

# Library Board of Trustees Meeting Minutes

February 9, 2009

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The St. Charles City-County Library District Board of Trustees met at 7:00 pm on Monday, February 9, 2008 at the Administrative Offices in St. Peters, Missouri.

Board Members present:

- Mr. Gary Heggs
- Mr. Greg Dohrman
- Ms. Lisa Pelikan
- Ms. Mary Reese
- Dr. Jerry Cook
- Ms. Debbie Haupt
- Ms. Heidi Lowery

Board Members absent:

- Ms. Myra Crook
- Mr. John Thoelke

Library Staff present:

- Mr. Carl Sandstedt, Director
- Ms Betty Murr, Deputy Director
- Ms. Maggie Preiss, Children's Resources and Marketing Coordinator
- Ms. Julie Cinco, Human Resources Coordinator
- Mr. Richard Schultz, Coordinator of Finance and Support Services
- Mr. Frank Noto, IT Coordinator
- Ms. Kristin Williams, Planning and Development Coordinator
- Mr. Jim Brown, Branch Manager, Spencer Road
- Ms. Ann King, Branch Manager, Kathryn Linnemann
- Ms. Pat Kern, Branch Manager, Middendorf-Kredell
- Ms. Martha Radginski, Branch Manager, McClay
- Ms. Diana Tucker, Branch Manager, Corporate Parkway
- Mr. Tim Deghelder, Branch Manager, Deer Run
- Mr. Brad Smith, Information Resource Manager, Spencer Road Branch

President Gary Heggs called the meeting to order at 7 p.m. with the Pledge of Allegiance. Seven members responded to roll call. Mr. Heggs opened the floor for public comments. No requests for time were received.

## MINUTES

**MOTION:** Ms. Reese moved to approve the minutes of the January 12th meeting. Dr. Cook seconded. Motion passed seven affirmative, zero negative, zero abstentions, two absent.

Mr. Thoelke arrived at 7:10 p.m.

## REPORTS

Financial Report

Mr. Schultz referenced the financial packet included in the Board packet. He indicated that cash and investments on hand at month end is approximately \$20.8 million. The packet did not include the investment listing for the month due to the fact that Mr. Schultz is in the process of investing an additional \$9 million in CDs. Mr. Schultz did, however, hand out the listing this evening at the meeting.

There are three line items that may exceed their budget this year. Those are Periodicals, Microform & Electronic Data, and Rent/Lease—due to the costs incurred by overstaying our lease at Blackhurst.

#### Director's Report

In the interest of time, Mr. Sandstedt diverted to the printed hotline included in the Board packet that was mailed to everyone's home.

#### Special Report - Development Kristin Williams, Planning and Development Coordinator

Ms. Williams passed out the Library Foundation's new brochure. She also took this opportunity to communicate the new website. The Library Foundation's new website address is <http://www.stchlibraryfoundation.org/>. It is also accessible from the Library's homepage. Both of these tools are very important as we approach new donor possibilities.

The Library Foundation had a retreat a few weeks ago to redefine their mission and objective. The goal is to better describe who the Foundation is, what the Foundation supports, and generally what the Foundation is about in order to attract interest and excitement in the community. At the meeting in March, the Foundation intends on deciding on a new mission for the future. The Board also decided at the retreat to initiate groups in order to run a successful Annual Campaign. The Foundation has never had an Annual Campaign in the past so this will be a new adventure. However, this campaign will allow the Foundation to create a donor base in order to work from in the future. The goal for the Annual Campaign's inception year is \$25,000. The proceeds will benefit many programs and services including the Outreach Program and Every Child Ready to Read.

Traditionally, the Foundation Board has simply attended meetings and played a more passive role. Futuristically, Ms. Williams has challenged the Board to play a more active role which includes raising funds for the organization. The Board has also signed onto job descriptions outlined during the retreat. Some of the roles within the Foundation are the Planned-Giving Committee, the ELA (Early Literacy Advocates), a Finance Committee, the Capital Campaign Committee, and Grant Funding.

Mr. Heggs had very positive comments for Ms. Williams, the brochure, and the mission of the Foundation. He did comment that it is an extremely bad time to be asking for money.

Ms. Williams reminded the Board of the Library Foundation's Trivia Night on March 28th!!

#### Special Report - Ebooks and Electronic Resources Betty Murr, Deputy Director

The Board members received a very detailed report in their packets which described the different kinds of electronic resources as well as the types of data that is returned with each source. There are two different types of electronic resources. One type is downloadable books. The second type is electronic databases. The district spends a large amount of money on electronic databases. This packet also outlined the cost, uses, and number of searches recorded by each database over the past year.

There are a couple of key notes from the report.

