

Library Board of Trustees Meeting Minutes

October 12, 2009

The St. Charles City-County Library District Board of Trustees met at 7:00 pm on Monday, October 12, 2009 at the Middendorf-Kredell Branch Library in O'Fallon, Missouri.

Board Members present:

- Greg Dohrman
- Jerry Cook
- Myra Crook
- Debbie Haupt
- Lisa Pelikan
- Mary Reese

Board members absent:

- Heidi Lowery (resigned from Board)
- Gary Heggs
- John Thoelke

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
- Denise Mandle, 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
- Diana Tucker, Branch Manager, Corporate Parkway
- Tim DeGhelder, Branch Manager, Deer Run
- Trevor Rees, Business & Public Management IRM

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

MINUTES

MOTION: Debbie Haupt moved to approve the minutes of the September 14, 2009 meeting. Jerry Cook seconded.

Motion passed six affirmative, zero negative, zero abstentions, three absent.

REPORTS

Financial Report

Rick Schultz reported the September 2009 financial reports were mailed with the Board Packets. At the end of the 1st quarter, the District has \$13.5 million in cash & investments. Most tax income will be received by the end of January. All line items are within budget.

Director's Report

Carl Sandstedt encouraged the Trustees to attend the Library Foundation Art Uncorked event at the Kathryn Linnemann Branch on October 17,2009.

Branch Managers's Report

Pat Kern welcomed the Trustees to the Middendorf-Kredell Branch. The electrician has been contacted to repair the exterior sign. Landscaping has been refreshed at the branch. In general the expansion & remodeling project has worked well for customers & staff. One issue that evolved is the need for additional outlets for customers wanting to use the wi-fi service.

Carl Sandstedt reported the District strategic plan called for continual improvements at all branches. One of the changes planned for Middendorf-Kredell is relocation of the teen area into the area that currently houses the magazine collection. The Consumer Health area will also have more changes to make it more noticeable to customers entering the library.

Greg Dohrman inquired if there would be additional seating in the teen area. Pat Kern reported the staff is currently in the process of creating a floor plan to make sure everything fits and more seating will be added if there is room. Customers do appreciate the increased & upgraded seating provided in the branch.

Special Report - Materials Use Statistics Betty Murr, Deputy Director

Betty Murr reviewed the Materials Use Statistics report prepared by Audrey Bangert. The report details circulation trends of formats of materials for adults and children for the past three fiscal years. The trends are used to help make purchasing decisions especially for formats of materials.

Greg Dohrman asked if the new disc cleaning machines were helping to extend the life of the collection. Branch managers unanimously responded the machines were well worth the investment and prolonged the life of DVDs and spoken CDs.

Development Report

Kristin Williams provided a written report on Foundation activities.

- \$18,447 Imagine campaign funds received. \$3450 outstanding
- Campaign funds will be used to create 1000 Every Child Ready to Read Early Literacy Bags to be distributed to local social service agencies. Ameren UE and Rotary are the primary funders of the project.
- Library Legends event scheduled for November 6 at the Kathryn Linnemann Branch. The event will kick off the Legacy Society and the Houck Award.
- \$12,026.29 received from the Effie Mae Kroepel Trust designated for the Spencer Road Branch.
- ECCR Babies & Toddler Workshop and Adult Services Videoconference series grant payment received from the State Library.
- Working on grant proposals for digitization for Local History, Imagine campaign and capital opportunities.
- Upcoming Foundation events include Art Uncorked, Library Legends, Holiday Blues ELA social and Friends of the Library moving sale.

Information Resource Manager Report

Trevor Rees, Business & Public Management

Trevor Rees shared information with the Trustees on two electronic resource products he uses to help local business. RefUSA and Dun & Bradstreet Million Dollar Directory are invaluable tools to help develop prospect lists, research company information, and locate competitor information.

Carl Sandstedt discussed his presentation on electronic resources helpful to public managers at the MO Municipal League conference.

Greg Dohrman inquired if the business interface for the new website design would make it easier for businesses to access the resources. Frank Noto explained the new navigation and content system that is being developed.

Statistical Report

Betty Murr reported the Middendorf-Kredell branch had the highest circulation and was enjoying a 3-4% increase over last year's figures. Kathryn Linnemann was maintaining its high circulation figures following the expansion and remodeling.

She pointed out that the report included e-media circulation statistics for Overdrive and NetLibrary materials in WW and also broken out as a separate line.

Activities Report

Maggie Preiss provided a written report which included staff participation in community events, staff presentations and program highlights.

The Building Block reading program is currently being conducted at each branch. Every Child Ready to Read workshops are being offered in branches this quarter as well.

She reported that two recent author and book events had been highly successful. The Ranger's Apprentice program with children's theatre performance by the Striking Viking Story Pirates from New York attracted more than 100 Ranger's Apprentice fans. The program with author/illustrator Marla Frazee had a great turnout and was one of the best author/illustrator programs she had attended.

Show It Off a merchandising workshop would be held for St. Charles City-County Library staff and staff from other metro area libraries on October 23. Kristin Williams secured a grant from the MO State Library to fund the workshop that will help staff develop new ways to showcase the collection to customers and increase circulation.

