

Library Board of Trustees Meeting Minutes

January 12, 2009

The St. Charles City-County Library District Board of Trustees met at 7:00 pm on Monday, January 12, 2008 at the Nonprofit Development Center in St. Peters, Missouri.

Board Members present:

- Gary Heggs
- Myra Crook
- Greg Dohrman
- Debbie Haupt
- Mary Reese
- John Thielke

Board members absent:

- Lisa Pelikan
- Jerry Cook
- Heidi Lowery

Library Staff present:

- Carl Sandstedt, Director
- Betty Murr, Deputy Director
- Maggie Preiss, Children's Resources and Marketing Coordinator
- Richard Schultz, Finance and Support Services Coordinator
- Julie Cinco, Human Resources Coordinator
- Frank Noto, IT Coordinator
- Kristin Williams, Planning & Development Coordinator
- Jim Brown, Branch Manager, Spencer Road
- Ann King, Branch Manager, Kathryn Linnemann
- Pat Kern, Branch Manager, Middendorf-Kredell
- Keri Cascio, Branch Manager, Kisker Road
- Martha Radginski, Branch Manager, McClay
- Tim DeGhelder, Branch Manager, Deer Run
- Sara Nielsen, Community Branch Manager
- Brad Smith, Nonprofit Information Resource Manager

Denise Liebel Executive Director of St. Charles County Community Council also attended. Amy Higgins, US Probation Officer from a Leadership Development program was also in attendance.

President Gary Heggs called the meeting to order with the Pledge of Allegiance. Six members responded to roll call. Gary Heggs opened the floor for public comments. No requests for time were received.

MINUTES

MOTION: Mary Reese moved to approve the minutes of the December 8 meeting. Greg Dohrman seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

REPORTS

Financial Report

Rick Schultz reported the December 2008 financial reports had been mailed with the Board Packets. County transferred property tax revenue in November and December. Nearly \$1 million was received in December. The bulk of property tax revenue would be received in January.

With sales tax revenue declining he doubted there would be TIF funds in excess of debt retirement transferred to taxing authorities.

He reported that the District paid \$20,560 for Sick Leave Recognition for non-use of sick leave for the period December 1-November 30, 2008. Carl Sandstedt expressed concern that new employees had little protection for short term disability because they have not accumulated leave.

Rick Schultz stated that grants or donations received as revenue do not always offset expenditures for specific line items. Carl Sandstedt announced that the District is working on a separate monthly report that will include revenue from State grants, Friends, Foundation & other sources.

Director's Report

Carl Sandstedt reported that the soils testing at the Spencer Road site had been completed. Jacobi reported no problems on the site. The State Library contacted the District regarding costs of imminent construction projects that might qualify for federal funding if funds became available.

Carl Sandstedt introduced Amy Higgins who is completing a Leadership Development Program for the Federal Courts. She will be writing a paper to compare and contrast management styles of the Library District and the Federal Probation program.

Carl Sandstedt is very concerned about some proposed legislation (SB99) that would greatly impact property tax revenues. The proposal would require voter approval and repeal of the Hancock Amendment.

Special Report - Nonprofit Development Center (NPDC)

Brad Smith, Nonprofit Information Resource Manager

Denise Liebel, Executive Director St. Charles Community Council

Brad Smith discussed Nonprofit services provided by the St. Charles City-County Library District. He presented statistics on use of the Nonprofit Development Center showing high use. The NPDC serves as a community engagement center by making meeting space available for nonprofit organizations. He reported that success of the NPDC was dependent on the role the Community Council played in managing the center.

Denise Liebel stated that the Community Council had existed since 1984 to provide services to nonprofit organizations, and that the NPDC had greatly improved the Council's ability to work with nonprofits. She estimated that the Community Council spends 30-40 hours per week operating the NPDC and had invested about \$14,000 for staff time to manage the operation of the NPDC.

Carl Sandstedt reported that the Community Council would continue to play an important role in the new Spencer Road Branch replacement which would have more meeting rooms for nonprofits and the community. John Thaelke agreed that the NPDC space was a useful resource for the community and that the partnership with the Community Council was a great benefit.

Special Report - Reciprocity and Interlibrary Loan Use Statistics

Betty Murr, Deputy Director

Reciprocity services began with St. Louis County Library in 1997. Currently the net borrower pays 50¢ per item for the difference between items loaned and borrowed. In 2007, items checked out by St. Louis County residents (50,874) slightly increased and items checked out by St. Charles County residents (76,200) slightly decreased. Total payment of \$12,663 was remitted to St. Louis County Library. Reciprocity agreements were also negotiated with St. Louis Public Library and the Municipal Library Consortium. \$1245.50 was paid to St. Louis Public Library @ 25¢ per item in excess of the break even point. The difference in items checked out to Municipal Library Consortium (MLC) members was \$60.50 which was paid to the Library District as the net lender. Fees for overdues and missing items are paid to St. Louis Public and MLC and added to customer records. Carl Sandstedt stated the Directors have discussed eliminating the fees and simplifying the reciprocity agreement.

Interlibrary Loan statistics show that the District was a net lender in calendar year 2008 with 2338 items loaned to other libraries and 2100 borrowed from other libraries. Betty Murr stated that most libraries offer mediated interlibrary loan service rather than open interlibrary loans.

Statistical Report

Betty Murr reported that six months into fy09, circulation had increased by 80,000 and gate count was 30,000 up. Linnemann circulation is back up after the reopening of the branch. Circulation at McClay, Spencer and North County did not immediately decrease significantly after Linnemann opened. Many of the branches are seeing increased use due to economic conditions.

