Vice-President, Secretary, and Treasurer each year at its September meeting. Terms are for one (1) year and begin on October 1. Jason added that according to the by-laws, Trustees may serve two consecutive terms in each office.

Mr. Smith requested nominations for the office of Treasurer. Hearing none, Nevada Smith nominated Justin Collier to serve as Treasurer. Nevada called for additional nominations and there were none. Mr. Collier accepted the nomination.

MOTION: Nevada Smith moved to elect Justin Collier to serve as Treasurer of the St. Charles City-County Library's Board of Trustees beginning October 1, 2021. Joann Leykam second. Motion approved six affirmative, zero negative, zero abstentions, and one absent.

Mr. Smith requested nominations for the office of Secretary. Joann Leykam nominated TJ Rains to serve as Treasurer. Nevada called for additional nominations and there were none. Mr. Rains accepted the nomination.

MOTION: Joann Leykam moved to elect TJ Rains to serve as Secretary of the St. Charles City-County Library's Board of Trustees beginning October 1, 2021. Nevada Smith second. Motion approved six affirmative, zero negative, zero abstentions, and one absent.

Mr. Smith requested nominations for the office of Vice-President. Georganne MacNab nominated Staci Alvarez to serve as Vice-President. Nevada called for additional nominations and there were none. Ms. Alvarez accepted the nomination.

MOTION: Georganne MacNab moved to elect Staci Alvarez to serve as Vice-President of the St. Charles City-County Library's Board of Trustees beginning October 1, 2021. Joann Leykam second. Motion approved six affirmative, zero negative, zero abstentions, and one absent.

Mr. Smith requested nominations for the office of President. Staci Alvarez nominated Nevada Smith to serve a second term as President. Nevada called for additional nominations and there were none. Nevada Smith accepted the nomination.

MOTION: Staci Alvarez moved to elect Nevada Smith to serve as President of the St. Charles City-County Library's Board of Trustees beginning October 1, 2021. Georganne MacNab second. Motion approved six affirmative, zero negative, zero abstentions, and one absent.

22-11 Approval of New Policy e060 Compensation and Rescindment of Incorporated Policies (e096 – Employee Insurance; e384 – Overtime; e460 – Public Employee Deferred Compensation Program; e512.1 – Compensation Plan; and e512.2 – Promotion or Demotion): Jason Kuhl reminded the Trustees that they approved the rescindment of Policy e032 – Job Classifications: Descriptions and Salary Track Placement and revisions to Policies e512 – Salary Schedule, e512.1 – Compensation Plan; and e512.2 – Promotion or Demotion in April and May of this year. As a result, a number of other policies impacted by those actions needed to be addressed. Jason reiterated that many of the library's policies tend to be procedural in nature, and the Library's personnel policies are among the most obvious examples. Jason also pointed out that the Library currently has a suite of policies that address portions of employee compensation, but no single policy that addresses all of the pieces in once place. The proposed new policy, e060 – Compensation, which incorporates all policies related to employee compensation, was presented to the Trustees for review and approval.

The Trustees asked if all staff had been informed of the proposed revision to the compensation policies. Jason responded that an email was sent to all staff on Friday, September 10th, to explain the proposed changes and that no staff members had responded negatively. A discussion ensued about the "promotions" and "demotions" sections that were included in the proposed policy and it was suggested that the employee handbook would be a better place for those topics. Jason added that the Library does not currently have an employee handbook, however the intent is to have one in place in the near future.

MOTION: Joann Leykam moved to approve new policy e060 – Compensation, and upon approval, to rescind policies e096 – Employee Insurance; e384 – Overtime; e460 – Public Employee Deferred Compensation Program; e512.1 – Compensation Plan; and e512.2 – Promotion or Demotion, which were incorporated into the new policy. TJ Rains second. Motion approved six affirmative, zero negative, zero abstentions and one absent.

22-12 Policies for Rescindment: e024 – Appointment in Track; e067 – Copiers, Use by Employees; e368 – Organizational Chart; e448 – Internal Transfer Policy Lateral or Promotional Transfers; e512.3 – Recognition of Educational Advancement; and e552 – Staff Substitutions: As part of the Library's ongoing review of its policies, the following six policies were presented to the Trustees for rescindment:

e024 -- Appointment in Track

This policy is administrative in nature, rooted in our former salary matrix, assumes most new employees will start at the minimum for their grade, and bases starting salaries for new employees on their salary with their former employer. Provided they fall within the Board-approved salary budget and provisions of Board policy e512 -- Salary Schedule, individual job offers should be management-level decisions tailored to the

specific circumstances at the time.

e067 -- Copiers, Use by Employees

This policy is 30 years old and administrative in nature. We do not have any other Board policies addressing employee use of office equipment.

e368 -- Organizational Chart

In April, you rescinded Policy e032 -- Job Classifications: Descriptions and Salary Track Placement, removing job titles and descriptions from Board policy. This policy reflects job titles and reporting relationships and should likewise be rescinded.

e448 -- Internal Transfer Policy, Lateral or Promotional Transfers

This policy primarily covers the posting of job openings and the application process for internal staff. It is entirely procedural.

E512.3 -- Recognition of Educational Advancement

This policy concerning the recognition of a graduate degree or professional certification with a salary increase is no longer our practice.

E552 -- Staff Substitutions

This policy is 30 years old and is unnecessary.

MOTION: TJ Rains moved to rescinds policies e024 -- Appointment in Track; e067 -- Copiers, Use by Employees; e368 -- Organizational Chart; e448 -- Internal Transfer Policy, Lateral or Promotional Transfers; e512.3 -- Recognition of Educational Advancement; and e552 -- Staff Substitutions. Justin Collier second. Motion approved six affirmative, zero negative, zero abstentions and one absent.

MOTION: At 8:01 pm, Nevada Smith requested a motion to adjourn the meeting. Staci Alvarez moved to adjourn the meeting. Justin Collier second. Motion approved six affirmative, zero negative, zero abstentions and one absent.

The meeting ended at 8:01 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

TJ Rains
Secretary Board of Trustees

October 12, 2021
Date