

**St. Charles City-County Library District
Board of Trustees Meeting Minutes
April 14, 2015**

The St. Charles City-County Library District Board of Trustees met on Tuesday, 14 April 2015, 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
- Georganne MacNab
- Mary Reese
- John Thaelke

Board members absent:

- Joann Leykam
- Gail Zumwalt

Library Staff present:

- Jim Brown, Director
- Jan Bardon, Communications Specialist, Children's Resources & Marketing
- Pat Batzel, Human Resources Manager
- Margaret Conroy, Assistant Director
- Tim DeGhelder, Branch Manager, Deer Run Branch
- Jennifer Jung, Branch Manager, Corporate Parkway Branch
- Ann King, Branch Manager, Kathryn Linnemann and North County Branches
- Frank Noto, Information Technology Manager
- Martha Radginski, Branch Manager, Middendorf-Kredell, Boone's Trail and Winghaven Branches
- Ashley Runyon, Paraprofessional, McClay Branch
- Laurie St. Laurent, Branch Manager, Spencer Road, South County and Discovery Village Branches
- Diana Tucker, Branch Manager, Kisker Road Branch
- Julie Wolfe, Chief Financial Officer

President Jerry Cook called the meeting to order at 7:08 p.m. with the Pledge of Allegiance. 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 fy15 expenditures compared to budget through March 31st were reported. Julie Wolfe, CFO, noted the positive impact that the recently released state aid will have on revenues.

Director's Report – In addition to a summary of the agenda items for the evening, the Director's Report included information on the following items:

- **Foundation 2015 Gala and Auction** – The Library Foundation's Imagine Gala will be Saturday, May 9th, at the Ameristar Casino.
- **Volunteer Appreciation Dinner** – The volunteer appreciation dinner is scheduled for Thursday, April 16th, at the Christy Banquet Center. The District will be recognizing volunteers with over 40 hours of service during the past year. Jim Brown extended his appreciation to Board of Trustee members Gail Zumwalt, Georganne MacNab, Jerry Cook and Justin Collier for attending the event.

- **Self-Checkout Pilot Update** –The self-checkout pilot project at McClay and Spencer Road continues to go well. The percentage of total circulation using self-checkout is currently just over 20% at Spencer Road and 40% at McClay. District managers have decided to adopt an incremental goal of 40% of total circulation through self-checkout for FY16. Staff has been meeting to determine the implementation timeline for self-checkout at the remaining Regional and General Purpose branches, which is scheduled to be complete by the end of this summer.
On a related topic, a survey has been sent to the District’s Library Assistants to collect information on their job responsibilities. The survey will close on April 24th and a series of focus group meetings will then be scheduled with the Library Assistants to talk about how their jobs will evolve and change. The District will also look at how the job responsibilities of our Pages, Paraprofessionals and other professional staff can be re-aligned to engage our customers in different ways.
- **State Aid and REAL Project Funds** – The governor released a large portion of budget withhold money on April 3rd. The release included the remainder of the \$3.5 million dollars in state aid for public libraries and the full \$3.1 million for the REAL project.
- **Recruitment Update:**
 - The first round interviews for Marketing Manager will be completed by Friday, April 17th.
 - Erica Land will begin her work as the District’s Development Manager on Monday, April 20th.

Monthly Statistical Report: Report of March circulation, gate count, and computer usage and comparison with previous fiscal year was included in the packet. The use of E-media continues to increase monthly. Jim Brown, in response to a question from a Trustee about low circulation, noted that the decline in physical circulation is a nationwide trend and that the District needs to look at outcome measurements (the impact we are making in our community) vs. output measurements (circulation).

Public Service Workload Projections: Jim Brown distributed the annual Public Service Workload Projections for FY15. This document, which has been prepared annually since 1997, compares all branch locations using statistics for circulation and materials use along with reference & reader’s service and reserves divided by total FTEs. These charts give a quick understanding of the equality of staffing in the branches from total FTEs down to types of positions. Jim noted that the Public Service Workloads do not capture programming statistics. Information in the document is used for reporting to the State and other agencies and also provides solid facts on which to base staffing decisions.

Correspondence: none.

CONSENT AGENDA

Minutes from 10 March 2015 Work Session

Minutes from 10 March 2015 Meeting

MOTION: Myra Crook moved to accept the consent agenda. Justin Collier seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

FORMAL AGENDA

NEW BUSINESS:

15-32: Revision to Policy E008 – Adjustment to Approved Position: Based on discussions with the Trustees at the 10 March 2015 meeting, Policy E008 has been revised to provide clarity to the District’s guidelines for making adjustments to approved positions held by incumbents within the branch or department. The newly revised policy will permit the District to award additional hours to the most qualified candidates.

