

Library Board of Trustees Meeting Minutes

April 13, 2009

The St. Charles City-County Library District Board of Trustees met at 7:00 pm on Monday, April 13, 2009 at the Library District Administrative Offices in St. Peters, Missouri.

Board Members present:

- Gary Heggs
- Jerry Cook
- Greg Dohrman
- Lisa Pelikan
- Mary Reese
- John Thielke

Board members absent:

- Myra Crook
- Debbie Haupt
- 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
- Diana Tucker, Branch Manager, Corporate Parkway
- Sara Nielsen, Community Branch Manager

President Gary Heggs called the meeting to order with the Pledge of Allegiance. Five members responded to roll call. Greg Dohrman arrived at 7:15 pm. Gary Heggs opened the floor for public comments. No requests for time were received.

MINUTES

MOTION: John Thielke moved to approve the minutes of the March 9 meeting. Jerry Cook seconded. Motion

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

REPORTS

Financial Report

Rick Schultz reported the March 2009 financial reports had been mailed with the Board Packets. The District currently has \$19.6 million in cash & investments. Investment revenue will be under budgeted amount while other revenue sources may exceed expectations. A few line items including periodicals, microform & electronic data, rent/lease, and programs/promotional may exceed budget. The District is currently renting a storage unit that was not budgeted. Grants & donations for program/promotional expenses are received as revenue and do not offset expenditures in that line item. FY09 operations should be under budget.

Projected tax rate of 21.03¢ was submitted to the County Registrar's Office. Schultz used figures from a number of sources to estimate assessed value of the County. The tax rate was estimated to generate approximately the same amount of revenue in fy10 as the district received in fy09.

Director's Report

Carl Sandstedt reported on the Spencer Road Branch replacement project. Architectural firms submitted qualifications which were reviewed by the project committee. Five qualified (as defined by State statute) firms were selected for interviews. Three of the candidates have completed projects for the District in the past. Following state law, the District will enter into negotiations with one of the five firms. He hopes to have a recommendation to the Board at the May meeting.

Sandstedt reported on Missouri legislation requiring public entities to check proof of citizenship before providing services. Procedures need to be in place by June 10, 2009. Under the legislation, services are not to be provided to those without legal right to be in the US. Standards for proof of citizenship may be similar to I-9 requirements.

Development Report

Kristin Williams provided an update on Foundation activities.

- Lisa Dunham did a great job organizing the Trivia Night which generated over \$10,000 for the Foundation. 2010 date set for March 27.
- The Foundation's Imagine Campaign will kick off in June. Goal is \$25,000. Board, staff, library customers and Book Fair buyers will be asked to support the campaign.
- Grants to the Foundation and the District were reported. Grants included those received by the Foundation as well as grants from the State that reimburse the District for services.
- Friends of the Library raised \$18,370 in three weekends of Cabin Fever Book Fairs. The Summer Book Fair will be May 29, 30 & 31 at the St. Charles Convention Center.
- The Volunteer Recognition Dinner will be April 23. Trustees are invited.

Williams also reported she participated in a Planned Giving Workshop on April 28 and had attended the Association for Fundraising Professionals Conference.

Special Report - Program Attendance

Sara Nielsen-*Community Branch Manager & Adult Program Coordinator*

Maggie Preiss-*Children's Resources & Marketing Coordinator*

Maggie Preiss discussed the 3 year comparison of children's programs in the library and in the community. In fy08, 1304 children's programs were presented in branches. Total attendance was 50,981. 420 programs were presented in the community. Total attendance was 16,787. There was a slight decrease in in-house programming attendance resulting from the closure of Kathryn Linnemann Branch and perhaps the deteriorating state of the Spencer Road Branch. Every Child Ready to Read presentations in the branches and in the community increased. The report showed a slight increase in community outreach, specifically visits to daycares & preschools. A report with the first 9

months program attendance for fy09 was also distributed.

Sara Nielsen reported that she was reviewing the current procedure for collecting program statistics. She described the types of programs presented to the District's teen customers. Gaming, a Digital Photo Contest, Twilight related programs, book discussion groups and teen author panels made teen programming efforts successful. 86 teen programs were presented in branches with total attendance of 1551. Teen staff attended 27 community events and 2826 people attended. The adult programming efforts greatly expanded both in number and type of programs and attendance. 263 programs for adults were presented in the branches. 10,790 attended the programs. 48 community events and presentations were held. Total attendance was 1337. The Big Read program in February was very successful though challenging. Book discussion groups are expanding. Consumer Health programs with the hospital partners were offered. Author events, including ReadMOre author Jane Smiley, grew and brought in new customers to the library branches. The factors that make the District a desirable location for authors are proximity to the airport, space, sale of books, and partnership with a local Indie bookstore. The support of the Foundation is also helping to provide programming.

