

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
June 9, 2015**

The St. Charles City-County Library District Board of Trustees met on Tuesday, 9 June 2015, at the General Administration Offices located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Jerry Cook
- Lisa DeClue
- Joann Leykam
- Georganne MacNab
- Mary Reese
- John Thoelke
- Gail Zumwalt

Board members absent:

- Justin Collier
- Myra Crook

Library Staff present:

- Jim Brown, Director
- Pat Batzel, Human Resources Manager
- 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 and North County Branches
- Erica Land, Development Manager
- Frank Noto, Information Technology Manager
- Joshlyn Racherbaumer, Marketing Manager
- Martha Radginski, Branch Manager, Middendorf-Kredell, Boone's Trail and Winghaven Branches
- Laurie St. Laurent, Branch Manager, Spencer Road, South County and Discovery Village Branches
- Diana Tucker, Branch Manager, Kisker Road Branch
- Julie Wolfe, Chief Financial Officer

President Jerry Cook called the meeting to order at 7:03 p.m. with the Pledge of Allegiance. Six members of the Board listed above as present responded to roll call. Joann Leykam arrived at 7:13 p.m. 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 May 30th were reported.

Director's Report – In addition to a summary of the agenda items for the evening, the Director's Report included information on the following items:

- **REAL Project Funds:** The District has received a REAL Project refund of \$15,042.
- **Youth Services Manager position:** Telephone interviews have been completed for the Youth Services Manager position. Onsite interviews will be held during the weeks of June 15th and 22nd.
- **Self-Checkout:** Equipment for the self-checkout stations for the remaining Regional and General Purpose branches was received on June 8th. IT staff anticipate that installation of all remaining stations will be completed by the end of July.

- **Summer Reading Program:** The 2015 Summer Reading Program, Every Hero has a Story (Children's) and Escape the Ordinary (Teen and Adult), started Monday, 1 June 2015, and will run through 1 August 2015.
- **Second Annual Summertime Digital Photo Contest:** The second annual Summertime Digital Photo Contest has begun. Photos may be submitted during the summer reading program, between June 1st and August 1st. This contest is sponsored by the Friends of the Library.
- **Telescope Program.** The District launched its Telescope program on Friday, May 29th. Telescopes are available for check out by Library customers age 18 or older at all of the Regional and General Purpose Branches. Three of these telescopes were donated to the District by the Astronomical Society of Eastern Missouri (ASEM). The District and ASEM will co-host Star Parties throughout the summer at various branches. The program seems to be very popular based on reserves for the telescopes.

Marketing Report: Joshlyn Racherbaumer, Marketing Manager, reported that the Marketing department has been working to finalize the FY 16 Marketing Plan, which will include more traditional advertising. Joshlyn and her team have been working on developing a District Marketing calendar, refining the FY16 Marketing budget and defining social media/e-blast schedules, objectives and policies. A Marketing brain-storming session will be held with the Trustees at the 14 July 2015 Board meeting.

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

Correspondence: none.

CONSENT AGENDA

Minutes from 12 May 2015 Meeting

Minutes from 27 May 2015 Budget Work Session

MOTION: Georganne MacNab moved to accept the consent agenda. Mary Reese seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

FORMAL AGENDA

OLD BUSINESS:

15-39 Policy A048 By-Laws of the Board of Trustees: A revision of Policy A048 By-Laws of the Board of Trustees was presented to the Trustees at the meeting. The revised By-Laws included updated language and changes to the Term Limits, Quorum, Parliamentary Law and Committee sections.

MOTION: Gail Zumwalt moved to accept Policy A048 By-Laws of the Board of Trustees as presented. Joann Leykam seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

Board President Jerry Cook extended the Trustees' appreciation to Georganne MacNab for coordinating this revision to the By-Laws policy.

15-40 FY 16 Budget: The final version of the District's FY 16 Budget was presented to the Trustees at the meeting. The total FY 16 Budget is \$17,524,760. The District's projected FY 16 revenues are \$17,654,020. The following individual budgets make up the overall FY16 budget:

- Personnel: \$11,524,760, which includes a 2.25% salary increase for all District employees.
- Materials budget: \$3,127,200
- Operations budget: \$2,549,990
- Technology & Telecommunications Budget: \$451,946

MOTION: John Thoelke moved to accept the FY 16 Budget as presented. Mary Reese seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

NEW BUSINESS:

15-41 Policy E512 Salary Schedule: Policy E512 Salary Schedule was revised to reflect the 2.25% salary matrix increase included in the District's FY16 Personnel Budget and was presented to the Trustees for approval.

MOTION: Mary Reese moved to accept Policy E512 Salary Schedule as presented. John Thielke seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-42 Election of Officers for FY 16: Traditionally, as officer's terms expire after two 1-year terms, each officer is replaced by the individual who held the office below it. This year, however, John Thielke has announced that he is will no longer be eligible to be a Trustee. The nomination slate proposed is:

Mary Reese—President
Gail Zumwalt – Vice President
Joann Leykam —Secretary
Georganne MacNab —Treasurer

MOTION: John Thielke moved to accept the nomination slate as recommended. Lisa DeClue seconded. Motion passed seven affirmative, zero negative, zero abstentions, and two absent.

MOTION: Mary Reese moved to adjourn the meeting. John Thielke seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

The meeting was adjourned at 7:42 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Secretary Board of Trustees

Date