

**St. Charles City-County Library District  
Board of Trustees Minutes  
January 13, 2015**

The St. Charles City-County Library District Board of Trustees met on Tuesday, 13 January 2015, at the General Administration Offices located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Jerry Cook
- Joann Leykam
- Georganne MacNab
- Mary Reese
- John Thaelke
- Gail Zumwalt

Board members absent:

- Justin Collier
- Myra Crook
- Lisa DeClue

Library Staff present:

- Audrey Bangert, IT Project Manager
- Jim Brown, Director
- Jan Bardon, Communications Specialist, Children's Resources & Marketing
- Pat Batzel, Human Resources Manager
- Margaret Conroy, Assistant Director
- Tim DeGhelder, Branch Manager, Deer Run Branch
- Asia Gross, Branch Manager, McClay Branch
- Ann King, Branch Manager, Kathryn Linnemann Branch
- Frank Noto, Information Technology Manager
- Laurie St. Laurent, Branch Manager, Spencer Road Branch
- Richard Schultz, Finance and Support Services Manager
- Kristin Williams, Planning & Development Manager

Others present:

- Denise Liebel, President & CEO, United Services for Children

President Jerry Cook called the meeting to order at 7:01 pm with the Pledge of Allegiance. Six members of the Board listed above as present responded to roll call. Jerry Cook opened the floor for public comments. No requests for time were received.

### **Reports and Correspondence**

The following reports were included in the Board packet:

**Financial Report:** Cash balance, comparison of estimated and actual revenue, and fy15 expenditures compared to budget through December 31st were reported.

**Director's Report:** The Director's Report included information on the following items:

- Staff Development Day Breakfast, scheduled for Friday, January 16<sup>th</sup>.
- Members of the Finance and Audit committee met with Michelle Graham from Botz, Deal and Company to review the FY14 audit. Gail Zumwalt will be recommending that the Trustees accept the FY 2014 audit later in tonight's meeting.
- We have completed the interview process for the CFO position and an offer was made earlier today.
- Kristin Williams has accepted the position of Foundation Director with Barnes Jewish St. Peters and Progress West Hospitals.

Jerry Cook extended the Trustees' appreciation to Rick Schultz and Kristin Williams, respectively, for their contributions to the St. Charles City-County Library District during their years of service.

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

**Children's Programming Report:** A report summarizing FY14 Children's programming was included in the packet. A comparison of this year's "inside the Library" program statistics to last year's shows an increase of 4.17% in attendance with 70 more programs offered.

**Self-Check Demonstration:** Laurie St. Laurent, Chairman of the self-check committee, updated the Trustees on the implementation of self-check service for our customers.

In April 2014, the self-check committee was formed and began investigating self-check service options for our customers. The group took several field trips to local libraries and did extensive research on self-check services. The group discussed whether a commercially available unit should be used or if the unit should be designed in-house. It was decided to have our own IT department develop the self-check unit. The goals of self-check are to increase customer convenience and see fifty percent of our customers using self-check within the first year. Self-check pilots will be implemented at our Spencer Road and McClay branches within the month. Spencer Road will have three self-check stations (two near the reserve pickup area and one on the Children's Services desk). The McClay will have two self-check stations located at the circulation desk.

Audrey Bangert, IT Project Manager, demonstrated the self-check unit to the group. The customer may scan their library card or manually enter their library card number. A PIN is required to use the self-check service. The patron will then scan their items and when they are finished they can choose how to receive their receipt (e-mail, print or no receipt). Customers who need to pay fines will be referred to the checkout desk. The customer will be asked to answer a two question survey at the end of their first checkout session. The screens are very clean and easy to use. All graphics and animations were produced by our own marketing staff.

After the pilot programs are completed, the district plans to expand self-check to all regional, general purpose and express branches during the fourth quarter of FY15/beginning of FY16.

#### **IT Report**

- **Web Analytics:** Frank Noto, IT Manager, updated the attendees on the district's Web Analytics statistics. From November 7, 2014, to January 7, 2015, there were 203,213 visits to [www.youranswerplace.org](http://www.youranswerplace.org), [catalog.youranswerplace.org](http://catalog.youranswerplace.org) and [youraccount.youranswerplace.org](http://youraccount.youranswerplace.org). Extrapolated over one year, this would be 1.2 million visits to our website. Currently 69% of our website visitors are using a desktop computer, almost 19% are using a mobile device and 12% are using a tablet. The use of mobile devices is steadily increasing.
- **Grants:** Frank distributed a summary of the district's LSTA Grants for 2014-2015 IT projects to the Trustees.

