

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
March 13, 2018**

The St. Charles City-County Library District Board of Trustees met on Tuesday, March 13, 2018, at the Spencer Road Branch located at 427 Spencer Road in St. Peters, Missouri.

Board Members present:

- Drew Bryson
- Myra Crook
- Joann Leykam
- Justin Collier
- Georganne MacNab – by telephone
- Mary Reese
- Nevada Smith
- Gail Zumwalt

Board members absent:

- Julie Bartch

Library Staff present:

- Jan Bardon, Marketing Manager
- Gary Brinker, IT Manager
- Aaron Eller, Branch Manager, McClay
- Asia Gross, Branch Manager, Kathryn-Linnemann and Portage Des Sioux
- Jennifer Jung, Branch Manager Middendorf-Kredell, Boone's Trail and Library Express @ Winghaven®
- Jason Kuhl, Director
- Maggie Melson, Youth Services Manager
- Cindy Miller, Branch Manager, Deer Run
- Madison Morris, Branch Manager, Corporate Parkway
- Laurie St. Laurent, Branch Manager, Spencer Road, Augusta and Library Express at Discovery Village
- Carol Schrey, Collection Services Manager
- Kristen Sherry, Extension Services Manager
- Diana Tucker, Branch Manager, Kisker Road
- Julie Wolfe, Chief Financial Officer

Others present:

- Arnie C. "AC" Dienoff - citizen

Board President Gail Zumwalt 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. Ms. Zumwalt opened the floor for public comment. Mr. Arnie C. "AC" Dienoff welcomed the Library's new Director, Jason Kuhl. Mr. Dienoff noted the expired terms of several Trustees. He suggested that a Director's Library Advisory Council be established so citizens could have a way to offer input on library services. Mr. Dienoff also asked the District to investigate the effectiveness of email due date notifications and asked that late fees not be charged the day after major holidays (Thanksgiving, Christmas and New Year's Day).

Reports and Correspondence

Financial Report: Julie Wolfe reported that the District has received the majority of its FY 18 tax revenues. Passport revenues have exceeded budget by 95%, totaling almost \$100,000. District expenditures, at the end of February, were 63.13% of budget year-to-date. Current projects underway are: teen room changes at Deer Run and McClay, acoustics at McClay and children's area enhancements at Kisker Road. The Business Office is currently reviewing the District's purchasing policy for needed changes to accompany Web Purchasing and purchasing card implementations. Delivery and other vehicles have been wrapped in the District's new brand colors and logos. Julie gave a status report on several internal control related matters identified in the FY 17 audit.

Director's Report: Jason Kuhl, Director, noted the following:

- The Trustees will hold a quarterly work session prior to the regular Board meeting on April 10. Jason invited the Trustees to suggest agenda items.
- The District has selected Polaris as its new Integrated Library System (ILS). A contract proposal will be presented to the Trustees at the April meeting for review and approval.

- Erica Land will be presented with the Young Professional Award by the Athena Leadership Foundation in May.
- Jason Kuhl gave a presentation, Libraries in the Modern World, to the Trustees.

Development Update: Mary Reese reviewed the results of the Library Foundation's 17th Annual Trivia challenge. Eighty-three (83) teams participated and more than \$23,000 was raised at the event. The Smartest Branch title was awarded to Tech Op for the second year in a row. Mary spoke about how money raised at Library Foundation events translates into grants that fund literacy initiatives.

Marketing Update: Jan Bardon presented the Marketing Update. The Library's top social media post in February was "Meet Kami Garcia" with a reach of 3,582. Facebook likes and Twitter followers increased in February, which Jan attributed to our new Content Writer/Social Media specialist. Jan spoke about two comments received in response to a recent social media post about lynda.com. One customer said "I need to update my office skill sets to re-enter the market. I couldn't afford the Community College. Now life is possible. Thank you library." and another "This service provided by the library has been integral to advancing my career. Thank you!"

