

# Library Board of Trustees Meeting Minutes

May 11, 2009

---

The St. Charles City-County Library District Board of Trustees met at 7:00 pm on Monday, May 11, 2009 at the Administrative Offices, 77 Boone Hills Dr., St. Peters, Missouri.

Board Members present:

- Mr. Gary Heggs
- Mr. Greg Dohrman
- Ms Myra Crook
- Ms. Heidi Lowery
- Mr. John Thaelke
- Ms. Debbie Haupt
- Dr. Jerry Cook
- Ms. Mary Reese

Board Members absent:

- Ms. Lisa Pelikan

Library Staff present:

- Mr. Carl Sandstedt, Director
- 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
- Ms. Sara Nielsen, Branch Manager, Mini and Express Branches and Adult Programming.
- Ms. Karen Golab, Purchasing and Project Manager
- Mr. Jim Brown, Branch Manager, Spencer Road
- Ms. Ann King, Branch Manager, Kathryn Linnemann
- Ms. Pat Kern, Branch Manager, Middendorf-Kredell
- Ms. Keri Cascio, Branch Manager, Kisker Road
- Ms. Diana Tucker, Branch Manager, Corporate Parkway
- Mr. Tim Deghelder, Branch Manager, Deer Run

President Gary Heggs called the meeting to order at 6:58 p.m. with the Pledge of Allegiance. Eight members responded to roll call. Mr. Heggs opened the floor for public comments. No requests for time were received.

## MINUTES

**MOTION:** Mr. Dohrman moved to approve the minutes of the April 13th meeting. Ms. Reese seconded. Motion passed eight affirmative, zero negative, zero abstentions, one absent.

## REPORTS

### Financial Report

Mr. Schultz indicated that the monthly Financial Report was sent in the packet that was mailed to the Board members. A few highlights outlined on the cover page of the report are:

- Cash and investments on hand at the end of the fiscal month are at \$18.9 million; with a reserve fund of \$1.0 million for the Spencer Road expansion.
- The district's revenue is expected to increase approximately 4.6% over last year.
- There are only 2 line items that could possibly exceed their budget, "Microforms & Electronic Data" and "Programs/Promotional".
- Any excess revenue is earmarked to finance to pay for the Spencer Road project.

Mr. Dohrman inquired about the "Institutional Tax" in the reports listed on page 3 under "Tax Revenues". Mr. Schultz explained it as a special tax that financial institutions pay in a specific county. It is not part of a TIF. In the past, it has also been referred to as an "Intangible Tax". The county collects the money and pays it accordingly to the appropriate entities. If there are any additional questions, please contact Mr. Schultz at the Administrative Offices, extension 1571.

### Director's Report

Mr. Sandstedt opted to pass in lieu of the Director's Hotline included in the mailed packet. First comment is the quality of applicants that has surfaced for the Human Resources Coordinator position. There are some very, very, very good people that have been interviewed, or are being interviewed next week. Secondly, in Mr. Sandstedt's opinion, SB450 should not pass. Lastly, Mr. Sandstedt met with New Town chief architect Tim Busse and Greg Whitaker regarding the possibility of a branch in the New Town area. At this time, we should continue to pursue talks with the necessary individuals, but considering all that is on our plates right now, we will not attempt another branch right now.

### Special Report-Development

Kristin Williams, Planning and Development Coordinator

Ms. Williams pointed out the Development Update memo included in the handouts for tonight's meeting. Also included in the handouts is a *Library Legacy Society* brochure. Ms. Williams reviewed the memo which provided details on the following Development initiatives:

- Volunteer Recognition Dinner
  - There were over 100 individuals that attended the event.
- Library Legacy Society
  - This group is a planned gift recognition society created by the Library Foundation .
- Imagine Campaign
  - The goal of the program is to raise \$25,000 for ECRR, Books to You, and seed money for the next great program.
- Grant Funding
  - Two grants pending approval are \$2,500 for UW Youth Health Literacy and \$66,780 for Print and Time Management System.
- Friends of the Library
  - The Summer Book Fair is May 29-31st at the Convention Center. Confirmed sponsors are Wal-Mart, Imagination Pottery, Costco, and KFC of St. Charles.

