

**St. Charles City-County Library District
Board of Trustees Minutes
October 14, 2014**

The St. Charles City-County Library District Board of Trustees met on Tuesday, October 14th, at the General Administration Offices located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Justin Collier
- Jerry Cook
- Myra Crook
- Lisa DeClue
- Georganne MacNab
- John Thaelke
- Gail Zumwalt

Board members absent:

- Joann Leykam
- Mary Reese

Library Staff present:

- Jim Brown, Director
- Jan Bardon, Communications Specialist, Children's Resources & Marketing
- Pat Batzel, Human Resources Manager
- Margaret Conroy, Assistant Director
- Tim DeGhelder, Branch Manager, Deer Run Branch
- Asia Gross, Branch Manager, McClay Branch
- Jennifer Jung, Branch Manager, Corporate Parkway Branch
- Ann King, Branch Manager, Kathryn Linnemann Branch
- Sara Nielsen, Community Branch Manager & Adult Programming
- Frank Noto, Information Technology Manager
- Laurie St. Laurent, Branch Manager, Spencer Road Branch
- Richard Schultz, Finance and Support Services Manager
- Kristin Williams, Planning & Development Manager

President Jerry Cook called the meeting to order at 7:09 pm with the Pledge of Allegiance. Seven members of the Board listed above as present responded to roll call. Jerry Cook opened the floor for public comments. No requests for time were received.

Reports and Correspondence

The following reports were included in the Board packet:

Financial Report: Cash balance, comparison of estimated and actual revenue, and fy15 expenditures compared to budget through September 30th were reported.

Director's Report: The Director's Report included information on the October 2014 Board of Trustees Quarterly Work Session, the Strategic Planning Board Retreat, Staff Development Day 2015, Proposed Policy E077 Driver Safety, Policy C280 Privacy of Library Circulation Records, the 2012-2017 Strategic Plan Summary, FY 15 Capital Expenditures and updated Librarian-Children's and Paraprofessional Interlibrary Loan job descriptions.

Jim Brown announced that Kristin Williams has been named to Streetscape's Magazines 50 Beyond the Best winners for 2014. This is given annually to the BEST leaders in St. Charles County. This is a prestigious and well deserved honor for Kristin and excellent exposure for the District. Our congratulations go out to Kristin

Monthly Statistical Report: Report of September circulation, gate count, and computer usage and comparison with previous fiscal year was included in the packet.

Activities Report – Children’s Resources & Marketing: Maggie Preiss, Children’s Resources and Marketing Manager, provided a summary of upcoming author events. During the month of October, we will host Anne Leckie; Jon Klassen and Mac Barnett; New York Times-bestselling author Jan Karon (our first ticketed event); J.B. Cheaney; teen authors Tessa Gratton, Natalie Parker, Julie Murphy and Bethany Hagen and Newbery Medal/Newbery Honor winner Kate DiCamillo. The St. Charles City-County Library District is recognized by local bookstores and publishers as a venue for successful author events with high book sales. Congratulations to our staff that create and support these memorable events for our library customers.

Strategic Planning Summary: As we move forward with OrangeBoy to create and implement a more traditional externally focused strategic plan, we have closed out the current 2012-2017 strategic plan. A strategic plan summary was distributed to the Board of Trustees. As this strategic plan comes to a close, we can see how it provided the District with a stronger foundation of internal processes and procedures. The strategic plan summary document is available on the District’s Intranet.

Correspondence: none.

CONSENT AGENDA

Minutes from 9 September 2014 Meeting:

MOTION: Gail Zumwalt moved to accept the consent agenda. Myra Crook seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

FORMAL AGENDA

OLD BUSINESS:

MOTION:

Georganne MacNab moved to remove Agenda Item 15-13 Policy C280, Privacy of Library Circulation Records, from the table. John Thaelke seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-13 Policy C280 Privacy of Library Circulation Records

At their June and July meetings, the Board discussed a request from Kristin Williams to share Library customer address information with the Library Foundation for the purpose of conducting a fundraising mail campaign. At the September Trustee’s meeting a proposed revision to Policy C280 was presented to the Board. Recently passed House Bill 1085, which tightened the restrictions on release of private records, raised some questions about whether or not the Library District would be in violation of RSMo section 182.815 and 182.817 if it shared customer information with the Library Foundation. The policy revisions were tabled at the September 9, 2014, board meeting to allow the Director to consult with other Missouri libraries. He found that other peer Missouri libraries are maintaining a separation of information contained in their customer records. Based on these findings and input from the district’s legal counsel, Jim Brown recommended that the District coordinate the mailing of the Foundation’s year-end fundraising campaign. Mr. Brown also requested the Board to approve Policy C280 as revised. This will be an annual motion to allow for the capture of new library customer address information.

