

Library Board of Trustees Meeting Minutes

November 9, 2009

The St. Charles City-County Library District Board of Trustees met at 7:00 pm on Monday, November 9, 2009 at the Kisker Road Branch, 1000 Kisker Road, St. Charles, Missouri.

Board Members present:

- Mr. Gary Heggs
- Mr. Greg Dohrman
- Ms Myra Crook
- Mr. John Thoelke
- Ms. Lisa Pelikan
- Dr. Jerry Cook
- Ms. Mary Reese

Board Members absent:

- Ms. Debbie Haupt

Library Staff present:

- Mr. Carl Sandstedt, Director
- Ms. Betty Murr, Deputy Director
- Ms. Denise Mandle, Human Resources Coordinator
- Mr. Richard Schultz, Coordinator of Finance and Support Services
- Mr. Frank Noto, IT Coordinator
- Ms. Lynn Reichmuth, Volunteer Resource and Training Specialist
- Mr. Jim Brown, Branch Manager, Spencer Road
- Ms. Ann King, Branch Manager, Kathryn Linnemann
- Ms. Pat Kern, Branch Manager, Middendorf-Kredell
- Ms. Diana Tucker, Branch Manager, Corporate Parkway
- Ms. Keri Cascio, Branch Manager, Kisker Road
- Mr. Tim Deghelder, Branch Manager, Deer Run
- Ms. Martha Radginski, Branch Manager, McClay Road
- Ms. Denise Ulett, Information Resource Manager—Government Documents and Community Health
- Ms. Christine DeLarber, Paraprofessional, Corporate Parkway Branch
- Ms. Angie Soetebier-McDonnell, Paraprofessional, Corporate Parkway Branch
- Ms. Robin Leach, Paraprofessional, Middendorf-Kredell Branch
- Ms. Debra Groulik, Paraprofessional, Spencer Road Branch

President Greg Dohrman called the meeting to order at 7:03 p.m. with the Pledge of Allegiance. Six members responded to roll call. Mr. Dohrman opened the floor for public comments. No requests for time were received.

MINUTES

MOTION: Ms. Crook moved to approve the minutes of the October 12th meeting. Ms. Reese seconded. Motion passed six affirmative, zero negative, zero abstentions, two absent.

Mr. Gary Heggs arrived at 7:05 p.m.

Mr. Thoele moved to table Agenda Item 10-04 Off-Site Storage until the end of the open meeting, to move into a closed session in order to discuss the value of the property being considered for purchase or lease. Mr. Heggs seconded. Motion passed seven affirmative, zero negative, zero abstentions, and one absent.

REPORTS

Financial Report

Mr. Schultz referenced the financial packet that was sent to each of the Board members.

- The financial reports for the month of October are finals.
- Cash and investments on hand at the end of the month were \$12.4 million. Historically, this time of year, revenues are slow. Tax revenues, and therefore Library income, begin in January. December will show an increase due to early tax payments.
- All financials are running proportionate to historical levels.

Mr. Schultz reiterated that if there were any questions regarding the financial packet to please ask him now, or call the Administrative Office when it is convenient.

Report on 2009 LAGERS Meeting - Denise Mandle

Ms. Mandle took this opportunity to share some of her thoughts on her first attendance to a LAGERS meeting. A few key takeaways are noted:

- The pre-meeting, LAGERS 101, was very well-attended.
- Other municipalities and organizations offer the meeting to their employees. Ms. Mandle really agrees with this concept because this is such an awesome benefit.
- The general theme throughout the meeting was the differences between a “defined benefit” versus a “defined contribution”. The defined benefit being an actual retirement plan; the defined contribution being more of a savings or investment plan.

Ms. Mandle enjoyed attending the meeting and appreciated the opportunity to attend this year.

Director's Report

Mr. Sandstedt deferred to the Director's Hotline, in lieu of time. He passed out a spreadsheet with the bid results for the South County Branch. The two big firms, C. Rallo and Paric, were the low bids this time.

