

Library Board of Trustees Meeting Minutes

December 14, 2009

The St. Charles City-County Library District Board of Trustees met at 7:00 pm on Monday, December 14, 2009 at the Library District Administrative Offices in St. Peters, Missouri.

Board Members present:

- Greg Dohrman
- Jerry Cook
- Myra Crook
- Gary Heggs
- John Thoelke

Board members absent:

- Heidi Lowery (resigned from Board)
- Debbie Haupt
- Lisa Pelikan
- Mary Reese

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
- Martha Radginski, Branch Manager, McClay
- Diana Tucker, Branch Manager, Corporate Parkway
- Tim DeGhelder, Branch Manager, Deer Run
- Sara Nielsen, Community Branch Manager
- Brad Smith, Nonprofit Information Resource Manager

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

MINUTES

John Thoelke asked that the minutes for agenda item FY09 Audit be corrected to read "Bank" reconciliation instead of

"Band" reconciliation.

MOTION: John Thielke moved to approve the minutes of the November 9, 2009 meeting as amended. Gary Heggs seconded. Motion passed five affirmative, zero negative, zero abstentions, four absent.

MOTION: John Thielke moved to post the minutes from the October 12 and November 9 closed sessions dealing with acquisition of real estate. Jerry Cook seconded. Motion passed, five affirmative, zero negative, zero abstentions, four absent.

REPORTS

Financial Report

Rick Schultz reported the November 2009 financial reports were mailed with the Board Packets. The District has \$11.3 million in cash & investments. Most tax income will be received by the end of January. All line items are within budget. Sick leave recognition payments will be reflected in the December financial report.

Director's Report

Special Report-Kansas City Area Tax Abatement Initiative (YouTube Video)

Carl Sandstedt played a portion of the YouTube video produced by Crosby Kemper III of the Kansas City Public Library on the serious impact of TIFs, Chapter 353s and other tax abatements on taxing districts. The presentation included information from tax expert Terry Ward. Studies over several years showed the increase of tax dollars approved by voters to support taxing districts such as schools and libraries being re-directed to developers. The presentation was made to the MO Public Library Directors at the December 2009 meeting. A link with the full presentation will be emailed to Board members.

Special Report

Materials Acquired-Betty Murr, Deputy Director

Betty Murr reviewed the Materials Acquired report prepared by Audrey Bangert. The report details formats of materials purchased for adults and children for the past three fiscal years. The trends show how purchasing has changed to meet community needs. The amount of materials added in fy07 was 115,533 while in fy09, 123,001 items were added. The one surprising statistic was that fewer adult DVDs were added in fy09 (5067) than fy07 (6924).

Development Report

Kristin Williams provided a written report on Foundation activities.

- \$21,179 Imagine campaign funds confirmed of the \$25,000 goal.
- Displayed one of the 1000 Early Literacy Kits that were assembled to be distributed to Crisis Nursery, Sts Joachim & Anne, and United Services. The kits which include 3 books were purchased by funding from St. Charles Sunrise Rotary, Cottleville/Weldon Springs Rotary and Ameren UE. More kits may be distributed in other venues in the future.
- The Emerging Library Advocates enjoyed a holiday social event. They will be sponsoring the Romance Author Panel program and are also working with the District to bring illustrator/author Loren Long for a program. The ELAs are also working on the annual Trivia Night.
- A grant for books for literacy kits will be submitted to Build a Bear.
- The Foundation Board retreat to set new goals for the year will be held January 15.
- Kris Weidenbenner from New Frontier Bank is the newest Foundation Board member.

Information Resource Manager Report

Brad Smith, Nonprofit Services

Brad Smith distributed a report on the Nonprofit Development Center. The Center opened in July 2004 and in the past 5 years, over 60,000 people have attended over 2800 meetings, participated in special events, and voted in the facility. Brad announced the building would be closed on December 31 and all equipment, furnishings and fixtures would be sold in auction on January 12 before the building was demolished.

John Thoeke inquired about the distribution of proceeds from the auction. Carl Sandstedt reported that due to prevailing wage requirements for the District, the Community Council was organizing the sale and would share profits with the Library District after the auctioneer took 25% of sales. He stated he did not expect a great deal of revenue; the goal was to keep as much material as possible out of a landfill. Rick Schultz stated the NPDC building which is owned by the Library District was shown as \$211,000 un-depreciated value on the books. Jerry Cook asked to review the Library District policy for disposing of surplus property. Policy indicates that Board approval is required for working with a community partner to dispose of library property. Gary Heggs inquired about liability to the District if someone was hurt during the sale or while removing material from the building. Brad Smith stated that buyers removing building material would need to sign up with the Community Council as volunteers and also sign a hold harmless agreement for the Library District. The Council had an insurance policy for volunteers. Gary Heggs asked if there were any environmental concerns. Carl Sandstedt stated he didn't think so since the building was constructed in 1988.

MOTION: Jerry Cook moved that Library Director Carl Sandstedt be authorized to sign an agreement with the Community Council regarding organization, auction and sale of fixtures, furnishings and materials in the Nonprofit Development Center and sharing of proceeds from said auction. The agreement must include a clause releasing the Library District from any liability related to the auction or removal of material. The agreement is to be reviewed by Library District legal counsel. Gary Heggs seconded. Motion passed, five affirmative, zero negative, zero abstentions, four absent.

Statistical Report

Betty Murr reported the gate count is up over 13% from fy09, and that circulation is up over 12%. The December statistics report will compare the circulation of Linnemann one year after opening.

