

St. Charles City-County Library District Board of Trustees Minutes July 8, 2014

The St. Charles City-County Library District Board of Trustees met on Tuesday, July 8th, at the General Administration Offices located at 77 Boone Hills Drive in St. Peters, Missouri.

Board Members present:

- Justin Collier
- Jerry Cook
- Myra Crook
- Lisa DeClue
- Mary Reese
- John Thoelke
- Gail Zumwalt

Board members absent:

- Joann Leykam
- Georganne MacNab

Library Staff present:

- Jim Brown, Director
- Margaret Conroy, Assistant Director
- Pat Batzel, Human Resources Manager
- Richard Schultz, Finance and Support Services Manager
- Kristin Williams, Planning & Development Manager
- Frank Noto, IT Manager
- 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

President Jerry Cook called the meeting to order at 7:07 pm with the Pledge of Allegiance. The seven members of the Board listed above as present responded to roll call. 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 fy14 expenditures compared to budget through June 30th were reported. It was noted that the FY14 figures are not final.

Director's Report: In addition to the other items on the Director's report, Jim Brown announced that the district recently received back-tax payments (from 2009-current) totaling approximately \$709,000.

Jim Brown updated the Board on the preferred caterers for the Community Council. Two caterers have renewed their contracts with the district for FY15 (Valenti's and Quintessential Catering). Sweet Success and Concetta's will be joining us as preferred caterers for FY15.

Our long-time government documents/consumer health parapro has recently announced her retirement. The district would like to combine the part-time position with hours available from another branch to create a full-time position to support the government documents/consumer health Information Resource Manager. With permission from the Board, we would like to advertise and move forward with filling the position. We will request formal approval from the Board for this full-time position, under policy E008, at the August meeting. After a brief discussion regarding salary and benefits for this position, the board gave their consensus for moving forward.

The status of the payroll integration systems was discussed. Jim Brown is finalizing the timeline with Integrated Payroll Services, with a target implementation October 2014.

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

Correspondence: none.

CONSENT AGENDA

Minutes from 10 June 2014 Meeting

MOTION: Mary Reese 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

Due to the absence of Georganne MacNab at tonight's meeting, it was decided that the proposed revisions to the Board of Trustees Bylaws will remain tabled until the August 2014 meeting.

15-01 E512 Salary Schedule for FY15

Policy E512 Salary Schedule was revised to include the 1% salary increase for FY15 which was approved by the Board at the June 2014 meeting.

MOTION: John Thoenke moved to approve the Policy E512 Salary Schedule for FY15. Gail Zumwalt seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent

15-02 Joint Trustee, Foundation and Friends Meeting

Jim Brown informed the Board that the annual Joint Trustee, Foundation and Friends Meeting is scheduled for Thursday, August 28th. The meeting will be held at the Community Council in Room 243 from 3:30 – 5:30 p.m. Any topics that the Board members would like to discuss at this meeting should be forwarded to Jim Brown or Kristen Williams for inclusion on the agenda.

Agenda Item 15-02, Joint Trustee, Foundation and Friends Meeting, was informational and no vote was necessary.

15-03 Library Foundation Use of Customer Information

An outline of a proposal for the use of library customer information by the Library Foundation, for fund raising purposes, was presented to the Board. The customer name, address and e-mail address would be used. The Foundation would like to have an e-mail campaign for "Give \$20 for Take 20 and Read" in September 2014 and a traditional direct-mail year-end giving campaign in November/December to support Ready to Read, Books to You and Take 20 and Read. The ability for customers to opt-out at any time and protection of our customer's personal

information was discussed. Customers would be added to the Foundation donor database only if they made a donation. A policy will be developed for presentation at the August 2014 meeting.

Agenda Item 15-03, Library Foundation Use of Customer Information, was informational and no vote was necessary.

15-04 G009 Code of Ethics, Public Disclosure

Jim Brown reminded the Board that Policy G009 Code of Ethics, Public Disclosure, needs to be adopted at the August 2014 meeting. The Board was asked to review the policy prior to this evening's meeting in order to address questions or concerns. No questions were asked.

Agenda Item 15-04, Code of Ethics, Public Disclosure, was informational and no vote was necessary.

Other Business

Kristin Williams distributed an invitation for Virginia Terry's "Celebration of Life" to the Board. Virginia was instrumental in facilitating the merger of the St. Charles City and County library systems and was the first recipient of the Library Legends Award for significant contributions. The memorial will take place on Saturday, August 2nd, from 2:00 – 4:00 p.m. at the Baue Funeral and Memorial Center, 3950 West Clay Street.

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

The meeting was adjourned at 7:41 pm.

Respectfully submitted
Robin L. Lunatto
Recording Secretary

Approved:

Secretary Board of Trustees

Date