- AuraLog is an electronic database that replaced Rosetta Stone. Only 90 people have accessed the site with 0 continuations. The Library will not renew this database.
- Heritage Quest Online is also an electronic database that returns factual data. This database costs only \$2,585 and has had 102,211 searches. The main reason for this is that patrons can access the site from home.
- All of the databases are hosted remotely—by the vendor. Therefore, they are not hosted on our computers.
- This type of resource provides "multiple simultaneous user capability". That is that many patrons can use the

same resource at one time, versus a reference book which can only be used by one person at a time.

- The electronic resources are always up-to-date with the most current information. They are also accessible by anyone.
- A lot of the resources are priced in “bundles”, similar to cable program pricing. For example, you might buy one database and get three other databases with it.

Mr. Dohrman inquired about whether or not Library systems share information on cost? Ms. Murr responded that some are more willing than others to share that information. Also, the state of Missouri has given free access to four databases to libraries who are members of a consortium. We are members of that consortium.

### Statistics Betty Murr, Deputy Director

This report is our monthly report with circulation and gate count statistics. As indicated, the report shows that the Kathryn-Linnemann branch is getting back to its old self again with 66,451 in circulation for January. Middendorf-Kredell circulated almost 89,000; and Spencer came in at over 62,000. McClay was top among the General Purpose branches at over 53,000. In general, the district was up nearly 6% in circulation over last year and had an increase of 5.6% in gate count. If you reference the second page of the report that indicates that over one-quarter (27%) of total circulation is online.

### Activities Report

Ms Preiss announced *The Big Read* informational brochure in the packet that was handed out this evening. So far, it has been a great success! We still have reserves on *Call of the Wild* which the district owns about 300 copies! Other activities this month:

- Karen Land, a three-time participant in the Iditarod, will be at Kisker Road, Middendorf-Kredell, and the Foundry Art Centre this month.
- Ms. Sara Nielsen is responsible for Adult Programming for the district and gave an interview on *The Big Read* on the radio this morning.
- The Friends' Cabin Fever Book Fair's first weekend was a huge success with about \$8000 in sales. This is \$8000 in 50 cent paperbacks! Also, last year for the same sale, the district sold \$6000. So this year we had a \$2000 increase.
- Ms. Nielsen and Glenda Schaeffer gave a presentation to teachers at ESL and GED.
- Lastly, Ms. Preiss wanted to publicly issue a gold star to Ann King, Branch Manager at Kathryn-Linnemann, interviewed by the mayor for the *Check Out St. Charles* cable TV show. The mayor also visited the Kathryn-Linnemann branch.

## OLD BUSINESS: PRELIMINARY AGENDA

### 09-04 South County Branch Replacement

There is nothing new to report at this time. We do not expect any updates until after the town election in April.

### 09-30 Spencer Road Branch Replacement

Many of the Board members attended a retreat over the past month to discuss the Spencer Road project. Mr. Sandstedt clarified that rent, etc. would be \$100,000 versus \$200,000. Mr. Sandstedt also mentioned that there had been some concern about whether or not the District could afford the project. He, along with Mr. Schultz, believe that it is possible. Mr. Schultz provided a handout with the funds available for Spencer Road. The handout is a “makeshift working capital” worksheet. Given the revenues and expenses both currently and projected, the district should end December at between \$10-11 million cash on hand. This equates to approximately 7 and 9 ½ months of reserve. If the Spencer Road project costs between \$6 and \$6.5 million, we have enough funding now to pay for it. Mr. Schultz is not concerned about the actual expense, but more concerned about the perception among the community if we continue to spend money while other companies are laying off and closing their doors. However, it is very important to note that we have been frugal for many, many years while other businesses were spending excessively. Mr. Sandstedt commented that he has “kept the brakes on” for years in anticipation of the cost of the project exceeding more than any other project. Also, Ms. Preiss was quick to comment that the improvements don't stop at Spencer Road. The District still needs to finish Middendorf-Kredell; and McClay, Corporate Parkway, and Deer Run will not be

allowed to just sit as they are today. However these projects will not come close to the amount spent on any of the regional branches. Is it necessary to earmark an additional \$1 million now? Ms. Williams expressed some concern with doing this from a donation perspective. Ms. Williams suggested possibly keeping that money in our back packet to utilize in the event that a matching opportunity comes available.

