

St. Charles City-County Library District
Board of Trustees Quarterly Work Session Minutes
April 9, 2019

The St. Charles City-County Library District Board of Trustees met for a Quarterly Work Session at 6:00 p.m. on Tuesday, April 9, 2019, at the Spencer Road Branch located at 427 Spencer Road in St. Peters, Missouri.

Board Members present:

- Staci Alvarez
- Justin Collier
- Myra Crook
- Georganne MacNab
- Mary Reese
- Nevada Smith
- Gail Zumwalt

Board members absent:

- Julie Barch
- Joann Leykam

Library Staff present:

- Jan Bardon, Marketing & Communications Manager
- Aaron Eller, Regional Branch Manager, Middendorf-Kredell
- 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
- 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:

- Arnie "AC" Dienoff – citizen
- Allison Scime – Lashly & Baer, P.C.

Board President Gail Zumwalt called the meeting to order at 6:03 p.m.

FY 20 Preliminary Budget Expectations

Julie Wolfe asked the Trustees to clarify the specific information they want presented at the FY 20 budget work session. Historically, the Library has presented preliminary revenue projections and budgets for personnel/salary, materials, operations and information technology, and capital projects. The Trustees agreed that this process has worked well in the past. Julie noted that the personnel budget will be presented as a summary of FTEs.

The budget work session, previously scheduled for Tuesday, May 28, at 7:00 pm, has been rescheduled (due to schedule conflicts) to Thursday, May 23, 2019, at 6:00 pm.

Legal Issues for Trustees

Jason requested the Library's attorney to review the eight (8) current Board of Trustees policies in Section A of the Library's policy manual. Allison Scime, Attorney with Lashly & Baer, P.C., attended the work session to review the proposed changes and answer questions. The attorney proposed incorporating all necessary provisions from the existing policies into three policies - Bylaws of Board of Trustees (a048), Open Meetings and Records (a096), and a new policy Library Board Meetings (currently not numbered). The Trustees discussed the proposed changes and

made recommendations regarding the new Board Meeting policy and the revisions to policy a048, Bylaws of Board of Trustees, and policy a096, Open Meetings and Records.

Jason noted that the revised/new policies are not being brought forward for a vote at this time. After the recommended changes are made, the policies will be included on the May 14, 2019, meeting agenda. The remaining policies would be rescinded after incorporation into the new policies.

Ms. Scime also discussed best practices for closed session meeting minutes.

The work session adjourned at 6:50 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Georganne MacNab
Secretary Board of Trustees

May 14, 2019
Date