

Library Board of Trustees Meeting Minutes

August 10, 2009

The St. Charles City-County Library District Board of Trustees met at 7:00 pm on Monday, August 10, 2009 at the Administrative Offices, 77 Boone Hills Dr., St. Peters, Missouri.

Board Members present:

- Mr. Gary Heggs
- Mr. Greg Dohrman
- Ms Myra Crook
- Mr. John Thaelke
- Ms. Mary Reese
- Ms. Lisa Pelikan
- Dr. Jerry Cook
- Ms. Debbie Haupt

Board Members absent:

- Ms. Heidi Lowery

Library Staff present:

- Mr. Carl Sandstedt, Director
- Ms. Betty Murr, Deputy Director
- Ms. Denise Mandle, Incoming Human Resource Coordinator
- Mr. Richard Schultz, Coordinator of Finance and Support Services
- Mr. Frank Noto, IT Coordinator
- Ms. Kristin Williams, Planning and Development Coordinator
- Ms. Maggie Preiss, Children's Resources and Marketing Coordinator
- Mr. Jim Brown, Branch Manager, Spencer Road
- Ms. Ann King, Branch Manager, Kathryn Linnemann
- Ms. Pat Kern, Branch Manager, Middendorf-Kredell
- Ms. Diana Tucker, Branch Manager, Corporate Parkway
- Ms. Keri Cascio, Branch Manager, Kisker Road

President Greg Dohrman called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. Eight members responded to roll call. Mr. Dohrman opened the floor for public comments. No requests for time were received.

Mr. Dohrman, on behalf of the entire Board and the staff of the Library District, expressed thanks and appreciation to Mr. Heggs for his service as President of the Board of Trustees for the last 3 years.

Prior to approving the minutes from July's meeting, there was a motion for a Public Meeting.

MOTION: Ms. Pelikan moved to move Agenda Item 10-06, Public Hearing for FY10 Tax Rate, to the current position on the agenda. Mr. Thaelke seconded. Motion passed eight affirmative, zero negative, zero abstentions, and one

absent.

FORMAL AGENDA:

New Business

10-06 Public Hearing FY10 Tax Rate

Mr. Dohrman opened the floor for public comments on the tax rate. No requests for time to speak on the tax rate were received. At this time, Mr. Dohrman closed the public hearing.

10-07 Setting of FY10 Tax Rate

Mr. Dohrman asked the group whether or not there were any questions, prior to framing a motion, regarding the tax rate for this year. Mr. Schultz provided a detailed explanation in his Agenda Item Memo and the Notice of Public Hearing which were both provided in the Board packet of materials sent to each trustee's home. Mr. Thielke asked Mr. Schultz to take a minute and walk through the process of reaching the final proposed figures. Mr. Schultz indicated that the proposed rate is a result of the figures provided from the assessor; these figures are not the full tax figures. The full tax figures will come from the registrar in about one or two weeks after this meeting. There will be different figures that come after the Board of Equalization meets at the latter part of this week, again, after this meeting. The final figure from the state will come after state assessments later in the month of August. Utilizing the assessor's figure will give the closest figure, or worst case scenario, to the taxpayer. Mr. Schultz explained that the rate of \$0.2100 has been proposed after careful consideration and, in his opinion, he feels reasonably confident that the state assessor will come in under 21 cents. Mr. Schultz promised to come back to the Board if the district is hit hard and needs to cut expenditures further.

