

**St. Charles City-County Library District  
Board of Trustees  
Minutes  
December 10, 2013**

The St. Charles City-County Library District Board of Trustees met at 7:00 pm on Tuesday, December 10, 2013 at the McClay Branch. This branch is located at 2760 McClay Road, St. Charles, MO 63303.

Board Members present:

- Justin Collier
- Jerry Cook
- Myra Crook
- Joann Leykam
- Georganne MacNab

Board Members absent:

- Lisa DeClue
- Mary Reese
- John Thoele
- Gail Zumwalt

Library Staff present:

- Jim Brown, Director
- Margaret Conroy, Assistant Director
- Richard Schultz, Finance and Support Services Manager
- Pat Batzel, Human Resources Manager
- Kristin Williams, Planning and Development Manager
- Frank Noto, Information Technology Manager
- Ann King, Branch Manager, Kathryn Linnemann Branch
- Tim Deghelder, Branch Manager, Deer Run Branch
- Diana Tucker, Branch Manager, Corporate Parkway
- Laurie St. Laurent, Branch Manager, Spencer Road Branch
- Vivienne Beckett, Branch Manager, Kisker Road
- Asia Gross, Branch Manager, McClay Branch
- Rebecca Cody, President, St. Charles City-County Library Foundation Board

President Jerry Cook called the meeting to order at 7:10 pm with the Pledge of Allegiance. Five members responded to roll call. Dr. Cook opened the floor for public comments. No requests were made at this time.

**REPORTS**

The following reports were included in the Board packet.

- Financial Report—Rick Schultz
- Director's Report—Jim Brown
- Development Report—Kristin Williams
- Monthly Statistical Report
- Activities Report
- Making a Difference: Exciting Author Programs
- Correspondence

- Rebecca Cody, President, St. Charles City-County Library Foundation Board

Rebecca Cody expressed her thoughts on how well the last couple of years have progressed with the Library District and Library Foundation working in tandem. This past year has been an exciting one for the Foundation! "A Year in Review" provided some highlights from 2013:

1. **Take 20 and Read:** 9000 pledges have been taken and the goal for this year is to champion the initiative to other school districts.
2. **Ready to Read:** 12 mini libraries have been placed, and by the end of the year, 7,000 Early Literacy Kits will be distributed.
3. **Books to You:** This program has grown and been reorganized during this last year. It has been refocused to determine what is working and how well they are working. The upcoming year provides a new partnership with the St. Charles Juvenile Detention Center.

2014 will be another exciting year for the Foundation. Among the goals for 2014, the first ever Imagine Gala will be held on May 17<sup>th</sup> at the Ameristar! The Foundation is also looking to increase and expand children's Spanish materials. And lastly, the Foundation will be working on expanding its Board. A priority will be recruiting individuals from one or more of the many large corporations based in St. Charles County.

**Consent Agenda**

- Minutes from November 12, 2013 meeting

**MOTION:** Joann Leykam moved to approve the Consent Agenda. Georganne MacNab seconded Motion passed five affirmative, zero negative, zero abstentions, and four absent.

**FORMAL AGENDA**

**OLD BUSINESS**

**14-27 Policy A048 Bylaws of Board of Trustees**

The first reading of the proposed changes to the Board of Trustees' Bylaws occurred at the November meeting. The changes proposed, as noted in the minutes from that meeting, are

1. A modification to Article IV Section 4.6 Paragraph 2 which makes the responsibility of the Board Recording Secretary part of the Administrative Assistant to the Director's job duties.
2. Increasing the allowable number of Trustees serving on a standing or special committee of the Board from three (3) to four (4). Article VII Sections 7.1 and 7.2 have been modified to reflect the proposed change.

A copy of these changes was submitted to the District's legal counsel for review. John Shaw's response is included in the Board packet. In summary, Mr. Shaw approved of the language of the changes, but also cautioned that "the change in the number of committee members creates the potential for a quorum of the full board and will require some

changes in how the meetings are conducted and recorded.”

