

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
May 14, 2019**

The St. Charles City-County Library District Board of Trustees met on Tuesday, May 14, 2019, at the Spencer Road Branch located at 427 Spencer Road in St. Peters, Missouri.

Board Members present:

- Staci Alvarez
- Justin Collier
- Myra Crook
- Joann Leykam
- Georganne MacNab
- Nevada Smith
- Gail Zumwalt

Board members absent:

- Julie Barch
- Mary Reese

Library Staff present:

- Jan Bardon, Marketing & Communications Manager
- Gary Brinker, Information Technology Manager
- Aaron Eller, Regional Branch Manager, Middendorf-Kredell
- Alison Griffith, Branch Manager, McClay
- Asia Gross, Regional Branch Manager, Kathryn Linnemann
- Jennifer Jung, Regional Branch Manager, Spencer Road
- Jason Kuhl, Director & Chief Executive Officer
- Erica Land, Director of Development
- Maggie Melson, Director of Youth Services
- Cindy Miller, Branch Manager, Deer Run
- Madison Morris, Branch Manager, Corporate Parkway
- Sara Nielsen, Director of Adult Services
- Trevor Rees, Assistant Branch Manager, Library Express @ Winghaven
- Laurie St. Laurent, Deputy Director & Chief Customer Experience Officer
- Carol Schrey, Director of Collection Services
- Kristen Sherry, Outreach Services Manager
- Diana Tucker, Branch Manager, Kisker Road
- Julie Wolfe, Chief Financial Officer

Others present:

- Kurt Bahr, Director, St. Charles County Election Authority
- Arnie "AC" Dienoff – citizen

Board of Trustees President Gail Zumwalt called the meeting to order at 7:01 p.m. with the Pledge of Allegiance. Seven members of the Board listed above as present responded to roll call. Ms. Zumwalt opened the floor for public comments. Mr. Arnie C. "AC" Dienoff addressed the Trustees on the topics of public policy changes, public comments, and opposition the proposed St. Peters industrial development project for Central States Manufacturing, Inc. Ms. Zumwalt called for a motion to advance Agenda Item 19-41, St. Charles County Director of Elections Kurt Bahr, ahead of Reports and Correspondence.

MOTION: Joann Leykam moved to advance Agenda Item 19-41, Mr. Bahr's statements, to the next order of business. Georganne MacNab second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

St. Charles County Director of Elections, Kurt Bahr, introduced himself to the Trustees and stated that he is visiting all of the Political Subdivisions in St. Charles County to promote open and clear dialog with the Election Authority. The election authority is in need of 750 election judges next year to staff four elections – March 10th Presidential Primary Election, April 5th General Municipal Election, August 4th General Municipal Election and November 3rd Presidential Elections. Mr. Bahr requested that the Library branches display election authority judge applications.

Reports and Correspondence

Financial Report: Julie Wolfe reported that ten months into the fiscal year the Library has received 100% of its budgeted tax revenues. Investment income is reported at 149% of budget. Passport fees continue to far exceed plan. Salaries and benefits are below budget due to open positions and timing of placement. Rent expense is exceeding budget due to unexpected move to new warehouse space. Technology and capital/project expenses are increasing as initiatives and projects are finalized. The following capital/special projects are in progress or have recently been completed: branch point of sale software implementation; Winghaven Express Branch renovation space is now actively used for community programming; early literacy areas are being designed for Middendorf-Kredell and Kisker Road Branches; an RFQ was issued for the Kathryn Linnemann branch teen space design.

Director's Report: Jason Kuhl noted the following items in addition to the Director's Report:

- Individual updates previously listed on the board meeting agenda under "Reports and Correspondence" will now be incorporated into the Director's report.
- Jason introduced Trevor Rees, Assistant Manager of the Library Express @ Winghaven to the Trustees. Trevor recently transferred to Winghaven from the Spencer Road Branch.
- Tiffany Barke started in her new role as Chief Talent Officer on April 26th.
- The Library's most-tenured employee, Cindy Barnard, is retiring on Friday, May 17th. Cindy started her career with the Library on February 1, 1976, and served as Regional Branch Youth Services Supervisor at the Spencer Road Branch.
- The flooding situation in Portage Des Sioux is being monitored closely.
- Advocacy talking points were provided to the Trustees. The talking points will be updated bi-monthly.
- A leadership brief from the Urban Libraries Council entitled *Roles for Library Trustees* was provided to the Trustees.
- Over 600 people attended the Graham Hancock event on May 9th. The event was livestreamed using YouTube Live for those who were on the waiting list. Jason extended his appreciation to the IT, Marketing and Adult Services staff who worked together to make the event happen.

Monthly Statistical Report: Total Circulation for the month of April 2019 was 511,773, which includes physical checkouts, eMedia checkouts, renewals and auto-renewals. There were 1,713 new library cards issued in April, 234 of which were online registrations. Year-to-date eMedia usage increased 4.63% (680,982 in FY 19 vs. 650,832 in FY 18). FY 19 year-to-date program attendance increased 5.30% and the number of programs offered increased 8.10%. There were 105,887 self-checkouts in April.

Correspondence: Letter from City of St. Peters re: Proposed Industrial Development Project – Central States Manufacturing, Inc. The Trustees briefly discussed the letter from the City of St. Peters. The Library, by law, is not one of the taxing districts that can contest the property tax abatement.

