

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
May 12, 2015**

The St. Charles City-County Library District Board of Trustees met on Tuesday, 12 May 2015, at the General Administration Offices located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Justin Collier
- Jerry Cook
- Myra Crook
- Joann Leykam
- Georganne MacNab
- Mary Reese
- John Thaelke
- Gail Zumwalt

Board members absent:

- Lisa DeClue

Library Staff present:

- Jim Brown, Director
- Jan Bardon, Communications Specialist, Marketing
- Pat Batzel, Human Resources Manager
- Margaret Conroy, Assistant Director
- Tim DeGhelder, Branch Manager, Deer Run Branch
- Asia Gross, Branch Manager, McClay Branch
- Jennifer Jung, Branch Manager, Corporate Parkway Branch
- Ann King, Branch Manager, Kathryn Linnemann and North County Branches
- Erica Land, Development Manager
- Frank Noto, Information Technology Manager
- Martha Radginski, Branch Manager, Middendorf-Kredell, Boone's Trail and Winghaven Branches
- Laurie St. Laurent, Branch Manager, Spencer Road, South County and Discovery Village Branches
- Diana Tucker, Branch Manager, Kisker Road Branch
- Julie Wolfe, Chief Financial Officer

President Jerry Cook called the meeting to order at 7:03 p.m. with the Pledge of Allegiance. Eight 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 Erica Land, the District's new Development Manager, to the Trustees.

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 April 30th were reported.

Director's Report – In addition to a summary of the agenda items for the evening, the Director's Report included information on the following items:

- **State Aid and REAL Project Funds:** We have received the FY 15 state aid payment which had been withheld by the Governor. We are expecting to receive a reimbursement for the portion of our MOREnet fees which are covered by this year's REAL project appropriation.

Unfortunately, total state aid for FY 2016 has been reduced to \$723,776. If the Governor signs and subsequently releases the FY16 state aid appropriation sent to him by the legislature, the Missouri State Library will release the entire amount in a per capita grant to qualifying libraries. This would mean that we will receive roughly \$0.13 per capita based on the 2010 census. The District can reasonably expect to receive approximately \$47,000. The FY15 appropriation generated about \$180,000 for the District.

- **Self-Checkout Pilot Update:** The District has received a Long Term Grant in the amount of \$31,980 for additional self-checkout stations to be installed at all of our Regional and General Purpose branches. Equipment has been ordered and staff are planning the installations.
- **Recruitment Update:** Joshlyn Racherbaumer will be assuming her responsibilities as the District's Marketing Manager on Monday, 18 May 2015. We have begun a national search for the Youth Services Manager position.

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

Correspondence: none.

CONSENT AGENDA

Minutes from 14 April 2015 Work Session

Minutes from 14 April 2015 Meeting

MOTION: John Thielke moved to accept the consent agenda. Myra Crook seconded. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

FORMAL AGENDA

NEW BUSINESS:

15-37: FY 16 Board of Trustees Meeting Schedule: A preliminary FY 16 meeting schedule was presented to the Trustees for their review and approval.

MOTION: Mary Reese moved to accept the FY 16 Board of Trustees Meeting Schedule as presented. Georganne MacNab seconded. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

15-38 HVAC Replacement: Discussion was held regarding the need to replace four failing HVAC units at three of the District's library branches. The units range in age from 26 to 33 years old. The project will be placed out for bid.

The HVAC Replacement discussion was informational and no vote was necessary.

15-39 A048 By-Laws of the Board of Trustees: The Trustees have been working to revise Policy A048 By-Laws of the Board of Trustees. A recent teleconference between Trustee Georganne MacNab, Library Director Jim Brown and District legal counsel John Shaw identified several items in the draft revision of Policy A048 that required further discussion among the Trustees. The Trustees reviewed the comments and suggestions from legal counsel during this meeting and made their recommendations to Ms. MacNab, who will incorporate the changes into the document.

Agenda Item 15-39 Policy A048 By-Laws of the Board of Trustees was a discussion to review suggested comments and changes from District legal counsel to the draft revision of the By-laws document and no vote was necessary. The Trustees will vote on a final version of Policy A048 By-Laws of the Board of Trustees at the 9 June 2015 meeting.

15-40 FY 16 Budget: Three preliminary FY 16 Budget documents were reviewed with the Trustees.

1. FY 2016 Revenues Budget
 - Revenue projections for FY 2016
 - Comparison of Revenues for FY 2013 through FY 2016
 - Projected year-end revenues for FY 2015
 - FY 2015 actual revenue
 - FY 2015 actual department revenue
2. FY 2016 Personnel Budget – Supplemental information and background detail for the proposed personnel budget.
3. Personnel Budget-Fiscal Year 2016 - budget detail by department and position.

Preliminary budgets for Materials, Operations and Technology and Telecommunications were also discussed.

The FY 16 Budget discussion was informational and no vote was necessary. The Trustees will review the entire FY 16 Budget at the 27 May 2015 Budget Work Session and will vote on the final FY 16 Budget at the 9 June 2015 meeting.

MOTION: Gail Zumwalt moved to adjourn the meeting. John Thaelke seconded. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

The meeting was adjourned at 9:11 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Secretary Board of Trustees 6/9/15
Date