MOTION: Mr. Heggs moved, as proposed, to set the tax rate for 2009 and the Fiscal Year of 2010 to be \$0.2100 per \$100 of valuation as determined by the St. Charles County Assessor and subsequent appeals boards. If the tax rate allowed as determined by the State of Missouri, is less than the proposed rate, the Library District will set the rate at the lowest determined rate to be in compliance with current state legislation, as proposed. Ms. Pelikan seconded the motion. The motion passed by a roll call vote of eight affirmative, zero negative, zero abstentions, and one absent. The affirmative votes, by roll call, are:

- Gary Heggs-Yes
- Greg Dohrman-Yes
- Myra Crook-Yes
- John Thielke-Yes
- Mary Reese-Yes
- Lisa Pelikan-Yes
- Jerry Cook-Yes
- Debbie Haupt-Yes

MINUTES

MOTION: Ms. Reese moved to approve the minutes of the July 13th meeting. Ms. Pelikan seconded. Motion passed eight affirmative, zero negative, zero abstentions, one absent.

REPORTS

Financial Report

Mr. Schultz confirmed that financial reports for July are finals. He also reminded the Board members that this month, July, is the first month of the new fiscal year, FY10. A few key points from the report:

- Cash and investments on hand at the end of July are \$15.6 million.
- The majority of the tax income received in July was actually accrued in June.
- Expenditures for insurance and Data Base products (material subscriptions) appear heavy line items due to the fact that they are paid annually. Those items will even out over time.
- In the past, July is an expensive month for the district. This year, due to the Spencer Road expansion, the

final six months of the year will be more expensive.

Mr. Schultz asked if there were any questions. There were no questions at this time.

Director's Report

In the interest of time, Mr. Sandstedt did not feel a need to reiterate anything from the hotline.

Special Report—Development Kristin Williams, Planning and Development Coordinator

Ms. Williams updated the Board members on Foundation activities:

- Imagine Campaign donations are at \$16,385 confirmed donations. There is a \$3500 request to US Bankcorp Foundation, \$4000 worth of requests to local rotary clubs, and \$2000 in miscellaneous requests. If these existing requests are met, then we will reach our goal of \$25,000!
- The Foundation will continue with community outreach including: working with United Service, St. Joachim and Ann Care Services, and Crisis Nursery to distribute Early Literacy Kits in the Fall. Also, the Foundation will work with Tim to establish program needs for Books to You.
- The Foundation has received funding through an LSTA grant for Content Management System training. This grant represents a savings to the district of \$3100. Frank Noto and Dan Hevey will attend the training.
- Currently, there are two grants pending approval—Excellence in Library Service for Merchandising Workshop; and the US Bancorp \$3500 request for the Imagine Campaign.

Mark your Calendars with the following two dates:

- Art Uncorked...An Evening of Grape Expectations. This event is on October 17, 2009, 7-10 pm, at Kathryn Linnemann.
- The Second Annual Library Legends Recognition Event is on November 6, 7-9 pm, at Kathryn Linnemann. This event will honor Dale Rollings of Rollings & Shaw, the District's Attorney.

Ms. Williams shared the flyer for the ELA (Emerging Library Advocates) group of the Foundation. This flyer advertises the group, upcoming events, and different methods of contact e.g. email addresses, facebook, website, etc. The group is a way for young professionals to make a difference in the library.

Ms. Williams also indicated that she will be meeting with the Information Resource Managers (IRMs) on Friday, August 14, 2009, to discuss opportunities for networking and fund-raising from their perspective and position.

Special Report—Local History and Genealogy, Jim Rhodes, Information Resource Manager

Mr. Sandstedt indicated that Mr. Rhodes is ill, and will not be attending the meeting this evening. However, there is a report from Mr. Rhodes included in the Board packet mailed to each trustee's home. The focus of the report is Mr. Rhodes' community outreach and involvement as the Local History and Genealogy IRM for the district.

Special Report—Time and Print Management Software and Web Design Frank Noto, Information Technology Coordinator

Mr. Noto presented the following progress report on two key Information Technology projects.

Time and Print Management Software

This system enables the staff to control and manage the time an individual patron is on a computer as well as the printing queued from the computer. The vendor chosen for the project is Envisionware. It is the largest in the nation and, of the library systems with this type of software, it is the largest provider. Some of the considerations that will need to be made in the near future are policy changes which will accompany the implementation of the software, time limits for PC use in the branches, whether or not there will be maximums put on patrons for daily use, print charges, print limits, etc. The timeline for this project:

fax contract within 2 weeks.