Branch Manager's Report - Keri Cascio, Kisker Road Branch Manager

Ms. Cascio welcomed all of the Board members and staff to the Kisker Road Branch! Ms. Cascio has managed this branch of the district for about one year now. She came from a retail background and, therefore, has brought a lot of her retail-merchandising background to the branch. New fixtures have been purchased for displays. If you visit the branch today, you will see a lot more face-outs of books and collections moved around the branch more often. One example of this is the Large Print Collection. This collection was moved toward the front and center of the branch, and its circulation has doubled since the move! Ms. Cascio also shared the relationship with childcare centers and schools that the branch has in their area. These relationships encourage new patrons to visit the branch on a daily basis.

Special Report—Fines & Fees and Value Statistics - Betty Murr, Deputy Director

The Fines & Fees and Value Statistic report is in the packet that was sent to each Board member's home. Ms. Murr further explained each chart on a memo in the Handout Packet that each Board member received at tonight's meeting. In summary:

- Chart A shows the relationship over the years of fines and fees assessed from FY2006-FY2009.

- Chart B gives a snapshot of fines and fees owed at the end of fiscal years FY2006-FY2009.
- Chart C is a snapshot of the value of items out at the end of fiscal years FY2006-FY2009.
- Chart D provides a breakdown by fiscal year of the timeliness of returned items.
- Chart E is Renewal Statistics.

Special Report—Development - Lynn Reichmut, Volunteer Resource and Training Specialist

In Ms. Williams absence, Ms. Reichmuth read the Development Update included in each Board member's packet. Here are the highlights:

- The Friends of the Library moving sale raised \$18,500 over its 4 day sale.
- The Art Uncorked...An Evening of Grape Expectations event raised \$3083.
- The Library Legend Recognition Event held its second annual event while also introducing the Legacy Society.
- Imagine Campaign donations are at \$19,161. There will be letters sent to vendors this month for an end of the year appeal.
- The Foundation's 990-form has been filed on time!
- We have received an LSTA grant in the amount of \$342 for Readers Advisory: Tips, Tricks, and Techniques.

Special Report - Consumer Health and Government Information,
Denise Ulett, Information Resource Manager

Ms. Ulett included copies of the newsletters that she sends out in each Board member's handout folder. In regard to Government Documents, librarians throughout the state meet to discuss and maintain consistency as well as staying up to date. The state library has gone paperless, and Ms. Ulett is working with the district's IT department to provide documents online.

In regard to Consumer Health, Ms. Ulett shared additional newsletters and brochures available on this topic. Some items are available at the branch, some are distributed via electronic mail, and some are distributed both ways. Ms. Ulett also took the opportunity to recognize the Library District's health partners, Barnes-Jewish St. Peters Hospital and Progress West HealthCare Center. One of the handouts in the folder this evening is a *Partners in Health* program series to be held at the Middendorf-Kredell Branch.

Statistics - Betty Murr, Deputy Director

Ms. Murr shared an increase of 12.62% in circulation for the current fiscal year; as well as an increase of 14.31% in gate count. eMedia's increase is 49.89% for FY10. All of these statistics, and more, are on the report included in the Board packet sent to each Board member's home.

Activities Report

Maggie Preiss, Children's Resources and Marketing

Ms. Preiss was unable to attend the meeting this evening. For this month's Activities Report, Ms. Preiss included the report in each Board member's packet sent to their home.

OLD BUSINESS

Formal Agenda

10-01 South County Branch Replacement

There is nothing new to report at this time. Mr. Sandstedt passed out the bid chart during his comments earlier in the meeting. There is no action needed at this time.

10-02 Spencer Road Branch Replacement

There is nothing new to report at this time. The library staff is still in the planning process. The project is planned to

go out for bid within the next few months.

10-04 Off Site Storage

This agenda item was moved to closed session.

10-05 Policy #C232 Library Cards

There is no action needed at this time. Library staff should have more information and resolution regarding the policy within the next month or two.

