

**St. Charles City-County Library District
Board of Trustees Minutes
November 11, 2014**

The St. Charles City-County Library District Board of Trustees met on Tuesday, November 11th, 2014, at the General Administration Offices located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Justin Collier
- Jerry Cook
- Myra Crook
- Joann Leykam
- Mary Reese
- John Thoele

Board members absent:

- Lisa DeClue
- Georganne MacNab
- Gail Zumwalt

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
- 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 7:01 pm with the Pledge of Allegiance. Six 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 October 31st were reported.

Director's Report: The Director's Report included information for the Board on the proposed changes to Policy C184 Inappropriate Customer Behavior. Jim Brown reported that the changes to the policy had been reviewed by the District's legal counsel and requested approval from the board.

The Director had requested that the Board members review four OrangeBoy documents prior to the Board meeting on November 11th (the Board Retreat Presentation and meeting minutes, the Strategic Planning Executive Summary and the Stakeholder Survey Findings Report) in order to discuss the implications of our findings and proposed next steps with the new strategic planning process.

Updates were given on the proposed conversion of current quiet study space into a technology training lab at Middendorf-Kredell and a re-lamping project to convert existing T12 fluorescent lighting to T8 or T5 lighting at Deer Run.

The Library Foundation will use its existing contact database for the proposed Year End campaign, instead of requesting the District mail the campaign requests on their behalf. The Foundation will request the District to send out an e-mail to its customers instead.

Jim discussed the possible expansion of reciprocity to Scenic Regional Library. Steve Campbell, Director of the Scenic Regional Library (Gasconade, Franklin and Warren Counties), has approached SCCCLD about the possibility of extending reciprocal library services. The Scenic Regional Library successfully increased its tax levy last April and they are now within the tax rate range specified in Policy C281.8 Reciprocity. A motion will be brought to the Board for approval once a formal proposal is prepared.

An update was provided on the Partial Release of State Aid. Governor Nixon released \$723,776 of the \$3,504,001 state aid budgeted for public libraries in FY15. This money is targeted toward the smaller libraries in the state (with service populations of 40,000 or less) with approximately 25 of the large and medium size libraries not receiving funds from this action. No action has been taken by the Governor to release any of the \$3,109,250 appropriated for the Remote Electronic Access for Libraries (REAL) program.

Several SCCCLD staff members recently attended a United Services focus group meeting. Denise Leibel, the President of United Services, is looking at developing a children's museum which offers potential opportunities for the District to partner with them on literacy programs. More information will be forthcoming.

Kudos were given to the District's programming team for the many recent outstanding adult, teen and children's programs.

Jim mentioned some holiday efforts going on within the District. Youth In Need giving trees will be displayed at all branches for patrons and staff to purchase needed items and several of the branches are sponsoring families through the Sts. Joachim & Ann Care Service Adopt-A-Family program.

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

Correspondence: none.

CONSENT AGENDA

**Minutes from 14 October 2014 Work Session and
Minutes from 14 October 2014 Board Meeting:**

MOTION: Joann Leykam moved to accept the consent agenda. Mary Reese seconded. Motion approved six affirmative, zero negative, zero abstentions and three absent.

FORMAL AGENDA

OLD BUSINESS:

None.

NEW BUSINESS:

15-19 Policy C184 Inappropriate Customer Behavior: Policy C184 has been revised to include guidelines for Alcohol and Personal Hygiene. The guidelines Computer Equipment – Public PCs, Furniture, and Smoking were updated.

A suggestion was made regarding events held in District buildings prior to opening hours and patron's attempting to enter the building. It was discussed and agreed upon to change the statement on page 3, under On SCCCLD premises, no person shall: "Remain in the building after regular closing hours, except by the invitation of SCCCLD." to read "*Enter the Building before regular opening hours or remain in the building after regular closing hours, except by the invitation of SCCCLD.*"

