

Library Board of Trustees Meeting Minutes

July 13, 2009

The St. Charles City-County Library District Board of Trustees met at 7:00 pm on Monday, July 13, 2009 at the Administrative Offices, 77 Boone Hills Dr., St. Peters, Missouri.

Board Members present:

- Mr. Greg Dohrman
- Ms Myra Crook
- Ms. Heidi Lowery
- Mr. John Thaelke
- Ms. Mary Reese
- Ms. Lisa Pelikan

Board Members absent:

- Mr. Gary Heggs
- Dr. Jerry Cook
- Ms. Debbie Haupt

Library Staff present:

- Mr. Carl Sandstedt, Director
- Ms. Betty Murr, Deputy Director
- Ms. Julie Cinco, Outgoing Human Resource Coordinator
- Ms. Denise Mandle, Incoming Human Resource 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. Diana Tucker, Branch Manager, Corporate Parkway
- Mr. Tim Deghelder, Branch Manager, Deer Run
- Mr. Trevor Rees, Information Resource Manager, Business Services and Public Management
- Mr. Kevin Harms, Cornerstone Architecture

Vice-President Greg Dohrman called the meeting to order at 7:05 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. Lowery moved to approve the minutes of the June 8th meeting. Ms. Crook seconded. Motion passed six affirmative, zero negative, zero abstentions, three absent.

REPORTS

Financial Report

Mr. Schultz referenced the financial reports that were sent in the Board packet to each trustee's home. The reports are not final numbers. The district is awaiting final tax collections for June. A few of the main points included in the report are:

- Cash and investments on hand at the end of June include approximately \$17 million. There are, however, over \$71,000 in accruals for receivables.
- Total Income for the year, once accruals are added, will come to approximately \$16,900,000.
- A few of the line-items that could exceed their budget for the year are:

Microform & Electronic Data

Programs & Promotional

Salaries

Consulting & Professional Services

- At year end, the district should end up with approximately \$1.5 million in unused expenditures.

Mr. Schultz invited any questions. There were no questions at this time. Mr. Schultz then indicated if any questions do arise, please contact him at the Administrative Offices.

Director's Report

In the interest of time, Mr. Sandstedt bypassed the opportunity to speak and referenced his Director's Hotline included in the packet. He took this opportunity to Welcome Denise Mandle, our new Human Resources Coordinator; and also thanked Julie Cinco for her many years of service to the Library District.

Special Report - Development

Kristin Williams, Planning and Development Coordinator

Ms. Williams updated the Board members on Foundation activities:

- Imagine Campaign is over 50% of its goal at \$15,282. The community has been very receptive and the Foundation will strive to achieve the original goal of \$25,000.
- The Friends of the Library 2010 Summer Book Fair will be May 21-23, 2010. Mark your calendars now!
- Currently, there is one grant pending approval—Excellence in Library Service for Merchandising Workshop. This workshop provides instruction on utilizing displays to increase circulation.
- Ms. Williams is working with Kevin Harms to create a donor opportunity in the new Spencer Road expansion as well as with Denise Liebel at the Community Council with techniques to approach businesses and individuals for naming right opportunities.
- On a proud note, the Foundation has Quickbooks up and running!

Special Report—Business and Government,

Trevor Rees, Information Resource Manager

As the Business and Government IRM (Information Resource Management), Mr. Rees' primary goal is to help people start businesses. The database that Mr. Rees presented to the Board is the BusinessDecision Pro database. Our

Library District is the only library in the area that subscribes to this database. In creating business plans for patrons interested in starting businesses, a key piece of information needed is the demographic and economic trends of a particular area in the Midwest. This database provides that information in addition to housing and retail expenditure information. The database is available from the Library's webpage; available for in-library use only due to the fact that it can be difficult to manipulate; therefore, Mr. Rees and staff are available to help patrons maneuver the database. Mr. Rees has provided the City of O'Fallon with demographic packages that were created from this database. These packages are given to various businesses considering the City of O'Fallon as a homebase. Mr. Sandstedt commented that cities and counties alike spend a lot of tax dollars to private companies for this information that we can provide for free! Mr. Thoeke asked if Mr. Rees or Mr. Sandstedt has met with any city or county officials about the service. Mr. Rees replied that he has started with the City of St. Peters, but not much progress has been made at this time.

Statistics

Betty Murr, Deputy Director

The current report shows not only the end of June statistics, but also the end of the fiscal year statistics. For the fiscal year ending June 30, circulation rose 8.75% to an unbelievable 6.9 million in circulation! This figure includes an approximate 5 month period when the new Kathryn Linnemann Branch was not yet open.

The gate count for the year was an increase of 9.84%. Ms. Murr explained the online circulation statistics are included on the front page of the report in a large box at the bottom. For FY09, eMedia circulation ended at 26,818—22,352 in OverDrive and 4,466 in NetLibrary. There was also 1,773,123 in online renewals for FY09.