MOTION: John Thaelke moved to accept the revisions to Policy E008 as presented. Mary Reese seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

MOTION: Georganne MacNab moved to remove Agenda Item 15-30 – Change in Catalog Technician Budgeted Position from the table. Mary Reese seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-30 - Change in Catalog Technician Budgeted Position from .700 to 1.00 FTE: At the March 2015 meeting the Trustees were asked to approve a change in a Catalog Technician budgeted position from .700 to 1.00 FTE. The Technical Operations Department currently has an open 28-hour Catalog Technician position. The T.O. Manager is confident that the catalog department is ready for a permanent reduction of 16 hours per week in the catalog area due to cross-training of staff and improvements in ordering procedures of materials from our large vendors. The T.O. Manager would like to move 12 hours from the newly vacant position and add them to a current 28-hour position making it full time. A full time employee will bring continuity and a broader skill set to the department. The additional costs for payroll taxes, retirement plan and healthcare benefits would be offset by the reduction in hours.

The Trustees tabled agenda item 15-30 - Change in Catalog Technician Budgeted Position from .700 to 1.00 FTE at the 10 March 2015 meeting due to concerns with awarding the position solely on the basis of seniority. The Trustees requested that District staff review and revise Policy E008 - – Adjustment to Approved Position prior to their approval of the Catalog Technician change in FTE.

MOTION: Lisa DeClue moved to approve Agenda Item 15-30 – Change in Catalog Technician Budgeted Position from .700 to 1.00 FTE as revised to reflect the changes in Policy E008 – Adjustment to Approved Position. Georganne MacNab seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-33 MK Computer Training Room: The District held a bid opening in March 2015 for a small renovation project at the Middendorf-Kredell Branch Library. The purpose of this project is to convert a small study room into an area which could host a variety of technology training sessions. Upon approval, the District will award the contract to the low bid, Freise Construction. Jim Brown requested that the Trustees approve a release of capital project funds in an amount not to exceed \$62,281. It was noted during discussion that the purchase of computers, audio-visual equipment and cabling was already included in the FY15 IT equipment budget.

MOTION: Mary Reese moved to release capital project funds in an amount not to exceed \$62,281. Lisa DeClue seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-34 Removal of Policy C283 Reference Service – Fax and 15-35 Removal of Policy D048 Electronic Reference

Materials: Margaret Conroy requested that the Trustees approve the removal of Policy C283 Reference Service – Fax *and* Policy D048 Electronic Reference Materials.

Policy C283 Reference Service – Fax was implemented in 1996 when public fax services were not available in the District. We now have public self-service fax/scan stations at our General Purpose and Regional branches and the capability to fax at the smaller branches upon request. Scanning technology is fast out-pacing faxing for business purposes. Based on these factors, a policy on fax use is no longer needed.

Policy D048 Electronic Reference Materials describes the Library's procedure for budgeting reference materials. The policy was adopted in 1996 and the budget line information in the policy is no longer correct. Reference materials continue to be acquired by the District in both print and electronic format and are budgeted appropriately as part of the overall materials budget. District administrators recommend eliminating the policy, as it serves no current purpose.

MOTION: Justin Collier moved to approve the removal of Policy C283 Reference Service – Fax *and* Policy D048 Electronic Reference Materials. Mary Reese seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

15-36 Policy E032 Job Classifications – Youth Services Manager and Adult Services Manager: As part of the District’s administrative reorganization process, responsibility for the Community and Express branches was transferred to the Regional branch managers earlier in April. The Adult Services Manager position will hold primary responsibility for developing and implementing District-wide adult programming, formerly assigned to the Adult Programming/Community and Express Branch Manager, as well as reference and public service initiatives for adults. Sara Nielsen will serve as the new Adult Services Manager.

The Youth Services Manager will hold primary responsibility for developing and implementing District-wide policy, programs and services for youth from birth to age 18. The Youth Services Manager position combines responsibilities for Children’s Services, formerly assigned to the Children’s Resources and Marketing manager, with responsibilities for the District’s teen services.

Because of the system-level responsibilities invested in these positions, we believe the appropriate salary track is J-K.

Jim Brown requested the Trustees to approve both job descriptions. Upon approval the District will begin recruitment for the Youth Services Manager. The Adult Services Manager position will be effective at the beginning of FY 16.

MOTION: Mary Reese moved to approve the addition of both the Youth Services Manager and Adults Services Manager job descriptions to Policy E032 Job Classifications. John Thielke seconded. Motion approved seven affirmative, zero negative, zero abstentions and two absent.

Due to the short length of the meeting, it was suggested that the remaining agenda item (Long-Range Planning and Budget) from the work session agenda be addressed. Jim Brown updated the Trustees on the following topics:

- Preliminary budgets will be presented to the Trustees in May. There will not be a significant change in this year’s materials budget in terms of total dollars, but the allocations will change. The personnel budget will likely be impacted by additional staff.
- There are plans to bring a job description for a Facilities Manager to the Trustees for approval in June.
- The District will pursue the development of a comprehensive facilities management plan.
- The iPS Payroll component has been successfully implemented. Julie Wolfe will be investigating software options for a Human Resources component, an ACA component and new general accounting software.
- Our work with OrangeBoy continues. Another round of meetings with staff will be held to discuss the development of a cohesive overall plan for the District.

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

The meeting was adjourned at 7:57 p.m.

Respectfully submitted,

Robin L. Lunatto
Recording Secretary

Approved:

Secretary Board of Trustees 5/12/15
Date