

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
February 10, 2015**

The St. Charles City-County Library District Board of Trustees met on Tuesday, 10 February 2015, at the General Administration Offices located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Jerry Cook
- Myra Crook
- Lisa DeClue
- Joann Leykam
- Mary Reese
- John Thaelke
- Gail Zumwalt

Board members absent:

- Justin Collier
- Georganne MacNab

Library Staff present:

- 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
- Jennifer Jung, Branch Manager, Corporate Parkway Branch
- Ann King, Branch Manager, Kathryn Linnemann Branch
- Sara Nielsen, Community Branch Manager & Adult Programming
- Frank Noto, Information Technology Manager
- Martha Radginski, Branch Manager, Middendorf-Kredell Branch
- Laurie St. Laurent, Branch Manager, Spencer Road Branch
- Julie Wolfe, CFO

President Jerry Cook called the meeting to order at 7:03 pm with the Pledge of Allegiance. Seven 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.

Jim Brown introduced Julie Wolfe, the District's new CFO, to the group. Julie comes to us from Bethesda Healthcare. Her first official day is Tuesday, February 17th.

Reports and Correspondence

The following reports were included in the Board packet:

Financial Report: Preliminary Cash balance, comparison of estimated and actual revenue, and fy15 expenditures compared to budget through January 31st were reported. Some adjustments to final wages will be made as all general ledger items have not been imported. Some expenses will also be adjusted as the new payroll system changes are worked out.

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

- **Policy C240 Loan Periods** – We are requesting that the board approve a revision to Policy C240 to adjust the loan period for DVDs from one week to two.
- **Preliminary FY 16 Tax Assessment Projections** – A preliminary projection of the FY 16 tax assessment was included in the packet. At the March Board meeting the Trustees will need to declare the projected tax rate for the District. Based on current projections, the District will not see a change from the current tax rate of 0.2270.

- **2015 Staff Development Day** – Jim Brown expressed his appreciation to Mary Reese, Georgetanne MacNab and Myra Crook for attending the awards breakfast on Staff Development Day. We had a very successful staff development day with 280 attendees. Jim also thanked Diana Tucker and the staff development day committee for their hard work in planning the day's activities; Frank Noto and the IT staff for manning the self-check demonstration, technical support of all activities and the instruction of the Google and Microsoft Word classes; and Beth Phillips of CRM for instructing the Facebook and Twitter classes. Feedback from staff attending the event has been positive and we have received many good ideas for next year.
- **Reciprocity Summary** – A reciprocity summary report for the time period 2003- 2013 was included in the packet. The district currently maintains reciprocal borrowing agreements with St. Louis Public Library, St. Louis County Library and the Municipal Library Consortium. This service is a cost-effective way to give our customers access to library material throughout the metropolitan region.
- **Recruitment Update** –Job descriptions for the Development Manager and Marketing Manager positions were included in the packet. The Development Manager position has been posted and as of February 10, nineteen applications had been received. Pat Batzel will conduct phone interviews the week of February 23rd and first-round interviews will be held during the first week of March. We hope to make a job offer for the Development Manager position by mid-March. The Marketing Manager job description is complete and should be advertised by the end of February/beginning of March. Discussion ensued about the Library Foundation, specifically with regard to the Development Manager's salary track, support of "back office" functions for the Foundation by the District and better communications between the two entities. Our goal is to make the Foundation a very strong organization.
- **Self-Checkout Pilot Update** – Self-Checkout pilots are up and running at the Spencer Road and McClay Branches. Customer feedback at both branches has been generally positive. During the first week, self-checkouts at Spencer accounted for 3,068 items checked-out, which was approximately 20.6% of Spencer's circulation for the week. McClay had 288 items checked-out on the first day, accounting for 28% of the branch's circulation for the day.
- **Tax Service Programming Update** – The District is offering two free tax preparation assistance programs. This was our first year to use centralized scheduling, which greatly improved customer service. More than 1,300 appointments have been scheduled for our customers with AARP tax aides at our Spencer Road, Kathryn Linnemann, Corporate Parkway, McClay and Middendorf-Kredell Branches. We are also partnering with Gateway EITC to provide tax aide sessions to walk-in customers at the Spencer Road Branch from 9:30 a.m. – 1:30 p.m. on Saturdays from February 7 – April 11.
- **StoryCorps Grant** – We have submitted a grant application to participate in the StoryCorps @ your library program. StoryCorps @ your library is a project of StoryCorps, conducted in partnership with the American Library Association Public Programs Office with support from the Institute of Museum and Library Services (IMLS). Ten libraries will be selected to receive equipment, training, promotional materials and other resources to help them develop community documentation projects using the popular and unique facilitated StoryCorps interview model. StoryCorps interviews would take place between April and October 2015. As part of the StoryCorps approach, each interview participant receives a copy of their recording. With participant permission, and based upon a written agreement with StoryCorps, local libraries will retain copies of fully released interviews. Copies of fully released interviews will also be deposited with the Library of Congress. Grant awardees will be notified by the end of February. If we are awarded the grant, Jim Rhodes will be coordinating the project for the District.
- **State Aid and REAL Project Funds** - As you are aware, the approved FY 15 state budget allocated \$3.5 million dollars in state aid for public libraries, \$3.1 for REAL (internet access/databases) and \$900,000 from A&E funds. The Governor chose to veto \$100,000 from the A&E funds. To date, the Governor has released \$723,776 in state aid for public libraries (which went to Missouri libraries serving populations of 40,000 or fewer). The Governor has not released any funds for the REAL program. The Governor's FY 16 budget included only \$700,000 in state aid and no funding for the REAL Program. I am currently working with my colleagues to support the Secretary of State's proposed 2016 budget which includes \$3.5 million in state aid, \$3.1 million for the REAL project and \$800,000 in A&E funds.

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

Correspondence: none.

CONSENT AGENDA

Minutes from 13 January 2015 Board Meeting:

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

FORMAL AGENDA

OLD BUSINESS:

None.

NEW BUSINESS:

15-26 Revision to Policy C240 – Loan Periods: The library district has collected DVDs for nearly 8 years. In that time, the collection has grown to over 107,000 items. When the collection was newly established, the loan period was set to one week, half the time for other materials, to ensure that adequate stock was on the shelf for browsing. Now that the collection is well established shelving is tight and older material is being weeded to make room for newer titles. In order to make using the library more convenient for customers, we propose striking the line “DVDs have a one week loan period” from policy c240, Loan Periods. This brings the loan period in line with the two week loan period for most other items. The change would be effective March 1, giving IT and Marketing time to adjust the programming and notify patrons.

MOTION: Joann Leykam moved to accept the revisions to Policy C240 – Loan Periods as presented. Gail Zumwalt seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-27 – Preliminary FY16 Tax Assessment Projections: The district is beginning to develop its FY 2016 budget. As part of this process we have developed a preliminary projection of tax assessment income based on assessed valuation for FY 2016. A worksheet was distributed which provided information concerning the assessed values for FY 2014 through FY 2016. We are projecting a net increase in tax revenues for FY 2016 of \$646,099. This projection uses the December 31st, 2014, valuation figures certified by the county Registrar plus 3% growth. Based on this information, the District’s tax rate should remain at 0.2270.

The Preliminary FY16 Tax Assessment Projections were informational and no vote was necessary.

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

The meeting was adjourned at 8:16 pm.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Secretary Board of Trustees

Date