Activities Report

Maggie Preiss, Children's Resources and Marketing

Ms. Preiss provided a written report on the activities and programs. It was a blue sheet included in Board member handout folders. There was also an additional page of August programs that were not included in the program booklet for this time period. Just too many to fit! Here are some of the highlights of the activities:

- Summer Reading Program for kids and adults continues until August 1. Goal is 20,000+; one month registration results are 14,650 kids registered and 4340 teens!
- Chicken Soup for the Soul—Kisker Road on July 9.
- Rockin' Sockin' 50's, Queen of the Wild, Wild West, and United Imaginations are just a few of the programs scheduled for children this month.
- Brian Katcher & Matt Kindt at Kathryn Linnemann on July 14.
- Laura Bradford is at McClay on August 10.

Community events include:

- Lindenwood Reading Camp
- Northeast Community Action Corporation (NECAC) Back-to-School Event
- KFAV "Ask the Expert" Interview on Downloadable books with Tim DeGhelder.
- Ft. Zumwalt North High School registration

Mr. Dohrman inquired about the success of the Summer Reading Program. Does the program continue to see increases from year to year? Ms. Preiss replied that the program sees ups and downs from year to year. A lot of the program's success can be attributed to the support of the schools in our area.

FORMAL AGENDA

10-01 South County Branch Replacement

Ms. Nielsen updated the Board members on the status of the new building in Augusta. The Town of Augusta finalized their contract with the General Contractor. They will finalize financing on Tuesday, July 21. The plans have been authorized so permits can be issued for construction. If all goes according to plan, we should have a start date by next month's meeting.

10-02 Spencer Road Branch Replacement

Jim Brown, Spencer Road Branch Manager, introduced Kevin Harms from Cornerstone Architects. Jim Brown passed out some very preliminary floorplans of both the first and second floors of the new Spencer Road branch. Mr. Harms shared some snapshots of the work-in-progress in designing the new Spencer Road branch. He also took the opportunity to review the floorplan diagrams on his laptop. Mr. Harms felt as though providing some pictures and diagrams would give some insight to the Board on his thought process in designing what he has so far, as well as when they see the final plans.

10-06 Nomination and Election of Officers

Mr. Sandstedt indicated that he had sent an email to the trustees regarding the fact that a new bylaw was passed last year to change the timeframe for electing officers. This being the first year for electing officers in June, the month passed without the election. Therefore this evening, the Board nominated and voted on officers for this fiscal year. Mr. Sandstedt reminded the Board members that tradition is that each officer moves up an office and we elect a new Treasurer. That being said, the nomination slate for FY10 officers is:

- Greg Dohrman, President
- Myra Crook, Vice-President
- Jerry Cook, Secretary
- Mary Reese, Treasurer.

MOTION: Ms. Pelikan moved to nominate officers per the nomination slate. Mr. Thaelke seconded. Motion passed six affirmative, zero negative, zero abstentions, and three absent.

MOTION: Mr. Thaelke moved to elect officers per the nomination. Ms. Pelikan seconded. Motion passed six affirmative, zero negative, zero abstentions, and three absent.

Preliminary Agenda

10-03 Director Search Committee

Ms. Crook said there is nothing to report at this time.

CONSENT AGENDA

10-04 Policy #C024.4 Acceptable Use Electronic Information Systems-CIPA Compliance

This policy is a model policy in order for us to conform; we did not write the policy for the library district. A copy is included in the Board packet for your review.

MOTION: Ms. Pelikan moved to pass the new model CIPA Compliance policy. Mr. Thaelke seconded. Motion passed six affirmative, zero negative, zero abstentions, and three absent.

10-05 Policy #C232-Library Cards

The revisions to the Library Card policy, effective July 1, were included in the Board packet. The new policy limits Temporary Cardholders to 2 items. In the past, boarding students were included and treated as Temporary Cardholders. Branch managers and staff feel that 2 items is too few, but the limits for personal cards are too liberal. Ms. Murr clarified that the proposed changes to the policy are in blue type and pertain to issuing temporary cards to boarding students specifically. The proposed changes include limiting materials to 5 items, or \$250; temporary card issued for up to 90 days; cardholder needs to provide identification and proof of residency-both permanent and temporary; and acceptable identification is listed as a driver's license, rent receipt, postmarked mail, along with a photo identification. Mr. Thaelke wondered whether or not we have addressed limit concerns, etc. with a Lindenwood University representative? Is there any way to tie it into their policies? What is the reasoning behind limiting the boarding students to 5 items? Carl reiterated that the changes apply only to boarding students at the university. Mr. Thaelke asked what amount of money are we talking about? Are these students that much of a liability that we need

to update the policy? Ms. Murr clarified that this is not so much financial as it is to lower our risk and make it easier for staff by distinguishing the students from other Temporary Cardholders. With a lot of questions still unanswered as well as little data to support the change in status, the discussion stalled.

MOTION: Ms. Reese moved to remove the item from the Consent Agenda and table it until next month's meeting. Mr. Thaelke seconded. Motion passed six affirmative, zero negative, zero abstentions, and three absent.

MOTION: Ms. Pelikan moved to adjourn. Ms. Reese seconded. Motion passed six affirmative, zero negative, zero abstentions, and three absent.

The meeting adjourned at 8:10 pm.

Respectfully submitted

April C. Wootten

Recording Secretary