MOTION: Lisa DeClue moved to proceed with the St. Charles City-County Library District Foundation’s 2014 year-end appeal mailing. Gail Zumwalt seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

MOTION: John Thaelke moved to approve Policy C280, Privacy of Library Circulation Records, as revised. Gail Zumwalt seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-16 Staff Development Day - 2015: The District has scheduled Staff Development Day for Friday, January 16, 2015. The morning session will be held at the Christy Banquet Center in O'Fallon and will include breakfast and employee recognition. Staff will then proceed to the Spencer Road Branch at for a variety of training sessions. All staff members are expected to attend the entire day unless they have other work or school commitments. Jim Brown requested the closing of all branches and Administrative Offices for the entire day. The public notice of the closure will be posted 2 weeks in advance of the event. Trustees are invited to attend the event.

MOTION: Gail Zumwalt moved to approve closing all Library District Branches and Administration Offices on Friday, 16 January 2015, for Staff Development Day. Lisa DeClue seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-17 Proposed Policy E077—Driver Safety Policy: Proposed Policy E077, Driver Safety, was created by Pat Batzel at the recommendation of our new worker's compensation insurance carrier to improve claims processing and offer some discount on future premiums. This policy applies to all employees who drive personal vehicles, rental vehicles, or vehicles owned by the District for library business. The policy requires employees to immediately report any accidents that occur while driving for library business to the Director of Finance and Support Services, who will relay the information to our insurance carrier. Any traffic tickets or citations issued while driving for library business must be reported to Rick Schultz. Use of cell phones is prohibited, however, use of hands-free technology is permissible if it does not interfere with your ability to safely operate the vehicle and conversations are brief. The policy also lists behaviors that may result in suspension or termination of employment. These include: possession or use of controlled substances while driving, consumption of alcohol while driving, reckless driving, or driver without a current, valid license. This policy is in coordination with existing policies E080 Drug Testing & Drug Free Workplace and C285.2 Smoke Free Environment. The Board requested that line 7 of the policy be amended to read "Any traffic tickets, citations or accidents while driving for business reasons must be reported to appropriate law enforcement and the Finance and Support Services Manager *within 24 hours.*"

MOTION: Gail Zumwalt moved to approve Policy E077 – Driver Safety Policy as amended to add "within 24 hours" to Line 7. Myra Crook seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-18 Discussion – FY15 Capital Expenditures: At the 9 September 2014 meeting, John Thaelke requested that the Board revisit the capital expenditures deferred from the FY2015 Furnishings and Equipment Budget. The main project that was deferred was the face-out shelving in the Children's area of the Middendorf-Kredell Branch. At a cost of \$112K for one branch, it has been decided to re-evaluate this project for FY16 to determine if it would expand our service reach to our customers and if we want to replicate this project at other branches. Some possible projects that were not included in the FY15 Budget that are now being considered are:

- Middendorf-Kredell Branch – convert quiet study space into Technology Training Lab.
- Deer Run Branch – working with Ameren UE and electrician on lighting project.
- Parking lot sealing / curb repair - scheduling for Spring 2015
- Building/Masonry sealing & roof repair
- Expansion of Self-check to all branches (after a successful pilot at the Spencer Road and McClay Branches in January-March 2015).

The FY15 Capital Expenditures discussion was informational and no vote was necessary. These projects will be presented individually to the Board for approval as revenues allow.

Other Business

Board President Jerry Cook inquired if it was the pleasure of the other Board members to continue the Quarterly Work Sessions as scheduled. They all replied in the affirmative.

MOTION: Gail Zumwalt moved to adjourn the meeting. John Thaelke seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

The meeting was adjourned at 7:58 pm.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Secretary Board of Trustees

Date