

**St. Charles City-County Library District
Board of Trustees
Minutes
November 12, 2013**

The St. Charles City-County Library District Board of Trustees met at 7:00 pm on Tuesday, November 12, 2013 at the Administrative Office. The office is located at 77 Boone Hills Drive, St. Peters, MO 63376.

Board Members present:

- Justin Collier
- Jerry Cook
- Lisa DeClue
- Georganne MacNab
- Mary Reese
- John Thaelke

Board Members absent:

- Myra Crook
- JoannLeykam
- Gail Zumwalt

Library Staff present:

- Jim Brown, Director
- Margaret Conroy, Assistant Director
- Maggie Preiss, Children's Resources and Marketing Manager
- Richard Schultz, Finance and Support Services Manager
- Pat Batzel, Human Resources Manager
- Frank Noto, Information Technology Manager
- Kristin Williams, Planning and Development Manager
- Ann King, Branch Manager, Kathryn Linnemann Branch
- Tim Deghelder, Branch Manager, Deer Run Branch
- Diana Tucker, Branch Manager, Corporate Parkway
- Laurie St. Laurent, Branch Manager, Spencer Road Branch
- Vivienne Beckett, Branch Manager, Kisker Road
- Asia Gross, Branch Manager, McClay Branch

President Jerry Cook called the meeting to order at 7:10 pm with the Pledge of Allegiance. Six members responded to roll call. Dr. Cook opened the floor for public comments. No requests were made at this time.

REPORTS

The following reports were included in the Board packet.

- Financial Report—Rick Schultz
- Director's Report—Jim Brown
- Development Report—Kristin Williams
- Strategic Initiatives and Planning—Quarterly Update
Kristin Williams presented the quarterly update on the Strategic Plan. Several areas of the plan have been completed or are on track for completion. Those parts of the plan are listed on the update.
There are a few portions of the plan that will be addressed once the District receives feedback from the

OrangeBoy analysis. Lastly, Margaret Conroy has been added to a few committees to spearhead their progress. The main concern is to keep the entire Strategic Plan in the top of everyone's mind.

- Monthly Statistical Report
- Activities Report
- Making a Difference: Word's out about our Library
- Correspondence

Pat Batzel shared information regarding benefit renewal for the District. Due to the possible increase proposed by United Healthcare, our current carrier, the District's broker proposed going out for bid from other carriers. Staff did an excellent job at completing questionnaires and surveys in order for bids to come back. The District received very competitive rate proposals from Coventry, Anthem, and United Healthcare. A decision will be made this week regarding the health insurance.

Mary Reese inquired about the possibility of receiving the minutes from the Board Meetings more quickly than with the Board packet. She also asked whether or not Mayor Sally Faith can receive a copy of the minutes also. The minutes should be able to be completed the week following the Board Meeting. In regard to a copy of the minutes for Mayor Faith, the approved minutes are posted on the District's website immediately following the meeting at which they are approved.

Consent Agenda

- Minutes from 8 October 2013 Meeting

MOTION: Mary Reese moved to approve the Consent Agenda. Lisa DeClue seconded. Motion passed six affirmative, zero negative, zero abstentions, and three absent.

FORMAL AGENDA

OLD BUSINESS

14-22 Policy e075 Dress Appropriate for Employees

MOTION: John Thaelke moved to remove Agenda Item 14-22 Policy e075 Dress Appropriate for Employees from the table. Georganne MacNab seconded. Motion passed six affirmative, zero negative, zero abstentions, and three absent.

The District's legal counsel, John Shaw, reviewed the proposed changes to the policy as they pertain to the First Amendment. Mr. Shaw's conclusion was that the overall changes do not violate an individual's First Amendment rights because the items are deemed "content neutral". He did, however, suggest that certain wording be removed regarding tattoos and Pat Batzel followed that instruction with what has been presented this evening. The District's legal counsel supports moving forward with the policy presented this evening.

MOTION: John Thaelke moved to approve Policy e075 Dress Appropriate for Employees as presented. Mary

Reese seconded. Motion passed six affirmative, zero negative, zero abstentions, and three absent.

NEW BUSINESS

14-24 Policy e032.360 Class Spec Paraprofessional for Children's Services

A few changes have been made to the class specifications for the Children's paraprofessional position. The changes to the class spec better reflect what the current Children's parapro does on a daily basis in the branch. Pat Batzel engaged staff already in this position for their input on the changes, and they agreed with the changes made to the class spec description. The Personnel Committee of the Board of Trustees also has approved the changes.