Statistical Report

Betty Murr reported fy09 circulation increase of 7% over fy08 circulation at this point. Circulation continues to increase at the Kathryn Linnemann Branch. Middendorf-Kredell Branch is circulating about 97,000 items per month. Spencer Road Branch still shows an increase of 5% in circulation, and McClay Branch a 14% increase even after Linnemann re-opened. If the pace continues, the District will see over 7,000,000 circulation in fy09.

Activities Report

Maggie Preiss announced

- Tim DeGhelder provided Readers Advisory training to Books to You volunteers
- Maggie Preiss presented Every Child Ready to Read information to Community Council Network Luncheon
- Keri Cascio promoted the Library District in the KFAV Ask the Expert show
- Anne Wolfe participated in Reading Night at Heritage Primary School
- Marla Capstick presented ECRR to St. Charles High School class
- Julie Henke presented ECRR to AEYC Conference at Community College
- Patsy Molina did storytelling at the Coverdell Elementary Literacy Night
- Provided promotional material on Eric Greitens program at Middendorf-Kredell Branch on May 8.

OLD BUSINESS

09-04 South County Branch Replacement (Preliminary Agenda)

Sara Nielsen reported that voters approved the bond and the Town could now enter into agreement to borrow money to build a new facility for the South County Branch. Nielsen announced that the Town had already put the project out for bid, and bids were due April 16. Staff will be meeting with Augusta representatives to discuss the project. The Town hopes to have their portion of the project complete by end of summer. Rick Schultz reported the Library District had budgeted \$200,000 undesignated capital project funds in fy09 and will carryover funding in fy10. The Library District will ask for a prevailing wage motion in the future.

09-30 Spencer Road Branch Replacement (Preliminary Agenda)

Carl Sandstedt reported the District reviewed the qualifications submitted by firms and chose five qualified firms to interview. The firms would be ranked and negotiations would proceed in accordance with State statute.

09-39 Policy #C232-Library Cards (Formal Agenda)

The Library Card policy, originally presented at the January meeting, was tabled after a discussion related to the legality of allowing 16 year olds to sign for their own card. Proposed changes to the policy included:

1. Reduction in maximum limits on cards from \$5000 or 250 items to \$2500 or 100 items.

2. Clearer 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.

The policy was tabled for three months while staff researched the impact of changing the minimum age of signing for a library card from 16 to 18, policies of other libraries, abuse of the current policy, and staff feedback on impact to services. Carl Sandstedt noted that the District dealt more with parents who abused their children's cards than teens who abused use of the card. After discussion and review of options, the Board decided that since the issue of 16 year olds signing for cards had not been an issue in the past and in the interest of maintaining good will with the target audience, that the minimum age required for signature would remain at 16. Although civil action against a minor is not an option, criminal action is allowed under the law so the District was not totally without recourse.

MOTION: Jerry Cook moved that Policy #C232-Library Cards be adopted with the changes as presented to the Board in January, 2009. Mary Reese seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

Betty Murr reported that a notice regarding the change in policy would be posted for the public for 30 days before the policy became effective.

09-54 FY08 Audit (Botz Deal) (Formal Agenda)

The fy08 audit was accepted by the Finance Committee of the Board. Rick Schultz reported the audit is currently posted on the Library District's website.

Gary Heggs inquired about the auditor's recommendation to secure a higher level of fidelity bond that would cover theft of funds. Rick Schultz reported the cost to raise the coverage to the auditor's recommendation could be as much as \$95,000. John Thaelke reported the current fidelity bond is for \$250,000 which is substantially lower than \$14 million that could be taken. He thought the bond could be raised some but the recommendation seemed out of proportion to the loss risk. The issue is how much money the District would need to operate until the funds could be recovered. The Board asked the Finance Committee to meet and make a recommendation.

09-58 FY10 Budget Markup- Materials (Preliminary Agenda)

Betty Murr reported that the funds which had been deducted from the proposed fy10 materials budget presented to the Board in March had been restored per the direction of the Board. The reduced funding for periodicals, children's audio, and binding had been allocated to a non-reservable collection the District plans to implement in fy10, funds had been restored to the children's book budget, and the adult reference and electronic resource budget had been restored.

