

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

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

Board Members present:

- Jerry Cook
- Myra Crook
- Joann Leykam
- Georganne MacNab
- John Thaelke

Board members absent:

- Justin Collier
- Lisa DeClue
- Mary Reese
- Gail Zumwalt

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
- Asia Gross, Branch Manager, McClay 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 7:18 pm with the Pledge of Allegiance. Five 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 February 28th were reported.

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

Jim Brown reported that SCCCLD will be serving as an evaluation site for the Every Child Ready to Read program. A representative from ALA will be visiting several branches during the week of March 16 – March 20. Jim commended Jan Bardon and Marla Capstick of CRM and Julie Schwartz of the Deer Run Branch for coordinating this evaluation for the District.

The City of Wentzville is planning to widen and improve the road in front of the Corporate Parkway Branch and, as a result, part of the easement in front of the building will be lost to the improvement. There is an informational meeting scheduled on Tuesday, March 17<sup>th</sup>, at the Corporate Parkway Branch. Jim Brown and Julie Wolfe will attend the meeting.

- **Recruitment Update** – A total of 57 applications were received for the Development Manager position. The first-round of Development Manager interviews are now complete and the second-round interviews for the two finalists will be conducted on March 17<sup>th</sup> and 18<sup>th</sup>. Jim Brown extended his appreciation to Library Foundation Board Members Kris Weidenbenner, Steve McKinstry, Rebecca Cody and Sharon Lee for participating in the interview process.

As of Friday, March 6<sup>th</sup>, 30 applications for the Marketing Manager position had been received. Applications will be accepted through March 15<sup>th</sup> and additional applications are anticipated. The Human Resources department is reviewing the applications and the interview process will begin later this month.

- **Self-Checkout Pilot Update** – Customers continue to give positive feedback at Spencer Road and McClay about self-checkout. The Self-Checkout team will meet on Thursday, March 19<sup>th</sup>, to review information and discuss the next steps for implementing self-checkout at all of the District's regional and general purpose branches.
- **Telescopes and Exhibits** – The Astronomical Society of Eastern Missouri (ASEM) and the St. Charles City-County Library District will partner to offer telescopes for checkout to library customers. ASEM will provide staff training and "Star Parties" for the public to learn how to use the telescopes as part of the rollout, which will happen on May 1<sup>st</sup>. This has been a very popular and successful partnership for our library counterparts and will allow SCCCLD to incorporate more Science, Technology, Engineering and Math (STEM) concepts into our services to the community. Expect to see some news coverage of the rollout!

SCCCLD will host two nationally touring science-based exhibits in our branches this spring. April will feature NASA's "Here. There. Everywhere." Exhibit that shows how our daily experiences reveal much about how our world works and helps us form our basic understanding of physics. This exhibit, at the Spencer Road Branch, will be accompanied by ASEM Star Parties and a 3-D Printing demonstration.

In May and June, SCCCLD will be host the U.S. National Library of Medicine exhibit "From DNA to Beer: Harnessing Nature in Medicine and Industry" at Middendorf Kredell. This exhibit offers a glimpse into the past, revealing a history of human enterprise that has adapted microbes for health and profit. Programs that will accompany this exhibit include a discussion of antibiotic and vaccine technology and an introduction to home brewing techniques. The exhibit will close in June with a fun reception featuring some of our local microbreweries, hosted by the Emerging Library Advocates.

- **New iPad Station from Children's Hospital** – The Middendorf-Kredell Branch is now housing a St. Louis Children's Hospital "Family Resource Center iPad Health Information Station" in the Consumer Health area. This is an interactive information station that connects families to personalized kids' health information - from a new or complex medical diagnosis to parenting and child development topics. There are interactive videos, recommended apps, handy teaching tools and more all located within this SLCH KidCare App. Users can also email the hospital directly for more information.
- **StoryCorps Grant** – Unfortunately, the St. Charles City-County Library District was not awarded the StoryCorps @ Your Library grant this year. The Ferguson Municipal Public Library was one of the ten libraries awarded the grant.
- **State Aid and REAL Project Funds** - The House budget subcommittee approved an amendment to restore \$3,109,250 to fund the REAL Program. Unfortunately, as of 24 February 2015, the additional \$1,290,113 for state aid to libraries was not included on the committee markup page. As a result, HB 12 includes only the \$723,776 in state aid recommended by the Governor. There has been no change in the proposed \$800,000 FY 16 A&E funding. While the news concerning the REAL Program funding is positive, the Director remains concerned about the decline in proposed state aid. In addition to directly impacting Missouri library budgets, this may also impact future LSTA funding for Missouri. Jim Brown will provide more information as it becomes available.