Betty Murr reported that the Library Express at WingHaven closed on December 14 for expansion & remodeling. Middendorf-Kredell Branch is bracing for an influx of WingHaven customers.

Betty Murr announced that the Most Wanted Collection was ready to be implemented. She provided a handout with a description of the new service and policy guidelines previously adopted by the Board.

Activities Report

Maggie Preiss provided a written report which included Winter program calendars for Adults, Teens & Children, a flyer related to the Spencer Road Project, Jessica Skaggs providing a presentation on electronic resources at Timberland High School, and upcoming programs including the Adult Reading Program, author Julia Usher and Teen Digital Photo Contest. She commended the South County Branch staff for exemplary participation in the annual Augusta Christmas Walk which attracts visitors from all over the region. The staff at the South County Branch provided great public relations for the District.

OLD BUSINESS

10-01 South County Branch Replacement

(Formal Agenda)

The contractor is finishing the project for the Town of Augusta. C. Rallo the Library District contractor for white box finishes is working on the shop drawings for the cabinetry and finalizing the contract. As soon as the contract is signed, the white box finishes may begin. Staff estimated work to be completed by the end of February.

10-02 Spencer Road Branch Replacement

(Formal Agenda)

Project is on target. Plans are being refined and architect is preparing plan sets for bidding. A display of the floor plans, site plan and color rendering will be available for customer review in the lobby of the Spencer Road Branch. Jim Brown stated the architect had designed a building that would have great impact but was cost effective. Kristin Williams reported she had worked with the architect on fundraising and naming opportunities in the building.

10-03 Director Search Committee

(Preliminary Agenda)

Nothing new to report

10-4 Off Site Storage

(Formal Agenda)

Betty Murr reported that an agreement could not be reached with the owner of the building being considered for purchase. Instead the District has entered into a lease for approximately 10,000 sq feet of warehouse space located off Cool Springs Road in O'Fallon. The agreement is for a 5 year lease at \$4/sq ft with cost of living increases built in. The landlord will install air conditioning. Friends of the Library pay the Library District for the area they will use for sorting and storage of books which offsets 50% of the cost of leasing for the District. The lease for the building is with the Library District and the revenue from the Friends will be shown as income. Betty Murr reported the moving costs were bid out and she estimated the moving cost to be between \$7000 & \$8500. Rick Schultz stated that since the rent for the Offsite Collection & Friends sorting area and moving expenses for both the NPDC and the Library Express at WingHaven were not included in the fy10 operating budget, the Board could vote to transfer funds from capital projects or the reserve funds to cover the costs for rent (\$26,000) and professional services for moving (\$24,000).

MOTION: Gary Heggs moved to transfer \$50,000 from capital projects to be allocated to the line items for rent (\$26,000) and professional services (\$24,000). John Thaelke seconded. Motion passed five affirmative, zero negative, zero abstentions, four absent.

10-5 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.

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 memorandum has been approved by the Community Council Board. John Thaelke inquired about the terms in article V Financial Arrangements. Brad Smith reported that the previous agreement with the Council was for \$1 a year and all financial considerations were dropped from the proposed memorandum of understanding.

MOTION: John Thaelke moved to approve the Memorandum of Understanding between the St. Charles City-County Library District and the Community Council of St. Charles County with the correction of terminology "In lieu of direct" in article V. Myra Crook seconded. Motion passed five affirmative, zero negative, zero abstentions, four absent

10-10 Agency Agreement-Lindenwood University

(Formal Agenda)

The agreement has not been finalized. Some changes to simplify the process were worked out by the IT Department and sent to Lindenwood. The District has not heard back regarding the new proposals.

NEW BUSINESS

10-15 Contract, SIU-Edwardsville Internship

(Formal Agenda)

Carl Sandstedt presented a proposal to contract with SIU-Edwardsville for the services of Dennis McCann, a student in the MPPA program, who will work as an intern in the District January 1, 2010 through May 15, 2010. The total cost for the paid internship is \$4600. Dennis would be working with Kristin Williams.

MOTION: Jerry Cook moved to approve the paid internship position as stipulated in the contract with SIU-Edwardsville. Gary Heggs seconded. Motion passed five affirmative, zero negative, zero abstentions, four absent

10-16 One-time Card Fee Waiver

Betty Murr asked the Board to temporarily waive the \$3.00 library card replacement fee for a period beginning January 1, 2010 and ending three months after installation of time and print management software at all branches. The purpose of the waiver is to encourage customers who may need to replace their card to do so at no charge in an effort to get the maximum staff savings from the self-check out feature of the time and print management software for the public access computers.

MOTION: Gary Heggs moved to waive the \$3 library card replacement fee for the period of time from January 1, 2010 through three months following the installation of the time and print management software at all branches. Myra Crook seconded. Motion passed five affirmative, zero negative, zero abstentions, four absent

ADDITIONAL BUSINESS

Book Club to Go Book Discussion Kits

Sara Nielsen updated the Board on the new Book Club to Go bags that were purchased. The bags will hold about 200 book discussion kits that will be sent to the branches where they will be more visible and can be checked out by library customers. The kits and the bags are sponsored by Friends of the Library.

MOTION: There being no further business, Gary Heggs moved to adjourn. John Thaelke seconded. Motion passed five affirmative, zero negative, zero abstentions, four absent.

The meeting adjourned at 8:30 pm.

Respectfully submitted

Margaret A. Preiss, Acting Recording Secretary