**Correspondence:** none.

#### **CONSENT AGENDA**

##### **Minutes from 9 December 2014 Board Meeting:**

**MOTION:** Gail Zumwalt moved to accept the consent agenda. Mary Reese seconded. Motion approved six affirmative, zero negative, zero abstentions and three absent.

## FORMAL AGENDA

### OLD BUSINESS:

None.

### NEW BUSINESS:

**15-23 United Services for Children/Children's Museum:** Jim Brown introduced Denise Liebel, President and CEO of United Services for Children. Ms. Liebel shared United Services' new business model and launch of a feasibility study for a new Children's Museum.

United Services for Children has been serving families who have a child with a disability for 40 years – they started out with pediatric therapy, a small preschool and daycare center in 1975. In 1990, the federal government mandated that the public schools serve children age 3 to 21. At that time, the local school districts did not have the ability to serve the 3-5 year olds and United Services filled that need in the community. United Services currently serves 1,000 children (special needs and typically developing) per year. There has been a recent shift in area school districts' ability to provide services to 3, 4 and 5 year olds and things are changing at United Services - families now have different needs. Opportunities for kids under 3, summer camps, extended hours for care, mental/behavioral health services, family supports/parent training and socializing/networking for all kids are needed. The core services of pediatric therapy, early intervention for the young child and family and sibling support will remain the same.

The current challenge for United Services is to create a multi-sensory setting that is universally designed in program and architecture for young children of all abilities and their families where learning and play go hand in hand. United Services is proposing a Children's Museum with an emphasis for early childhood learning. The business model includes:

- Integrated preschool
- Inclusion philosophy
- Extend variety and quality of services
- Serve a broader age range (birth-8 years)
- Be available to a larger region (16 counties)
- Provide a safe place for children to take risks
- Opportunities to learn through exploration and practice
- Opportunities for research in the field.

There are currently 380 children's museums throughout the United States however the majority are not accessible to disabled children and adults. United Services is approaching possible partners (schools, colleges or universities, hospitals, like-missioned nonprofits, arts programs, mental health professionals, public libraries, Department of Natural Resources, zoo and botanical gardens) to measure community support for the proposed 100,000 square foot Children's Museum with an estimated cost of \$20-25 million. United Services will not be asking for government support, but will instead have a capital campaign to fund the project.

The United Services Children's Museum will offer significant opportunities for partnerships and benefits for all organizations involved. United Services would like to keep an open dialogue with the St. Charles City-County Library District to see whether or not the district would be interested in participating in this project.

**15-24 – Receipt of FY14 Audit:** The FY14 Audit was included in the packet. Michelle Graham of Botz, Deal and Company met with the Finance and Audit Committee on Friday, January 9<sup>th</sup> and reported a clean audit for the district. The group discussed the need to maintain the Library's Building Corporation. In the past, the district has set aside 5% of total revenues to help fund building projects. This has been by practice, not by policy. A policy is needed to address the district's reserves. We have earned the respect of the citizens in our county that we carry no debt on our buildings.

**MOTION:** Mary Reese, on behalf of the Finance Committee, moved to accept the FY14 Audit report as presented. Georganne MacNab seconded. Motion approved six affirmative, zero negative, zero abstentions and three absent.

**15-25 – MK Shelving Project:** We are requesting bin shelving to replace traditional picture book shelving in the children’s department at the Middendorf-Kredell Branch. Bin shelving allows face-out display of materials and makes browsing of picture books easier for young children and adults. The project would take approximately 14 weeks and would involve removing the current steel free-standing and wall shelving units. The old shelving would be stored in the offsite warehouse for future use in another branch. During the process of replacing the shelves, the east wall of the children’s room would be repainted. The price quote for the shelving is \$50,288. Labor and materials to paint the east wall is estimated at \$980. This project is currently not in the FY15 operating budget and board action is required to pay for the cost of the shelving from capital project reserves. We are requesting the release of up to \$53,000 to undertake this project. With board approval, the project would begin immediately and be finished before the start of summer reading.

**MOTION:** Gail Zumwalt moved to release up to \$53,000 from Capital Project reserves for the MK shelving project. Mary Reese seconded. Motion approved six affirmative, zero negative, zero abstentions and three absent.

**MOTION:** Gail Zumwalt moved to adjourn the meeting. Mary Reese seconded. Motion approved six affirmative, zero negative, zero abstentions and three absent.

The meeting was adjourned at 8:48 pm.

Respectfully submitted,

Robin L. Lunatto  
Recording Secretary

Approved:

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Secretary Board of Trustees                      2/10/15  
Date