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

**Correspondence:** none.

## **CONSENT AGENDA**

### **Minutes from 10 February 2015 Board Meeting:**

**MOTION:** John Thaelke moved to accept the consent agenda. Myra Crook seconded. Motion approved five affirmative, zero negative, zero abstentions and four absent.

## **FORMAL AGENDA**

### **OLD BUSINESS:**

**None.**

### **NEW BUSINESS:**

**15-28 FY16 Tax Assessment Projection:** The District needs to submit to the St. Charles County Registrar's office, by April 8<sup>th</sup>, a projection of what the anticipated tax rate will be for FY 2016. Updated worksheets and information from the Registrar's office were provided to the Trustees. Based on these projections, there is a net increase in revenues of about \$953,000. These projections are not final. The FY 16 tax rate will be adopted at the September 2015 meeting.

**MOTION:** Joann Leykam moved to maintain the tax rate of \$.2270 for the Tax Assessment Projection. Myra Crook seconded. Motion approved five affirmative, zero negative, zero abstentions and four absent.

**15-29 Removal of Policy E016 Affirmative Action Plan:** The District's Human Resources Manager, Pat Batzel, requested the Trustees approve the removal of Policy E016 – Affirmative Action Plan. None of the criteria for having an Affirmative Action Plan apply to the District. By removing this outdated policy we can direct internal and external customers to Policy E112 - Equal Employment Opportunity Statement (approved 5/13/2014).

**MOTION:** John Thaelke moved to remove Policy E016 – Affirmative Action Plan. Myra Crook seconded. Motion approved five affirmative, zero negative, zero abstentions and four absent.

**15-30 Change in Catalog Technician Budgeted Position from .700 to 1.00 FTE:** Due to a retirement, the Technical Operations Department would like to create a full time position by adding 12 hours from a vacant 28 hour Catalog Technician position to a current 28 hour position. Karla Perez, T.O. Manager, and Brian Briscoe, Catalog Manager, have successfully cross-trained staff and improved the ordering procedures of materials from our large vendors to realize a more efficient work flow in the department. They are confident the department is ready for a reduction of 16 hours per week in the catalog area. In addition, a full time employee will bring continuity and a broader skill set to the department. The additional costs for payroll taxes, retirement plan and healthcare benefits would be offset by the permanent reduction of 16 hours in the department. The Trustees discussed the proposed course of action with regard to Policy E008- Adjustment to Approved Position and requested that staff review and revise Policy E008.

**MOTION:** John Thaelke moved to table Agenda Item 15-30 Change in Catalog Technician until the April 14<sup>th</sup>, 2015, meeting. Mary Reese seconded. Motion approved five affirmative, zero negative, zero abstentions and four absent.

**15-31 Change in Programming Assistant Budgeted Position from .700 to 1.00 FTE:** The growing number and complexity of the District's programming requires more extensive planning and coordination. The Trustees were asked to approve an increase to full time for the Programming Administrative Assistant position, Jennifer Compton, effective May 1, 2015. This request had been considered for the FY15 budget year but was withdrawn at the last minute due to budget concerns.

**MOTION:** Joann Leykam moved to approve the Change in Programming Assistant Budgeted Position from .700 to 1.00 FTE. Joann emphasized that the Board was moving forward with this approval as there is a single incumbent currently performing the job. John Thaelke seconded. Motion approved five affirmative, zero negative, zero abstentions and four absent.

John Thaelke encouraged the Trustees to attend the Library Foundation's Gala on May 9<sup>th</sup>, 2015.

**MOTION:** Georganne MacNab moved to adjourn the meeting. Myra Crook seconded. Motion approved five affirmative, zero negative, zero abstentions and four absent.

The meeting was adjourned at 7:55 pm.

Respectfully submitted,

Robin L. Lunatto  
Recording Secretary

Approved:

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Secretary Board of Trustees

4/14/15  
Date