CONSENT AGENDA:

- Minutes from the April 9, 2019, Quarterly Work Session
- Minutes from April 9, 2019, Meeting

- Minutes from April 9, 2019, Closed Session

MOTION: Nevada Smith moved to accept the consent agenda as presented. Myra Crook second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

FORMAL AGENDA:

OLD BUSINESS

19-42: Review of Proposed Policies Jason Kuhl reviewed the changes suggested by the Trustees at the April 9 meeting that have now been incorporated into the proposed revisions to Policy a096 – Open Meetings and Records, Policy a048 – Library Bylaws and the proposed new policy – Board Meetings. Several more changes were suggested to each of the policies. It was noted that Article XI of the proposed Bylaws of the Board of Trustees specifies an annual adoption and review of Policy g009, Code of Ethics Public Disclosure. Another revision to all three policies will be presented at the June 11 meeting. Any changes to the Bylaws of the Board of Trustees requires a minimum 20-day review period, so the policies will not be voted on until the July meeting at the earliest.

NEW BUSINESS

19-43 – Authorization to Enter into Reciprocal Lending Agreement with Washington Public Library The Trustees were asked to authorize the Library to enter into a reciprocal lending agreement with Washington Public Library. Voters in Washington, Missouri, approved a levy increase for the Washington Public Library in April 2019. The levy increase raised their tax rate to a level equivalent to the St. Charles City-County Library, making a reciprocity agreement possible under the guidelines listed in Policy c281.8 - Reciprocity. Washington Public Library is an independent municipal library located in Franklin County, however it is not covered under our reciprocal agreement with Scenic Regional Library. Establishing a reciprocal agreement with Washington Public Library would benefit residents of both library districts and substantially streamline registering new customers who reside in Franklin County. Many students who attend Augusta elementary are residents of Washington, Missouri. The board of the Washington Public Library approved entering into a reciprocal agreement with us at their April 22nd meeting. Pending approval of the St. Charles City-County Library board, the agreement would go into effect on June 1, 2019.

MOTION: Joann Leykam moved to authorize the Library to enter into a reciprocal agreement with the Washington Public Library effective June 1, 2019. Nevada Smith second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

19-44: Travel Policies A significantly revised Policy f032 - Travel Policy was presented to the Trustees for their consideration. The revised policy consolidates Policy f032 – Travel, Policy f064 – Lodging, and Policy f096 - Meals into one single policy. The revision discontinues the use of specifically named reimbursement amounts for mileage and meal per diem, moving instead to the use of standard rates established by the U.S. Government General Services Administration (GSA). Separately developed procedures will provide detailed direction for staff members engaged in travel for Library business. The Trustees were asked to rescind Policy f032.5 - Travel Approval During Absences of Management, Policy f064 – Lodging, Policy f096 – Meals, and to approve the revised Policy f032 – Travel Policy. If approved, the revised policy would be effective July 1, 2019.

MOTION: Joann Leykam moved to rescind Policy f032.5 - Travel Approval During Absences of Management, Policy f064 – Lodging, Policy f096 – Meals. Justin Collier second. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

MOTION: Nevada Smith moved to approve the revision to Policy f032 – Travel Policy. Georganne MacNab second. The Trustees discussed meal reimbursement and compensation for hourly employees during travel events. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

19-45: FY 19 Materials Budget Adjustment Carol Schrey reported usage of Hoopla, the Library’s pay-per-use streaming service, continues to increase each year because more customers are discovering the service and the vendor is continually adding better materials. The Collection Services department requested a budget adjustment to move \$50,000 from the 7223 Electronic Resources budget line item to the 7145 Streaming Media budget line item. During FY 19, one database costing nearly \$33,000 was not renewed as originally planned and several other databases had lower renewal rates than anticipated, thus providing the opportunity to make the budget adjustment.

MOTION: The adjustment changes neither the overall FY 19 budget nor the total Materials budgeted expenditures, so no action is needed from the Board.

19-46: Merchant Processing Fees When the Library first started accepting credit/debit cards, it was decided that 1) the Library would not pass merchant processing fees through to the customer; and 2) the Library would accepting credit cards for payment of fines. Jason wanted the Trustees to be aware that the Library has been accepting credit cards for fines *and* fees – for example non-resident fees – and that the Library may be incurring more merchant processing fees that originally assumed when we began accepting credit cards. It is the Library’s intention to continue to absorb the merchant processing fees and not pass them through to the customer. In FY 18, merchant processing fees totaled \$6,900 and so far in FY 19 merchant processing fees have totaled \$8,200. The Trustees had no objections to continuing this practice.

MOTION: Agenda Item 19-46, Merchant Processing Fees, was a discussion and no action was taken.

MOTION: At 8:08 p.m. Georganne MacNab moved to go into Closed Session pursuant to RSMo 610.021(2) “Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore”. Second by Myra Crook. The roll call vote was: Staci Alvarez – yes; Justin Collier – yes; Myra Crook – yes; Joann Leykam – yes; Georganne MacNab – yes; Nevada Smith – yes; Gail Zumwalt – yes. Motion passed seven affirmative, zero negative, zero abstentions and two absent.

Jason Kuhl provided an update on the status of negotiations regarding a potential future library.

MOTION: A motion to adjourn the Closed Session was made by Myra Crook at 8:39 p.m., second by Justin Collier. The roll call vote was: Staci Alvarez – yes; Justin Collier – yes; Myra Crook – yes; Joann Leykam – yes; Georganne MacNab – yes; Nevada Smith – yes; Gail Zumwalt – yes. Motion passed seven affirmative, zero negative, zero abstentions and two absent.

MOTION: At 8:40 p.m., Nevada Smith moved to adjourn the meeting. Myra Crook second. Motion approved seven affirmative, zero negative, zero abstentions, and two absent.

The meeting ended at 8:41 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Georganne MacNab June 11, 2019
Secretary Board of Trustees Date