

**St. Charles City-County Library District  
Board of Trustees Quarterly Work Session Minutes  
October 8, 2019**

The St. Charles City-County Library District Board of Trustees met for a Quarterly Work Session at 6:00 p.m. on Tuesday, October 8, 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 – by telephone
- Nevada Smith
- Gail Zumwalt

Board members absent:

- Julie Bartch
- Mary Reese

Library Staff present:

- Jan Bardon, Marketing & Communications Manager
- Tiffany Barke, Chief Talent Officer
- Aaron Eller, Regional Branch Manager, Middendorf-Kredell
- Asia Gross, Regional Branch Manager, Kathryn Linnemann
- Earl Haug, Assistant Branch Manager, Spencer Road
- Jennifer Jung, Regional Branch Manager, Spencer Road
- Jason Kuhl, Director & Chief Executive Officer
- Cindy Miller, Branch Manager, Deer Run
- Sara Nielsen, Director of Adult Services
- Laurie St. Laurent, Deputy Director & Chief Customer Experience Officer
- Carol Schrey, Director of Collection Services
- Kristen Sherry, Manager, Outreach Services
- Diana Tucker, Manager, Kisker Road
- Melissa Whatley, Assistant Branch Manager, Middendorf-Kredell
- Julie Wolfe, Chief Financial Officer

Others present:

- Robin Barstow – citizen
- Jeanne Dunkmann - citizen
- Megan Wunderlich - citizen

Board President Joann Leykam called the meeting to order at 6:01 p.m.

The work session agenda included one discussion item, Facilities.

Jason Kuhl began the discussion by talking about how the Facilities Master Plan, which is expected to be presented to the Trustees in November, will determine how the library will deliver services across St. Charles County in the future. He then gave an update on the Portage Des Sioux branch that was damaged by flooding over the summer.

The Portage Des Sioux branch is forty-four years old and is the library's oldest location. At the time the Portage Des Sioux branch was built, library services were typically delivered from a brick-and-mortar building. Jason reported that the library has experienced steady decreases in visits at all of its locations.

The events leading up to the May 2019 flooding in Portage Des Sioux were reviewed. Jason reported that the Portage Des Sioux library housed a small number of contents and everything was fully insured. An insurance check has been received in the amount of \$82,586 for damages to the building and contents. A ballpark estimate to rebuild the current structure at FEMA elevation and ADA accessibility requirements is approximately \$150,000 - \$200,000, exclusive of contents.

A number of things were discovered at the Portage Des Sioux branch during flood remediation. The building was not built on a slab and the moisture barrier had been compromised at some point which allowed moisture to seep into the structure from underneath. Other issues with the repairs from the 1993 flood were discovered during demolition. The structure could be rebuilt as is, however it does not meet the FEMA flood zone elevation requirements. Without meeting FEMA elevation requirements, the library is able to get flood insurance but there will be no cap on the premiums. Prior to the 2019 flooding, the library was paying \$5,000 annually for flood insurance for this location.

Jason shared a chart with the Trustees showing the cost per visit for each branch in fiscal year 2019, based on total operating expenditures and number of visits. Ten of the library's twelve locations have a cost per visit between \$4.29 and \$6.77. The Augusta branch cost per visit is \$11.66. The Portage Des Sioux branch cost per visit is \$15.11. Portage Des Sioux is also the only location staffed by one person. Increased staffing would raise the cost per visit to more than \$25.00. Tiffany Barke reviewed the library's concerns about lone workers. It was noted that the library has been unable to fill an open position at the Portage Des Sioux branch for the past year.

Staff have been working on options to restore and deliver services in northern region of St. Charles County. They have met with the Mayor of Portage Des Sioux to discuss possible locations for unmanned computer, printer and copy machine services, as well as materials pickup.

Laurie St. Laurent reviewed circulation and program statistics comparing the library's two community branches, Portage Des Sioux and Augusta. She also discussed several alternative service delivery (ASD) options – books by mail, bookmobile, collaborative space at a local school district, and wi-fi access. An analysis of library card usage by cardholders who live in the Portage and West Alton zip codes showed consistent usage at other library locations in the county.

The Trustees asked several questions.

Joann Leykam opened the floor for public comments. Jean Dunkmann, Robin Barstow, and Megan Wunderlich addressed the Trustees about the Portage Des Sioux branch. They would like the branch to be rebuilt and said that the branch serves the area as a social gathering place and provides access to wi-fi and internet, library materials, and services such as technology assistance. They indicated that the library could have provided much needed assistance to residents with completing FEMA and SBA applications.

The meeting was a discussion and no formal action was taken.

The work session adjourned at 6:54 p.m.

Respectfully submitted,

Robin L. Lunatto  
Recording Secretary

Approved:

Staci Alvarez  
Secretary Board of Trustees

November 12, 2019  
Date