09-59 FY10 Budget Markup-2009 Salary Survey (Preliminary Agenda)

Carl Sandstedt distributed the preliminary figures for the 2009 Salary Survey. Comparisons with other large Missouri libraries and libraries from other states are used as a basis for developing the personnel budget. Comparisons to MO libraries showed that St. Charles City-County Library District has one of the lower per capita support levels, the % dedicated to materials at SCCCLD is near the top of the ranking, the fte/M for SCCCLD is the lowest, the cost per fte is second from the top, the District pays the highest beginning salary for a MLS, and the Director salary is slightly below the middle of the rankings. Sandstedt reported that a good replacement for Director could be found within the current salary range.

NEW BUSINESS

09-62 FY10 Budget Markup-Personnel (Preliminary Agenda)

Julie Cinco described the preliminary changes in staffing and proposed salary increase for the fy10 Personnel Budget. With a 2.5% salary increase, and additional 1.173 fte, the proposed fy10 personnel budget is \$7,572,619 which is less than 1% over fy09. Carl Sandstedt stated his goal was to maintain 20% in materials, 60% in personnel and \$20 in operations. Greg Dohrman discussed the process the County is undertaking as a result of a 2008 Personnel and Pay Study. He reported that most County employees would receive approximately a 3.5% increase. Dohrman inquired about the District's goal of increasing the employee portion of health care coverage. At this point it

appears that the District has shouldered most of the brunt of increased health care costs. Cinco reported the District is moving by degrees in that direction. Currently the District covers 90% for individuals and 80% for family. There are approximately 58 employees covered by health insurance, and of that number about 20-22 have family coverage. John Thaelke stated that increased use of the library should be considered when creating the personnel budget. The Board discussed some of the proposed changes and recommended the staff review the deletion of the .6 fte position for CRM before submitting the final budget in June. Dohrman suggested comparing costs for contracting for outside services.

09-63 Policy #C140 Firearms Banned in District Facilities and Vehicles (Preliminary Agenda)

A customer at the Middendorf-Kredell Branch questioned whether the District's current concealed weapon policy which prohibits concealed weapons in library buildings or vehicles is legal. The current policy was drafted from the Missouri Municipal League model ordinance drafted before the legislature changed the statute substantially. The information previously received from the counsel of the Secretary of States Office cannot be considered a legal opinion. At this time the Secretary of States office does not plan to give an opinion or seek an Attorney General's opinion. The Library District does not have the authority to request an Attorney General's opinion. Carl Sandstedt discussed the issue with State Representative Anne Zerr who can submit a request for an Attorney General's opinion. The St. Charles County Prosecutor would also be able to request an opinion.

MOTION: Greg Dohrman moved that the Director seek through the most expedient manner the Attorney General's legal opinion on whether the current State statute allows public libraries to restrict concealed weapons in libraries. Lisa Pelikan seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

09-64 Policy #C286 Sunday Library Service (Consent Agenda)

Corrected policy to reflect the Sunday hours at Library Express facilities.

MOTION: John Thaelke moved to adopt the revised Policy #C286 Sunday Library Service. Mary Reese seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

09-65 Director Search Committee (Preliminary Agenda)

The search committee, chaired by Myra Crook, met on April 7. They developed a suggested timeline and list of projects for the search for a Director to replace Carl Sandstedt who is retiring in February 2011. Carl Sandstedt expressed some concern over the length of time between making an offer in October and start of employment in February or March in the event the candidate would be summarily released by current employer. At this point the timeline is very flexible and in the formative stage. The next meeting is May 12.

Other Business

Greg Dohrman reported that the projected Library tax rate of 21.03¢ represents an 8% increase and is one of the highest increases projected by taxing districts. He emphasized that the District should be prepared to answer any taxpayer concerns. Dohrman felt that the rate was defensible based on the District's mode of efficient operation. Carl Sandstedt stated the estimate was a guess or prediction that was somewhat like predicting the weather. The District made the most accurate prediction it could based on figures for assessed value that are preliminary. The goal of the District was to project a tax rate that would generate no more than the current fiscal year tax revenue. The District is planning a budget that would be substantially the same as fy09 that would provide the same level of services as well as accommodate building projects for South County, Library Express at WingHaven and Spencer Road Branch replacement. With the projected 21.03¢ rate, most taxpayers would pay on average the same as they paid in 2008. The projected rates are really just predictions and could be raised or lowered when certified assessed values are known and tax rates are set later in the year.

MOTION: John Thaelke moved to adjourn. Greg Dohrman seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

The meeting adjourned at 9:25 pm.

Respectfully submitted

Margaret A. Preiss, Acting Recording Secretary