If the Board of Trustees is comfortable with the language of the changes, Jim Brown confirmed that the Bylaws are ready for approval this evening.

**MOTION:** Myra Crook moved to approve **Policy A048 Bylaws of the Board of Trustees** revisions including Sections 4.6, 7.1, and 7.2. Justin Collier seconded. Jerry Cook asked for questions or discussion.

During discussion, the following changes to the proposed revision were recommended:

1. In Article VII Section 7.1, replace the word “shall” with “may”.
2. In Article VII Section 7.2, add the following phrase to the end of the change, “*except recommendations of the committees to the full Board during open sessions*”.

Following the discussion; Justin Collier withdrew his second of the original motion to allow the language to be amended.

**MOTION:** Myra Crook moved to accept **Agenda Item 14-27 Policy A048 Bylaws of Board of Trustees** as amended in Sections 7.1 and 7.2. Justin Collier seconded. Motion passed five affirmative, zero negative, zero abstentions, and four absent.

#### **NEW BUSINESS**

##### **14-29 Policy E032.325 Class Spec, Executive Administrative Assistant**

Pat Batzel worked with Jim Brown and Margaret Conroy to revise the classification specification for the Administrative Assistant. Changes include making the position a full-time, non-exempt position and moving the position to Salary Track D (from Track C). Inquiries into comparable positions with the City of St. Peters and the City of Wentzville revealed salaries in the \$15.65-\$19.02 range which is our Track D. These changes have been presented to, and recommended by, the Personnel Committee.

**MOTION:** Myra Crook moved to approve the changes to **Policy E032.325 Executive Administrative Assistant** as recommended by the Personnel Committee. Motion passed five affirmative, zero negative, zero abstentions, and four absent.

The following three agenda items recommend changes to three of the District’s benefit policies.

##### **14-30 Policy E096 Benefit Plans**

##### **14-31 Policy E120 Flexible Benefits Plan**

Under the new Patient Protection Affordable Health Care Act (PPACA), part-time employees are no longer eligible to participate in the Medical Spending Plan. Policies E096 (Benefit Plans) and E120 (Flexible Benefits Plan) have been updated to comply with the new PPACA regulations.

##### **14-32 Policy E480 Retirement**

Pre-65 retiree coverage is no longer available through the District. This change affects only two retirees of the District. Upon retirement, the District will offer retirees an extension of their coverage for 18 months through COBRA, 60 days to spend down FSA/MSA, and a pay out of up to 240 hours of accumulated annual leave.

**Agenda Items 14-30 Policy E096, 14-31 Policy E120, and 14-32 Policy E480** have been reviewed and recommended by the Personnel Committee.

**MOTION:** Georganne MacNab moved to adopt the proposed changes to **Policy E096, Policy E120, and Policy E480** as recommended by the Personnel Committee. Motion passed five affirmative, zero negative, zero abstentions, and four absent.

##### **14-33 Staff Development Day—Branch Closures**

The District is combining Staff Development Day and Staff Recognition Day into one event which is scheduled for Friday, January 10, 2014 from 8:30 am to 10:30 am at the Columns. Following the combined meeting staff will return to their branches for individual branch meetings and training. Jim Brown is requesting closing the branches and Administrative Office until 1 pm on that day; therefore, open hours will be 1 pm – 6 pm. The public notice of the closure will be posted 2 weeks in advance of the event. Trustees are invited to attend the event!

**MOTION:** Justin Collier moved to approve closing the Library Branches and Administrative Office on January 10, 2014, from 9 am until 1 pm. Myra Crook seconded. Motion passed five affirmative, zero negative, zero abstentions, and four absent.

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

The meeting adjourned at 7:55 p.m.

Respectfully submitted  
April C. Wootten, Recording Secretary

Approved:

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Secretary, Board of Trustees

Date