

St. Charles City-County Library District Board of Trustees Minutes August 12, 2014

The St. Charles City-County Library District Board of Trustees met on Tuesday, August 12th, at the General Administration Offices located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Justin Collier
- Myra Crook
- Lisa DeClue
- Joann Leykam
- Mary Reese
- John Thaelke
- Gail Zumwalt

Board members absent:

- Jerry Cook
- Georganne MacNab

Library Staff present:

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

Vice-President Mary Reese 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. Joann Leykam arrived at 7:16 pm. Mary Reese 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 July 31st were reported. Revised year-end fy14 financials were reported. It was noted that the fy14 figures are not yet final.

Director's Report: Jim Brown's Director's Report included announcing the St. Charles County reappointments of Joann Leykam and Georganne MacNab to the Board of Trustees. Their terms will expire on 31 July 2017. Also, Jim reminded the Board of Trustees about Joint Library Leadership Meeting on Thursday, 28 August 2014. The

Strategic Planning Board retreat originally scheduled for Saturday, 27 September 2014, will be rescheduled in October.

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

Special Statistical Report: FY14 year-end Reserve Statistics were reported.

Correspondence: A letter from Kimberly Vaughn of Lake Saint Louis was distributed to the Board members. Ms. Vaughn sent the letter to thank Asia Gross for her assistance in providing information about her grandfather, who suffered a stroke while on the parking lot of the McClay Branch library. After reviewing the security recordings, Asia was able to provide Ms. Vaughn with a timeline of events which, in turn, allowed the hospital to provide medication for the stroke.

CONSENT AGENDA

Minutes from 8 July 2014 Quarterly Work Session and 8 July 2014 Meeting:

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

FORMAL AGENDA

14-59 Bylaws Proposed Revisions

The proposed revisions to the Board of Trustees Bylaws remain tabled.

15-04 Policy G009 Missouri Code of Ethics, Public Disclosure

Jim Brown distributed Policy G009, Missouri Code of Ethics, Public Disclosure, to the Board members for review and requested that the policy be readopted at the 12 August 2014 meeting. State statute requires that this policy be adopted every other year by September 15th.

MOTION: Gail Zumwalt moved to readopt Policy G009, Missouri Code of Ethics Public Disclosure, as presented. John Thaelke seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-05 Policy C253 Small Group Rooms

Margaret Conroy presented proposed revisions to Policy C253, Small Group Rooms. The proposed revisions are intended to maximize the public availability of the rooms. Changes include requiring the reserving responsible party to remain in the building during the course of room use, requiring that the room remain occupied during the course of the reservations, and stating our right to cancel the reservation if the party hasn't arrived by 20 minutes after the reservation time.

Several questions were asked regarding the use of Small Group Rooms. John Thaelke recommended that library staff should be able to cancel the reservation if the party hasn't arrived by 10 minutes after the reservation time.

MOTION: John Thaelke moved to accept the revisions to Policy C253, Small Group Rooms, with a change in Line 7 of the policy from 20 minutes to 10 minutes. Gail Zumwalt seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-06 Policy E032 Job Classifications

Policy E032 Job Classifications has been revised to provide a summary paragraph outlining the approval process for changes to job classifications or job descriptions. A list of current positions is included in this policy. We made three changes to the classification list: 1) addition of the Social Media Specialist, 2) Paraprofessional for ILL, and 3) removal of Branch Manager-Outreach. Changes to job descriptions will no longer require Board approval. The Board will be notified when a job description is changed. Jim Brown reminded the Board that they will continue to approve the addition or removal of a position to a salary track.

MOTION: Joann Leykam moved to accept Policy E032 Job Classifications, as presented. Lisa Declue seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-07 Policy C285.2 Smoke Free Environment

Policy C285.2, Smoke Free Environment, was presented to the Board for approval. This policy will replace Policy E551, Smoke Free Workplace, as the policy pertains not just to library employees, but customers and visitors as well. The policy prohibits smoking and the use of tobacco in all library facilities and vehicles. Smoking includes use of all forms of tobacco and electronic cigarettes.

MOTION: Gail Zumwalt moved to accept Policy C285.2, Smoke Free Environment, as presented. Lisa Declue seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-08 Policy E551, Smoke Free Workplace

It was proposed to the Board that Policy E551, Smoke Free Workplace, be deleted. This policy will be replaced by Policy C285.2, Smoke Free Environment, as the policy pertains not just to employees, but customers and visitors as well.

MOTION: Lisa DeClue moved to delete Policy E551 Smoke Free Workplace, as proposed. Gail Zumwalt seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-09 FY15 Personnel Budget Adjustment – Middendorf-Kredell

As discussed at the 8 July 2014 Trustees meeting, the paraprofessional who supported the Consumer Health and Government Documents Information Resource Manager at the Middendorf-Kredell Branch has retired. After reviewing the position responsibilities, Branch Manager Martha Radginski and Consumer Health/Government Documents Information Resource Manager Alison Griffith, requested that this position be made full time. Following a review of the FY15 personnel budget, staff determined that it would be possible to create a full time position by using the existing part time position hours at Middendorf-Kredell and combining those with hours reallocated from the Kathryn Linnemann Branch to Middendorf-Kredell.

According to policy E008, the Board must approve an adjustment to approved positions when the change in FTE increases the branch or department's total FTE for a particular classification. We are seeking approval to increase the hours to the existing part time position from 24 hours (.6 FTE) to 40 hours (1 FTE).

A brief discussion followed the presentation of this change in FTE. The budget amount includes benefits.

MOTION: Gail Zumwalt moved to accept the change in FTE for the Middendorf-Kredell paraprofessional supporting the Consumer Health and Government Documents Information Resource Manager, as proposed. Justin Collier seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