Statistics - Carl Sandstedt, Library Director

Mr. Sandstedt, in the absence of Ms. Murr who usually reviews the statistics, indicated that the report should not reveal any surprises. Circulation for the District is up nearly 8%; and the gate count increase is currently at 8.5%. Middendorf-Kredell is our highest circulation branch, and should top out at between 1.1 and 1.2 million in circulation for this fiscal year.

Activities Report - Maggie Preiss,  
Children's Resources and Marketing

Rick Schultz, in Ms. Preiss' absence, announced that a detailed list of activities is included in tonight's handouts. The activities include:

- Storytelling by Marla Capstick at the Meadows Parkway Early Childhood Education Center.
- Library info and craft by Laurie Shaffer and Linda Newgard at O'Fallon Founders Day.
- School visits for Summer Reading Program to Immaculate Conception-Dardenne, Crossroads, and Harvest Ridge Elementary Schools by Pat Kern, Laurie Shaffer, and Martha Radginski.
- Debbie Hickey to staff library table at Castlio Elementary Kindergarten registration night.
- Anne Wolfe to present ECRR to clients of Nurses for Newborns.
- Anne Wolfe to represent library at Duello Elementary Reading Night.
- Denise Ulett to provide Consumer Health and Library information at Hospital Week event at Barnes-Jewish St. Peters.
- "Ask the Expert" interview with Lynn Reichmuth about the Book Fair on KFAC.
- FCC reps at Kathryn-Linnemann, Middendorf-Kredell, and McClay to answer questions and provide information on DTV.
- Summer Reading for Children and Teens begins June 1.
- Friends of the Library Book Fair is on May 29, 30, & 31 at St. Charles Convention Center. Please take a stack of flyers to give out at work, committee meetings, etc.
- Book Fair Volunteers needed...especially Thursday during set up and Sunday during clean up. Contact Lynn Reichmuth at 636-441-2300 ext. 1596, or [friends@stchlibrary.org](mailto:friends@stchlibrary.org) if you can help.
- Article about 2009 projected tax rate posted on website. To access the article, click on the Library Talk button on our website.

OLD BUSINESS:

PRELIMINARY AGENDA

09-04 South County Branch Replacement

Ms. Nielsen informed the group that the contractor has been chosen and the contract for the new building should be signed as soon as possible.

09-30 Spencer Road Branch Replacement

Mr. Sandstedt passed out a very detailed memo at the meeting about architect selection for the Spencer Road project. In summary, the memo explained the process and reasoning why the committee chose the final architect, Cornerstone Architecture (Kevin Harms) for the project. The final three finalists for the job were Cornerstone, TRi (Thomas Roof), and LePique and Orne. There were some votes also cast by the committee for Rataj-Krueger Architects (RKAI). Ultimately, some of the main reasons for choosing Cornerstone over the other two finalists were:

- They are a local firm and their product is well-known.
- They have advantage in BIM (Building Information Modeling) and they are LEED certified.
- Staff ultimately preferred their project over past architects (KL versus MK) in addition to the fact that staff felt better heard by the team at Cornerstone.

Mr. Sandstedt would like to begin negotiations with Kevin Harms and Cornerstone Architects for the Spencer Road project. Per Mr. Dohrman's recommendation and in order to begin negotiations, Mr. Sandstedt requests \$20,000 to be billed on an hourly basis to proceed with the project. The full contract will be brought to the Board members at the June meeting.

**MOTION:** Mr. Dohrman moves to approve the release of funds as specified in the recommendation by Mr. Sandstedt. Mr. Thaelke seconded. Motion passed eight affirmative, zero negative, zero abstentions, and one absent.

09-59 FY10 Budget Markup - 2009 Salary Survey

A copy of the salary comparisons for 1999-2009 for the district versus the average was included in the handouts for the meeting. Mr. Sandstedt pointed out the district has been steady in salary comparisons over the last ten years. Also something to note, the district employs a large amount of part time employees thereby controlling costs due to the fact that these employees are not eligible for healthcare insurance. Mr. Sandstedt is recommending a 2.5% increase.