Public Services Update: Maggie Melson reported that the District has now been a U.S. Department of State Passport Acceptance Facility for six months. Over 115 staff members have been trained as official Acceptance Agents, and more than 1,738 passport applications have been processed at our three facilities (CP, MK and SP). A Passport Fair was held on Sunday, February 11, at the Middendorf-Kredell Branch, where we accepted 50 applications and took 71 photos in three hours. We have heard many comments about how our staff has made what can be an intimidating and stressful experience into a pleasant one.

The Library's Youth Services department partnered with Fort Zumwalt and Francis Howell Parents as Teachers on Wednesday, March 7th, to present the Spring Fling. This yearly event is offered at different times during the day, allowing hundreds of parents and children to play and learn at different early literacy stations.

Branch Update – Kathryn Linnemann and Portage Des Sioux: Asia Gross updated the Trustees about current activities at the Kathryn Linnemann and Portage Des Sioux branches. Kathryn Linnemann continues to be a gathering place and resource for the St. Charles community. The branch is weeding and reorganizing the adult collection in order to free up space needed for a teen area. Anywhere from 50 to 100 teens are in the building on an average afternoon. While they are at the branch, teens gather, relax, do homework and participate in the programs offered to engage them. The staff at KL offer a wide variety of programs at the branch for all ages and have recently begun taking the library out into the community. Books on Tap, a bi-monthly book discussion/book swap, is targeted to "new adults" and held at Two Plumbers Brewery + Arcade. Outreach programs providing STEM centered activities to youth at the Juvenile Justice Center have been well received.

Asia reported that the Portage Des Sioux branch remains a vital resource for the residents in the northeast corner of our county. Patrons there are large consumers of the DVD collection. The branch provides the only copy machine and fax service for many miles.

Monthly Statistical Report: The statistics for February 2018 showed an increase in eMedia usage of 6.31% (510,541 in FY 18 vs. 480,259 in FY 17). Program attendance increased 7.72% and the number of programs offered increased 10.13% from the same time last year. Self-checkouts accounted for 48.03% of total circulation in February.

Correspondence: None.

CONSENT AGENDA:

- Minutes from the February 13, 2018, Meeting

MOTION: Mary Reese moved to approve the minutes from the February 13, 2018, meeting as presented. Nevada Smith second. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

FORMAL AGENDA:

OLD BUSINESS

None.

NEW BUSINESS

18-25 FY 19 Tax Assessment Projection Each April the District must provide a projection of the anticipated tax rate for the next fiscal year to the St. Charles County Registrar's office. A copy of the 2017-2018 Value Report, certified by the County Registrar in February 2018, was provided to the Trustees. Based on the projections, Julie Wolfe recommended that the Trustees authorize a projected tax rate of \$.2106 for FY 19. The FY 19 tax rate will be adopted at the September 2018 meeting.

MOTION: Joann Leykam moved to accept the recommended tax rate of \$.2106 for the FY 19 Tax Assessment Projection. Myra Crook second. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

18-26 Revision of Policy c128 - Fines A revision to Policy c128 – fines was presented to the Trustees for their consideration. Most of the proposed changes were for consistency, accuracy and clarity of language. No changes were made to the amounts of charges for overdue items. Throughout the policy the terms “fine” and “overdue fine” were replaced with “late charge”. The policy was renamed Fees and Charges. The most substantive change was the removal of the separate schedule of miscellaneous fees, including the elimination of the charge for a replacement library card. The charges from the schedule that will continue to be collected were incorporated into the proposed policy under “Other Fees”.

MOTION: Nevada Smith moved to approve the revision of Policy c128 - Fines as presented. Mary Reese second. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

MOTION: At 8:08 p.m. Mary Reese moved to adjourn the meeting. Joann Leykam second. Motion approved eight affirmative, zero negative, zero abstentions and one absent.

The meeting ended at 8:09 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Georganne MacNab _____ April 10, 2018 _____
Secretary Board of Trustees Date