- set-up computer training room at Administrative Offices as a “mini-branch”.
- install the software and fully test it here at the Administrative Offices.
- beginning October 1, Mr. Noto would like to begin rolling it out to the branches. It is likely that the install will begin at the Spencer Road branch due to its proximity to the Administrative Offices.
- all branches installed by May, 2010.

Mr. Heggs asked for further clarification. Mr. Noto clarified the current process of manually checking in and out PCs in the branches. The manpower needed to manage the process is extreme pressure on staff. Also included in his explanation is the process by which time limits are managed on the PCs as well. This software will manage all of that for the staff which enables the staff to assist patrons. The software also has additional capabilities for the future e.g. a self-checkout module.

Web Redesign Project

Mr. Noto gave an update on the status of the district’s website redesign.

The RFP for the website went out back in February. The committee selected *501 Creative* as the design company. The content management system that *501 Creative* uses is called Drupel. It is an open-source system, which means it does not involve any additional costs. It is also a very user-friendly interface and it allows for continuity because it is the same content management system that the State Library utilizes on their website. Mr. Noto showed the group a mock-up of the district’s new website. A few of the highlights on the new website:

- There will be a changing billboard on the homepage.
- The homepage will include an area that highlights the IRM focus areas.
- Social network links e.g. Twitter, Facebook, etc.
- There is an option to adjust font sizes.
- Contact information is available.
- Staff log-in that directs the employee to an intra-net for staff only. The intra-net will include communication, procedures, forms, etc.
- The ability to search will be for the website as well as the Library Catalog.

This website will have more enhanced navigational tools as well as uniformity in its look and feel throughout the entire site.

Mr. Heggs inquired about the completion date. Mr. Noto anticipates the technical aspects of the site completed by the end of September. After the technical piece is complete, usability classes start, followed by the web content committee meetings to actually set the site up. The greatest disadvantage for our district is that we don’t have one person or department dedicated to website management and maintenance. The district has several individuals that manage and maintain our website as part of their jobs, versus it being their entire job. Mr. Noto has a tentative “go-live” date of the end of the calendar year.

It is also important to know that Ms. Preiss, Children’s Services and Marketing Coordinator, is working with *501 Creative* to improve the branding and image of the district as well. All of the much-anticipated changes will bring a seamless look and brand to the Library District.

Statistics - Betty Murr, Deputy Director

In the interest of time, Ms. Murr suggested reviewing only the Circulation and Gate Count statistics, and saving the Reserve Statistics report until next month. The group agreed with Ms. Murr’s suggestion. Therefore, Ms. Murr highlighted a few statistics in regard to circulation and gate count.

- Monthly statistics and YTD (year-to-date) statistics are the same due to the fact that July is the first month of the fiscal year.
- Circulation increase is 8.85% over last year.
- Gate count increase is 16.85% over last year.
- The district’s circulation for the first month of the year was over 600,000, nearly 700,000.
- Middendorf-Kredell’s circulation was over 100,000 again in July.

At the rate we have started the fiscal year, Ms. Murr feels as though we will definitely surpass last year’s statistics.

Mr. Thaelke inquired about including downloadable statistics on the monthly statistics report? Ms. Murr replied that she will follow-up with the IT department and inquire about how we can include it on the report, hopefully as soon as next month.

Activities Report - Maggie Preiss, Children's Resources and Marketing

Ms. Preiss distributed a handout with statistics for the Summer Reading Program (SRP), community events, and upcoming events as well as their dates. The greatest highlight of all is that there were more SRP participants than last year!

FORMAL AGENDA

There is no action needed at this time on the projects on the Formal Agenda. However, Ms. Murr updated the Board on the projects.