MOTION: Mary Reese moved to approve Policy e032.360 Class Spec Paraprofessional for Children's Services as presented. Lisa DeClue seconded. Motion passed six affirmative, zero negative, zero abstentions, and three absent.

14-25 Policy e032.450 Class Spec Circulation Supervisor—Regional Branch

Like the process utilized for the Children's parapro class spec changes, Pat Batzel utilized observation and review by staff currently in the Circulation Supervisor position to initiate changes to the old policy. The proposed changes in the description of the position better reflect the current duties and responsibilities of that position in the branch. Again, current staff have reviewed and agree with the proposed changes.

MOTION: Georganne MacNab moved to approve Policy e032.450 Class Spec Circulation Supervisor—Regional Branch as proposed. Mary Reese seconded. Motion passed six affirmative, zero negative, zero abstentions, and three absent

14-26 FY14 Board of Trustees Meetings—Revised

A copy of the revised Board of Trustees' meeting dates and locations was included in the packet. Due to an election on April 8, 2014, the meeting for that evening needed to relocate to the Administrative Office. In order to avoid removing Corporate Parkway from the schedule all together, we moved the March 11, 2014 meeting to Corporate Parkway.

**March 11, 2014—Corporate Parkway
April 8, 2014—Administrative Office**

14-27 Policy a048 Bylaws of Board of Trustees

Two changes to the bylaws were discussed at last month's Board of Trustees' meeting. The first change is modifying the responsibility of the Board Recording Secretary duties as part of the Administrative Assistant to the Director position. The second change discussed is to adjust the allowable number of trustees to serve on a standing or

special committee from three to four. This change to the bylaws will "mean that if all committee members attend there will be a quorum of the full Board present. This will place the committees under the Missouri Sunshine Law" and will "require some changes in how committee meetings are conducted."

A copy of the current bylaws as well as the proposed changes was included in the packet. Jim Brown has also forwarded a copy of the proposed changes to the District's legal counsel.

A current policy of the Board of Trustees, a064 Major Board Decisions, requires a minimum 20 day study period prior to implementing the change. Once legal counsel has reviewed and approved the changes and the Board of Trustees has had 20 days to review them, the proposed bylaws will be presented for approval at the December 10, 2013.

There was discussion at the October meeting regarding the sub-committees. Jerry Cook clarified one requirement of the committees, and that is that the chair of each committee is responsible for calling the meetings. It is not the responsibility of the Director of the District or the President of the Board to call the sub-committee meetings. Georganne MacNab, the chair of the Personnel Committee, expressed concern with the fact that at October's Board Meeting, there was discussion regarding the frequency of the sub-committee meetings. The minutes from October reflect that each sub-committee will meet monthly and report to the open session with updates. Ms. MacNab indicated that it was "not her intent to have regular meetings prior to every Board Meeting." By doing that, the sub-committee begins to "manage the personnel function of the Library District", and she is not interested in doing that for the District. Ms. MacNab expressed that she is committed to being a support for the personnel concerns of the District, but not managing it. She also has some recommendations regarding the current bylaws that she will present to Jerry Cook and Jim Brown in a meeting next week. Jim Brown and Jerry Cook assured everyone that the discussion that took place last month was just a discussion and a desire to motivate the sub-committees to action.

14-28 Authorization to release information

The District's legal counsel, John Shaw, reviewed the contract with Orange Boy, specifically in regard to the release of information and Policy c280 Privacy of Library Circulation Records. Mr. Shaw confirmed that the contract, and any forthcoming release of information, does not violate the policy due to the fact that OrangeBoy can only utilize the information to provide analysis and feedback; OrangeBoy cannot "disclose it to any third party or use it any way other than providing the analysis." Therefore, Jim Brown is requesting that the Board of Trustees authorize him to release information to OrangeBoy as needed.

MOTION: Mary Reese moved to accept John Shaw's recommendation to authorize Jim Brown to release information to OrangeBoy for analysis, feedback, and

recommendations for the District. Georganne MacNab seconded. Motion passed six affirmative, zero negative, zero abstentions, and three absent

MOTION: Mary Reese moved to adjourn the meeting. John Thielke seconded. Motion passed six affirmative, zero negative, zero abstentions, and three absent.

The meeting adjourned at 8:20 p.m.

Respectfully submitted
April C. Wootten, Recording Secretary

Approved:

Secretary, Board of Trustees Date