#### 09-65 Director Search Committee

Myra Crook, committee chair, announced the next meeting on Tuesday, May 12 at the Administrative Offices. Ms. Crook will have a report next month. It was agreed that this agenda item would carry over from month to month until a replacement for Mr. Sandstedt is named by the committee.

## NEW BUSINESS: PRELIMINARY AGENDA

#### 09-62 FY10 Budget Markup-Personnel

An agenda memo outlining the budget adjustments was mailed in the Board packets. Recommendations included reinstating the Communications Specialist position for CRM and reclassifying the TO Manager position to the G-H track, which is one track above where it is now and one track below where it was in FY08. There was no action needed by the Board this evening. However Mr. Schultz (Coordinator of Finance) suggested that if any of the Board members have any serious objections, to voice those objections now. Mr. Dohrman asked when the position would post. Ms. Cinco responded that we would most likely post the position by the end of May or first of June.

#### 09-66 FY10 Budget Markup - Equipment

Karen Golab, Purchasing and Project Manager, indicated that the agenda memo along with the furnishings and equipment requests were detailed in the mailed packet. In general, the budget reflects a 15% increase over last year. The cover sheet on the memo explains the reason for the large increase. A couple of items to note:

- 19% of the budget is IT. This includes chairs and workstations for new PCs and stations for the new Time and Print Management system.
- 6 replacement copiers are budgeted
- improving furnishings at MK is included.

Mr. Thaelke asked about the \$10,500 budgeted for Development. Ms. Golab and Ms. Williams both said that the money is to be used for upgrades at the Friends' bookstore as well as some displays and shelving for used book sales. There was some discussion on whether or not this should be a Development cost, or donated by the Library Foundation. Also note that we should not be spending any money on the Spencer Road branch due to the upcoming expansion. No final decisions were made as to where the costs would be budgeted in regard to the Development requests.

#### 09-67 FY10 Budget Markup - Technology and Telecommunications

Frank Noto, Information and Technology Coordinator, reviewed the agenda memo attached to the details of the FY10 Technology and Telecommunications Budget. The memo included information on the effect of fees that are reimbursed as well as reimbursable expenditures on the overall budget. If all of the requested funding is approved and received, the reimbursements will equal approximately 35% of the total budget for FY10. The fees and reimbursements are not applied directly to the IT budget, but are deposited into General Revenue. The memo included a spreadsheet of the different grants, fees, and reimbursements in greater detail.

Mr. Noto also reviewed the draft copy of the budget in further detail. The cover page is simply a recap of the pages included in the packet. Highlights from the budget are:

- The addition of the PC Time & Print Management. This is a carryover from FY09.
- An increase in the number of public PCs.
- The online meeting room booking, events registration, and summer reading program management software.

Wi-Fi service in all branches except North County due to the lack of DSL availability.

- Early Literacy Stations
- Security cameras in all branches.
- Website makeover
- An expansion of the Library Express at Winghaven.
- A replacement building at our South County Branch in Augusta.

#### 09-68 FY10 Budget Markup—Travel, Training, and Dues

The handout in the packet reflects the overall budget. Mr. Sandstedt suggests the mileage rate decrease from the current rate of \$.48 per mile to \$.445 per mile due to the change in the Federal rate. Everything else in the budget remains the same as last year. Mr. Thoeke didn't feel as though it is necessary to decrease the rate on mileage; decreasing it will not save the district that much money. Mr. Schultz commented that we increased it last year due to the increase in gas prices during that time.

### CONSENT AGENDA

#### 09-69 Policy #C256 Meeting Room Policy

The only change to the policy to be voted on is the fee of \$25 for 2 hours of rental. This part of the policy has been changed to \$12.50 for 1 hour of rental; therefore, the room is rented by the hour, on one hour basis.

**MOTION:** Dr. Cook moved to approve the consent agenda. Ms. Crook seconded. Motion passed eight affirmative, zero negative, zero abstentions, and one absent.

**MOTION:** Mr. Thoeke moved to adjourn. Ms. Reese seconded. Motion passed eight affirmative, zero negative, zero abstentions, and one absent.

The meeting adjourned at 8:29 pm.

Respectfully submitted

April C. Wootten

Recording Secretary