10-09 Memorandum of Understanding - Community Council

There is nothing new to report at this time. Conversations continue between the Community Council and staff.

10-10 Agency Agreement—Lindenwood University

This agenda item is tied to Agenda Item 10-05 Policy #C232 Library Cards. There is nothing new to report at this time.

Preliminary Agenda

10-03 Director Search Committee

There is nothing new to report at this time.

NEW BUSINESS

10-13 FY09 Audit - John Thaelke, Chair, Finance Committee

The Finance Committee, chaired by Mr. Thaelke, met approximately two weeks ago to discuss the results of the FY09 Audit by Botz, Deal & Company. The results are presented to the Board members in the packets sent to their home, as well as a copy in their Handout packet this evening. Mr. Thaelke indicated that if there were any questions about the results to pose those questions to Mr. Schultz. Overall, auditors indicated no major issues exist, and here are a few of the highlights:

- The issues that exist are minor. They are simply suggestions on “doing things this way” versus “doing things that way”.
- The Foundation was included in the audit.
- Three items of “material weakness” are:
 - Bank Reconciliation on the Flex Account needs to be done monthly.
 - Audit Adjustments:
 - review current year receipts and record any unpaid rent as receivable when due
 - all capital expenditures should be recorded as expenditures for the presentation of the fund financial statements.
 - Library Foundation accounts should all be entered into the accounting software, and reconciled throughout the year.

Ms. Pelikan inquired as to whether or not there was an action plan in place to address the material weaknesses noted by the auditors. Mr. Thaelke confirmed that the issues had all been addressed.

MOTION: Mr. Thaelke moved to accept the audit as submitted. Ms. Pelikan seconded. Motion passed seven affirmative, zero negative, zero abstentions, and one absent.

10-14 Policy #C256.5 Meeting Room Policy - Videoconferencing
Frank Noto, Information Technology Coordinator

Policy 256.5 was amended in March of this year to allow videoconferencing at the Kathryn Linnemann Branch in order to allow outside groups use of technology without access to the Administrative Offices. In the months following, there have been several meetings at the Kathryn Linnemann Branch that posed numerous issues. Some such issues

are simply the number of meetings now being held—11 meetings so far this year, versus 5 meetings in the past two years. Also, there have been a lot of technical difficulties which require a tremendous amount of staff time and technical knowledge. The staff, quite honestly, is becoming frustrated. Due to the fact that our district does not employ an individual devoted strictly to Videoconferences, offering the service at the Administrative Offices requires an employee in the building after hours. This individual may or may not be an IT person so, therefore, may or may not be able to answer questions if there are issues. Mr. Noto posed a very pertinent question to the Board members and staff: Does the district want to offer a service if we can't do it well? Other options include a Windows-based conference system. The district is not opposed to a Windows-based system; however, we are not prepared at this time to incur the overhead costs that will accompany the system. All considered, we are recommending that we no longer offer videoconferencing to non-library groups, and eliminate the policy all together.

MOTION: Mr. Thielke moved to delete Policy 256.5. Ms. Pelikan seconded. Motion passed seven affirmative, zero negative, zero abstentions, and one absent.

At 8:20 pm, the Board voted to enter closed session.

MOTION: Mr. Thielke moved to 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. Ms. Reese seconded the motion. A roll call vote was taken and Board members present, and voting yes, were Gary Heggs, Greg Dohrman, Myra Crook, John Thielke, Lisa Pelikan, Jerry Cook, and Mary Reese.

At 9:21 pm, the Board of Trustees reconvened in open session. Mr. Dohrman announced that during the closed session on real estate, no formal action was taken at this time.

MOTION: Ms. Pelikan moved to adjourn the open session. Mr. Thielke seconded. Motion passed seven affirmative, zero negative, zero abstentions, and one absent.

The meeting adjourned at 9:25 pm.

Respectfully submitted

April C. Wootten

Recording Secretary