## FORMAL AGENDA

### 09-39 Policy #C232 - Library Cards

Our current policy states that cardholders need to be, at minimum, sixteen years of age. Other libraries are all over the place in terms of their minimum age; Missouri libraries seem split between 16 and 18 years old for a minimum. Our YA (young adult) group is of the opinion that putting the age to 18 will curtail this group's usage of library services. Mr. Thielke commented that he obviously doesn't want to discourage library use, but noted that young adults have to have parents' signatures to play sports. Dr. Cook expressed more concern with limiting the rights of the 17 year olds more so than the 16 year olds. Mr. Dohrman suggested possibly limiting rights on cards for the 16-17 year olds, for example, a limited liability card. Mr. Thielke agreed and took the limited rights cards to possibly include services only, but not checking out books. With any option on the limited rights card, those who already have a library card would be grandfathered into the new policy. Mr. Sandstedt suggested that Pat Kern, Middendorf-Kredell Branch Manager, offer her opinion of the possible change in policy. Ms. Kern preferred not implementing a limited rights card because it would be difficult to implement at the patron level. Ms. Kern mentioned the fact, also, that her branch has not really experienced any problems with this age. Jim Brown, Spencer Road Branch Manager, indicated that he has experienced several kids in this age group that are actually looking to get out from under their parents' accounts because their parents have massacred their own accounts. The 16 and 17 year olds are interested in their own accounts to better themselves. Mr. Heggs indicated that default accounts are not reported to credit reporting agencies; therefore it will not follow a child's credit as they become adults.

**MOTION:** Mr. Dohrman moved to table the topic until next month when he would suggest either leaving the existing policy in place, or implementing a temporary card of some limited use to 16-17 year olds. Mr. Thielke seconded. Motion approved eight affirmative, zero negative, zero abstentions, and one absent.

## NEW BUSINESS: FORMAL AGENDA

Mr. Heggs suggested that items that are on the Formal Agenda that are basically updating policies to match Federal legislation or regulation; or addressing verbage within an existing policy, can go directly onto the Consent Agenda.

### 09-48 Policy #E075 - Dress Appropriate for Employees

The policy formalizes what is appropriate dress for work at the St. Charles City-County Library District. It basically addresses two key questions—jeans and nametags. It does give specific guidelines while also allowing room for a manager's discretion.

**MOTION:** Mr. Thielke moved to approve the policy as proposed. Ms. Pelikan seconded. Motion approved eight affirmative, zero negative, zero abstentions, and one absent.

### 09-49 Policy #E084 - Dual Track-Promotion Plan

This policy is being revised to allow some flexibility for employees who are hired after July 1 which is currently the plan's effective date. The basic requirements of the Plan remain the same.

**MOTION:** Ms. Pelikan moved to approve the change to the policy. Dr. Cook seconded. Motion approved eight affirmative, zero negative, zero abstentions, and one absent.

### 09-50 Policy #E310—Family Medical Leave Act

The current policy has been revised to reflect the Federal FMLA legislation effective November 17, 2008.

**MOTION:** Ms. Reese moved to approve the revisions to the current policy. Mr. Thielke seconded. Motion approved eight affirmative, zero negative, zero abstentions, and one absent.

## 09-52 FY09 Budget Adjustments

There are three recommendations to the FY2009 Personnel Budget. The first adjustment is the addition of a part-time (12-16 hours) position at the Library Assistant level, Track B. This position will provide routine support for the IT department and work mainly at the Administrative Offices. The second adjustment is splitting a current full-time paraprofessional position into two part-time positions at Corporate Parkway. This will allow more flexibility in scheduling. The third, and final, recommendation is to temporarily add an additional 10 hours for a Library Assistant from February, 2009, through June, 2009, at Kathryn-Linnemann.

**MOTION:** Ms. Pelikan moved to approve the first adjustment. Ms. Reese seconded. Motion approved eight affirmative, zero negative, zero abstentions, and one absent. Mr. Dohrman indicated that by the way the agenda is composed, the one motion was sufficient to approve all of the adjustments. Therefore, Ms. Pelikan's motion to approve the first adjustment is also a motion to approve ALL of the adjustments. There were no questions or concerns at this time.

## CONSENT AGENDA

### 09-51 Policy #E352.1 Sick Leave Recognition

Changes were made to the current policy to reflect the FMLA revision.

### 09-53 Policy #G060.5—Professional Services-Architectural, Engineering, and Land Surveying

This policy is outdated and needs to be removed. In its place, the Library District will revert to state law for RFQs.

**MOTION:** Ms. Pelikan moved to approve the Consent Agenda as proposed. Mr. Thaelke seconded. Motion approved eight affirmative, zero negative, zero abstentions, and one absent.

**MOTION:** Ms. Pelikan moved to adjourn.

Mr. Dohrman seconded. Motion passed eight affirmative, zero negative, zero abstentions, one absent.

The meeting adjourned at 8:37 p.m.

Respectfully submitted  
April C. Wootten  
Recording Secretary