

St. Charles City-County Library District Board of Trustees Minutes September 9, 2014

The St. Charles City-County Library District Board of Trustees met on Tuesday, September 9th, 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 Thaelke
- Gail Zumwalt

Board members absent:

- Lisa DeClue
- Georganne MacNab

Library Staff present:

- Jim Brown, Director
- Jan Bardon, Communications Specialist, Children's Resources & Marketing
- Pat Batzel, Human Resources Manager
- Frank Noto, Information Technology 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
- Jennifer Jung, Branch Manager, Corporate Parkway 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, Kisker Road Branch

President Jerry Cook called the meeting to order at 7:01 pm with the Pledge of Allegiance. Five members of the Board listed above as present responded to roll call. John Thaelke arrived at 7:03 pm. Joann Leykam arrived at 7:08 pm. Jerry Cook opened the floor for public comments. No requests for time were received.

Jerry Cook asked for a motion to suspend the regular agenda in order to hold a Public Hearing regarding setting of the FY 2015 tax rate for the Library District.

MOTION: Myra Crook moved that the regular agenda be suspended for the purpose of holding a Public Hearing on the setting of the FY2015 Tax Rate. Mary Reese seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

Jerry Cook asked for a motion to open the Public Hearing to set the FY15 Tax Rate.

MOTION: John Thaelke moved to open the Public Hearing to set the FY15 Tax Rate. Gail Zumwalt seconded. Motion approved by a roll call vote: John Thaelke-yes, Jerry Cook-yes, Myra Crook-yes, Joann Leykam-yes, Mary Reese-yes, Justin Collier-yes, Gail Zumwalt-yes.

Jerry Cook opened the floor to public comments for questions regarding setting of the tax rate for the FY15 budget. No comments or questions were received.

MOTION: Gail Zumwalt moved to close the Public Hearing. Myra Crook seconded. Motion approved by a roll call vote: John Thoeke-yes, Jerry Cook-yes, Myra Crook-yes, Joann Leykam-yes, Mary Reese-yes, Justin Collier-yes, Gail Zumwalt-yes.

Jerry Cook asked for a motion to resume the regular agenda.

MOTION: Gail Zumwalt moved to resume the regular agenda. Mary Reese seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

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 August 31st were reported.

Director's Report: The new Branch Manager of the Corporate Parkway Branch was introduced to the group. Jennifer Jung comes to us from the St. Louis County Library District where she was a branch manager for twelve years.

Jim Brown reported that we have received the results from the Internal Communication Survey conducted in August. 189 staff members responded to the survey. We wanted to sample how we were doing with the different types of communication (Stafftalk, Grapevine, Intranet) used within the district. We are looking at what areas we can do better on.

The transition to IPS for automated time/attendance/payroll is moving forward. Some difficulties were encountered in transferring data to IPS' system. Staff will begin using the IPS time/attendance system to input their time on October 22nd. HR data will be uploaded by SCCCLD staff to the system. We will run parallel payroll processes (manual and IPS) during November/December to test the system and verify that the IPS data matches our payroll data.

The updated Library Page Job Description (approved in August 2014) was given to the Board as an informational item. HR is currently working on updating the Children's Librarian job description.

Upcoming meetings: Work Session - Tuesday, October 14th, at 6:00 pm, prior to the regular meeting scheduled at 7:00 pm the same evening. Strategic Planning Board Retreat - Saturday, October 18th, 9:00 am to 1:00 pm.

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

Special Statistical Report: Fiscal Year End Customer Usage Statistics – FY 2014. This report provides information on our active cardholders. The decline in cardholder use between FY 2010 and FY 2011 coincides with the District's move from tracking public PC usage through circulation to using PC Time and Print management software. The final page of your document shows that in FY 2014 we had a total of 4,667 cardholders who accessed eMedia from Overdrive but did not borrow any physical material and 10,071 cardholders who used our public PCs and did not borrow any physical material. A combined total of 14,522 unique cardholders used either our public PCs and/or accessed our eMedia but did not borrow any physical material. The work we are currently

doing with OrangeBoy, Inc. will enhance our understanding of how our customers are using our products and services.

Correspondence: none.