Activities Report

Maggie Preiss announced

- Presentation to St. Charles Kiwanis by Ann King
- Presentation to Cottleville Kiwanis by Denise Ulett
- Library would be represented at Progress West HealthCare Center Employee Heath Fair
- Presentation to ESL classes at Community College by Patsy Molina
- Library would be represented at Fairmount Elementary School Literacy Night by Spencer Road staff.
- Distributed Cabin Fever flyers & Adult Program Calendars featuring the Big Read.

PRELIMINARY AGENDA

09-04 South County Branch Replacement

Sara Nielsen reported that the Town had decided to place a General Obligation Bond for construction of a building to house the South County Branch Library on the April 4 ballot.

09-30 Spencer Road Branch Replacement

Carl Sandstedt reported on the soils testing that was performed on the site (boring was concentrated on the area by the lake) and other issues related to branch size, cost and placement on site. Gary Heggs suggested a special meeting of the Board to discuss the plans for the Spencer Road Branch project and provide opportunity for the Board to provide feedback and input on the plans. A meeting will be set up, possibly on a Saturday in February.

CONSENT AGENDA

Carl Sandstedt suggested that items listed as Consent be discussed as formal agenda items. Gary Heggs asked that each Consent Agenda item be discussed individually.

09-39 Policy #C232-Library Cards

Betty Murr presented the recommended changes to the Library Card policy:

1. Reduction in maximum limits on cards from \$5000 or 250 items to \$2500 or 100 items. A report was prepared by the IT department showing that on November 24, 2008, 23 cardholders had over 100 items checked out on a library card. This illustrates that a small number of cardholders would be impacted by the reduction of items

allowed on a card. Betty Murr explained that the reduction was proposed reduce the risk of loss to the Library District.

2. Clear definition of information required to issue a library card including: Permanent address of residency (PO Box is not considered as proof of residency), mandatory Birthdate to assist with identifying records with identical names, and Signature of responsible party.
3. Adding language for Temporary Cards.
4. Organizational Card better defined to include Business Card.

Gary Heggs noted that the District allowed 16 year olds to sign for their own cards while 18 years is the age of majority.

MOTION: John Thaelke moved to change the minimum age to issue a library card under an individual's signature to 18 years. There was no 2nd.

After some discussion Gary Heggs requested the library staff prepare a report on the issue of library cards to minors age 16-17 years old.

MOTION: John Thaelke moved to table Policy #C232 Library Cards to the February Board meeting. Greg Dohrman seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

09-40 Policy #C256-Meeting Room Policy

Betty Murr presented revisions that clarify the intent of the current policy. In general the language was changed to clarify that the Director's approval for booking a room is not required, the timelines for booking of meeting rooms by outside organizations, requirement of signature of responsible party prior to room use, and when fees for use of the room are to be paid. Language regarding use of library equipment and kitchen facilities was eliminated. A statement regarding use of meeting rooms by library partners was added. Gary Heggs suggested that a formal partnership agreement be written to describe the partnership of the Community Council and the Library District. A sub-meeting room policy may be added to describe partner use of meeting rooms. Several other changes in language and clarification regarding required payment were made by the Board.

MOTION: John Thaelke moved that Policy #C246 Meeting Room Policy be adopted as amended. Greg Dohrman seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

09-41 Policy #E032.770 Programmer Analyst (remove)

MOTION: Greg Dohrman moved to eliminate Policy #E032.770 Programmer Analyst. John Thaelke seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

09-42 Policy #E032.840 - Human Resources Coordinator

09-43 Policy #E032.862 - IT Computer Systems Administrator

09-44 Policy #E032.864 - IT ILS/Database Administrator

09-45 Policy #E032.866 - IT Network Administrator

09-46 Policy #E032.868 - IT Programmer Analyst

The Human Resources Specialist classification was updated to reflect current responsibilities.

Mr. Noto stated that the IT classifications had evolved to more specific responsibilities for each position. The new class specs conform to job titles recognized by the industry. While specific responsibilities are outlined for each position, there is some overlap and flexibility in assigning job duties.

MOTION: Greg Dohrman moved to approve Policy #E032.840, #E032.862, #E032.864, #E032.866, and #E032.868. John Thaelke seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

PRELIMINARY AGENDA

09-47 FY10 Budget Markup

Director's Budget Message

Carl Sandstedt stated that the current economic condition will impact the District's FY10 budget. New legislation may force the budget cycle to be completed earlier, and the assessor's office will be required to provide projections of tax rate for all taxing jurisdictions. His understanding of the new legislation related to property tax is that taxing authorities will be allowed to roll up to meet operating expenses but not to exceed their voted tax ceiling.

Each component of the proposed budget will be presented to the Board. He addressed his concerns for the Materials, Personnel, Operations and Capital Expenditures portions of the budget.

Reference collections are shrinking as more electronic products are purchased. The products will be examined carefully for duplication and useage with the idea of eliminating some items. Circulating books, media & downloadable materials may remain at fy08 levels.

A poor economy generally equates to increased library usage but the District may need to consider delaying salary adjustments, curtailing branch hours, cutting positions where possible. In comparison to other libraries, the District is already very tightly staffed and must contend with a booming circulation. The salary survey and fte output report will aid in budget development. Control of health costs will also be important.

The operations portion of the budget may also be adjusted by rolling back mileage reimbursement, suspending support of the Missouri Library Association including conference attendance, and monitoring utility costs and usage.

The replacement for the Library Express at Discovery Village should be postponed due to lack of growth in the County and postponement of the proposed I-70 overpass. The current agreement with the developer that rent paid be used as credit on the new building should be extended.

Overall, the Director projected a FY10 budget that should not exceed the current budget.

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

The meeting adjourned at 9:15 pm.

Respectfully submitted

Margaret A. Preiss, Acting Recording Secretary