10-01 South County Branch Replacement

The Town of Augusta broke ground on the new building that will be leased to the district. As reported, we are responsible only for the interior of the building. The exterior should be complete in 120 days, perhaps even 90 days. At this time, we do not have an architect for the project; therefore, we need to put the project out for bid as soon as possible.

10-02 Spencer Road Branch Replacement

The footprint for the new Spencer Road location includes the NPDC building. The existing branch will remain open during construction. With that being said, the NPDC is set to be torn down as early as December or January. Currently, the Friends group occupies space in the NPDC. The district also utilizes some storage space for specific collections there. Due to the fact that the building will be torn down in a few short months, the district is looking for a building to buy or lease that will meet our needs for those two main purposes.

Ms. Murr has been working with two realtors to locate the right facility. At this time, the district has decided to proceed with a Buyer's Agent to handle negotiations in the best interest of the district. To accomplish this, the district will put out an RFQ for a Buyer's Agent, select two or three from those submitted, and, finally, choose a Buyer's Agent based on predetermined criteria. Mr. Heggs' sense is that it is always best to have a professional working for you. Mr. Dohrman inquired whether there was anyone on the Board that is uncomfortable with the Buyer's Agent, or the RFQ process that Ms. Murr presented this evening. There were no Board members uncomfortable with the situation as presented.

New Business

10-08 Library Express at Winghaven

This particular project delayed in 2007 due to the Kathryn-Linnemann expansion. Kevin Harms, the architect for the project, has submitted final drawings. Mr. Harms suggested the project's cost at between \$80,000 and \$100,000. In Mr. Sandstedt's opinion, these estimates are on the high side, and Mr. Sandstedt would like the opportunity to talk with Mr. Harms. There are a few changes necessary to the drawings, but after the changes are made, the project is ready to bid. The tentative date for that is August. The district should be ready to sign with a contractor sometime in September. We would like to begin construction by the end of September. Ms. Murr is asking the Board members to grant permission to proceed with the selection of the contractor and the authorization to sign a contract prior to the next Board meeting. Also, the district needs funds released from capital projects in order to proceed. Mr. Thaelke interjected that there would not be any funds released prior to the project going out for bid. The Board members want exact figures prior to releasing money. Mr. Dohrman asked Ms. Murr if she could also please bring a conceptual drawing to the Board members at the next meeting.

10-03 Director Search Committee

Preliminary Agenda

Mr. Sandstedt reminded that this item will be carried over from month to month until his retirement in 2011. Ms. Crook said there is nothing to report at this time

Old Business

10-05 Policy #C232-Library Cards

This policy was also reviewed last month; however, the Board asked Ms. Murr for more data and information on the subject prior to making a decision. Ms. Murr reiterated a few points from the agenda memo included in the Board packet in order to help answer some of the Board members' questions.

- In FY09, there were 157 active boarding students that checked out a total of 5028 items.
- As of July 27, 2009, 19 of those students still had \$1360 worth of items out.
- Thirteen of the students had 31 items, or \$542, out.
- Three of the cardholders are in "denial of service" with only 3 items out.

Based on the additional data, it is obvious that these patrons do not pose a large risk to the district. Therefore, due to the fact that a boarding student's card is a temporary card, but two items is too few, then Ms. Murr is suggesting a new card be established, a boarding student card. This card will have a limit of 5 items or a value in materials of \$250.

MOTION: Mr. Heggs moved to approve changes to Policy C232 to reflect staff suggestions for boarding students of 5 items or \$250 in value. Ms. Pelikan seconded. Motion passed eight affirmative, zero negative, zero abstentions, and one absent.

MOTION: Ms. Pelikan moved to adjourn. Ms. Crook seconded. Motion passed eight affirmative, zero negative, zero abstentions, and one absent.

The meeting adjourned at 8:58 pm.

Respectfully submitted
April C. Wootten
Recording Secretary