OLD BUSINESS

10-01 South County Branch Replacement

(Formal Agenda)

The preliminary intergovernmental agreement with the Town of Augusta was included in the packet. While the terms of the lease were accepted by both parties in June 2008, there are some questions regarding when the lease will begin and duration of the lease. The Library District attorney has reviewed the agreement.

Banze Construction should have their portion of the project complete by the end of November. The District will need funds from capital projects to proceed with the bidding for the white box finishes and purchase of furnishings for the branch. The staff recommended \$100,000 be released for the finishes, furniture, shelving, casework, equipment and other items.

MOTION: Jerry Cook moved to release up to \$100,000 from capital projects and reserve funds for the South County Branch project. Lisa Pelikan seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

10-02 Spencer Road Branch Replacement

(Formal Agenda)

The Spencer Road Branch project was presented to the St. Peters Planning & Zoning meeting on October 7. P&Z

was very supportive of the project. The District is not asking that the Spencer Road site be rezoned from industrial to commercial.

The site currently is recorded in 2-4 parcels some of which are owned by the Building Corporation. At the annual meeting of the Corporation on October 21, the District will request that all parcels currently titled to the Corporation be released to the District through a quick claim deed so all land on the Spencer Road site may be titled in the name of the District.

MOTION: Myra Crook moved that the District have the titles of the various parcels of the Spencer Road site investigated and accept all parcels that are not currently titled to the District as District property. Mary Reese seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

10-03 Director Search Committee

(Preliminary Agenda)

Myra Crook reported the committee is currently looking at requests for qualifications that would be used to procure a search firm.

10-04 Off Site Storage

(Formal Agenda)

This agenda item involves real estate negotiations.

MOTION: Lisa Pelikan moved to table this agenda item until the end of the meeting. Myra Crook seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

10-05 Policy #C232 Library Cards

(Formal Agenda)

When the District has worked out an agreement with Lindenwood University on student use and responsibility for library materials, this policy will need to be updated.

MOTION: Debbie Haupt moved to table Policy #C232 Library Cards and Agency Agreement with Lindenwood University. Mary Reese seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

10-08 Library Express at WingHaven

(Formal)

Bids for the expansion and remodeling of the Library Express at WingHaven were opened September 24. The low bid from was from Paric Corporation for approximately \$86,000. The staff requested the Board to release up to \$110,000 for the construction bid and furnishings. The contractor estimates 30 days to complete the construction portion of the project with construction beginning November 30.

The project will include moving the circulation area and building a new circulation desk, creation of a reading/lounge area in former circulation area, self-serve pick up of reserved materials, and an additional 1000 sq ft of space to expand seating areas and increase marketing of materials.

MOTION: Lisa Pelikan moved to authorize the Library Director to accept the low bid for construction and release up to \$110,000 in funds for the project. Jerry Cook seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

NEW BUSINESS

10-09 Memorandum of Understanding-Community Council

(Formal Agenda)

The memorandum of understanding defines the terms of the collaboration between the St. Charles City-County

Library District and the Community Council of St. Charles County. The memorandum was drafted after a series of meetings between library and Community Council staff. The intent is to have the Board of the Library District and the Board of the Community Council review the document in the next month. The District's legal counsel will also review the document.

MOTION: Mary Reese moved to table 10-09 Memorandum of Understanding-Community Council until the November Board meeting. Debbie Haupt seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

10-10 Agency Agreement-Lindenwood University

(Formal Agenda)

The agreement has not been finalized. This item was tabled under agenda item 10-05 Policy #C232-Library Cards.

10-11 Recognition: Heidi Lowery

(Formal Agenda)

Carl Sandstedt read the following resolution in honor of Heidi Lowery who recently resigned from the Board.

Whereas Heidi Lowery served the Saint Charles City-County Library District as Trustee during 2008 and 2009; And

Whereas Heidi Lowery faithfully attended meetings of the Board of Trustees; And

Whereas Heidi Lowery supported the Consumer Health Information functions of the Library District with her advanced knowledge of medical research; And

Whereas Heidi Lowery supported the entire District and had understanding of the central corridor of the Golden Triangle;

Therefore be it resolved,

That the Board of Trustees of the St. Charles City-County Library District does recognize Heidi Lowery for her excellence in service to the District and the community, and wish her the best in future endeavors.

Resolved and passed, this Twelfth Day of October, 2009 in St. Charles County Missouri.

Greg Dohrman asked all trustees in favor of the resolution as read to say aye. The response was unanimous.

10-04 Off Site Storage

At 8:15 pm the Board voted to enter closed session.

MOTION: Lisa Pelikan moved that the Board of Trustees meet in closed session as stipulated in MO Statutes section 610.021(subsection 2) for the purpose of discussing potential purchase or lease of real estate. Jerry Cook seconded. A roll call vote was taken. Board members present including Greg Dohrman, Myra Crook, Lisa Pelikan, Jerry Cook, Mary Reese, and Debbie Haupt all voted aye to move into closed session.

At 9:25 pm, the Board reconvened in open session. Greg Dohrman announced that no formal action was taken by the Board during the closed session. During the closed session meeting, the topic of potential real estate leasing and/or acquisition was discussed.

MOTION: There being no further business, Lisa Pelikan moved to adjourn. Debbie Haupt seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

The meeting adjourned at 9:30 pm.

Respectfully submitted

Margaret A. Preiss, Acting Recording Secretary