CONSENT AGENDA

Minutes from 12 August 2014 Meeting:

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

FORMAL AGENDA

15-12 Setting FY 2015 Tax Rate: The FY2014 tax rate is \$0.2270. Factoring in the inflation rate, the increased value of property assessments as supplied by the Board of Equalization (excluding new construction), and the figures that we have received from the State, we recommend that the Board set the FY 2015 Tax Rate for the St. Charles City-County Library District at \$0.2270 as certified by the Missouri State Auditor. Based on the assessed value of the County and the State law, the maximum allowable tax certified by the State Auditor for the FY 2015 budget is \$0.2270.

MOTION: Joann Leykam moved to set the FY 2015 tax rate for the St. Charles City-County Library District to \$0.2270 which is the maximum authorized rate certified by the Missouri State Auditor. Motion approved by a roll call vote: John Thoelke-yes, Jerry Cook-yes, Myra Crook-yes, Joann Leykam-yes, Mary Reese-yes, Justin Collier-yes, Gail Zumwalt-yes.

15-13 Policy C280 Privacy of Library Circulation Records

A proposed revision to Policy C280, Privacy of Library Circulation Records, was distributed to the Board. During the 2014 Missouri General Assembly House Bill 1085 was introduced which made several changes to RSMo sections 182.815 and 182.817. At the June and July Trustee meetings we discussed the possibility of sharing limited Library user contact information with the St. Charles City-County Library Foundation and the Friends of the St. Charles City-County Library District.

Following a review of the changes made to RSMo section 182.815 and 182.817, the District's legal counsel concluded that "Unfortunately the removal of the language under HB 1085 places significant limitations on how data from library patrons can be used by outside support groups like the Friends of the Library and the Library Foundation." As a result, Library customer contact information will not be shared with the Library Foundation or the Friends. Mr. Shaw has reviewed the revised policy and has indicated that it is in compliance with the new version of section 182.187.

MOTION: Joann Leykam moved to table Policy C280, Privacy of Library Circulation Records, in order for more information to be obtained on the restrictive language of House Bill 1085 and its effect on sharing of Library Circulation Records with the St. Charles City-County Library Foundation, an agent of the St. Charles City-County Library District. Mary Reese seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

Jim Brown will contact other Missouri library directors to obtain additional information.

15-14 Revised FY 2015 Board of Trustees Meeting Schedule: As requested by several board members, the FY16 Budget Work Session, previously scheduled on Tuesday, May 26th, 2015, was rescheduled to Wednesday, May 27th, 2015. A new FY 2015 Board of Trustees Meeting schedule was distributed reflecting this change.

MOTION: Mary Reese moved to approve the revised FY 2015 Board of Trustees Meeting schedule, as presented. John Thaelke seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-15 LAGERS Annual Meeting: The Missouri Local Government Employees Retirement System (LAGERS) annual meeting will be held at Sheraton Westport Chalet Hotel in St. Louis, Missouri, on Thursday, October 30th - Friday, October 31st, 2014. The annual meeting provides an opportunity to attend educational workshops and forums, as well as participate in the election of LAGERS Board of Trustees members.

Each LAGERS employer is allowed to designate two voting delegates (one member delegate and one employer delegate). The employer delegate should be an individual appointed by the organization's governing body.

You may choose one of your fellow Trustees as the employer delegate or you may choose to authorize a staff member to serve as the employer delegate.

The board decided to authorize a staff member to serve as the employer delegate.

Other Business

Jerry Cook advised the Board that he would garner input from the board members with regard to the Director's evaluation. Jerry will present an evaluation instrument to be used for input and has proposed that the Director's evaluation take place on an annual basis. Input for the evaluation will be required before the October 14, 2014, Work Session.

Jim Brown congratulated the programming team on the success of the "Fall in Love Tour". The event, targeted to romance fans, was held on Monday, September 8th, at the Spencer Road Branch. 227 fans came out to see authors Colleen Hoover, Abbi Glines and Jamie McGuire. We had people in the room from Colorado, Kansas City, Sedalia and many other places and all were very impressed. We had great Facebook presence and Twitter following for this event.

Kristen Williams spoke about promoting Art Uncorked, scheduled for November 22nd at the Spencer Road Branch and announced the date of May 9, 2015, for the next Foundation Gala.

John Thaelke requested that the capital expenditures that were cut from the FY2015 Furnishings and Equipment Budget be included on the October 14, 2014, Board Meeting agenda. Jim Brown would also like to review possible changes to the personnel budget at the Work Session.

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

The meeting was adjourned at 8:05 pm.

Respectfully submitted
Robin L. Lunatto
Recording Secretary

Approved:

Secretary Board of Trustees

Date