

MAPLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES
7550 Lohmeyer Ave.
St. Louis, MO

April 20, 2016

The meeting was called to order at 7:06 p.m. Present were

T. Alexander
J. Harsh
C. Hinderliter
K. Nithya
K. Noonan
J. Schorr
S. Shoemaker

Staff present:

T. Donnelly

A quorum was present and due notice had been given. V-P Harsh presided in the absence of Pres. Kremer.

AGENDA ITEM 2
Approval of Minutes

M/S/C (Schorr, Hinderliter) unanimously to approve the minutes of the 03/16/16 meeting.

AGENDA ITEM 3
Public Comments

There were no public comments.

AGENDA ITEM 4
Communications

There were no communications.

AGENDA ITEM 5
Treasurer's Report

Donnelly noted that he has paid The Designery for the work they did on the lighted sign, \$625. This was paid from the Construction Fund. The Designery will forward the design documents to the Library.

He also reported that he has paid the reciprocity bill to St. Louis County, \$772, which is the lowest charge in several years and is due to no longer including item renewals in the reciprocal checkout counts.

M/S/C (Hinderliter, Noonan) unanimously to accept the Treasurer's Report.

AGENDA ITEM 6

Librarian's Report

Donnelly reported that the Library Document Station has been delivered and set up, and is currently in the work room so staff can become familiar with it. He will put it out front for patrons on the May in-service day. He noted that he attended more training on how to use the report functions in Polaris. He has also found a way to reproduce the RMIS report of items sent to and from the library to other MLC libraries, and has added this to the monthly report, as well as adding the figures from the beginning of the year to the yearly total. He has also found a way to gather statistics on wifi usage, and will be adding that to the monthly report.

Donnelly said that he has hired a new staff member, who started on Apr. 4th.

AGENDA ITEM 7

Committee Reports

Fund-raising

McAlister's: there are no results yet from the 4/12 event.

Adult SRC mailing: Kremer sent a report on the donations received, and her thanks to those who worked on it.

AGENDA ITEM 8

Unfinished Business

Director's Evaluation

Donnelly was given his evaluation by the Board. Specific areas the Board would like addressed this year are cleaning the old waterproofing material off the outside walls, and building even more of a presence in the community through publicity, social media and ties to business.

AGENDA ITEM 9

New Business

Electrical Work

M/S/C (Noonan, Alexander) unanimously to accept the bid of Reinhold Electric for \$5700 to install outside floodlights and refurbish the interior receptacles, to be paid from the Construction Fund.

Laptop Issue

Donnelly reported on an odd situation, in which the laptop case of a child from MRH was found hidden in the darkness under the Circ Desk, possibly since January. Unfortunately, the school-issued laptop was not in the case. Since the case has arguably been in the Library's possession for months, and nobody knows if the laptop was in the case or already lost/stolen when the Library got the case, Donnelly requested authorization to compensate MRH School District for the lost laptop if it doesn't turn up after yearly check-in, so the family of the lost laptop is not billed. The cost would be \$250.

He also noted that he would discuss lost and found procedures with the staff at the next In-Service to make such things less likely in the future.

M/S/C (Schorr, Shoemaker) unanimously to authorize Donnelly to pay for the lost laptop.

Budget, FY 16-17

The Board discussed several issues relating to the budget for next year, and how aspects of the Strategic Plan affect it. Donnelly reported that medical premiums will be going up around 6.5%. He said that the Library needs a new server, which the Board agreed to put in the Construction Budget. Trustees would like to see more money in Public Relations. Alexander suggested allocating money to have a professional user survey conducted.

AGENDA ITEM 10

Motion to hold a Closed Session

A closed session was not needed.

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AGENDA ITEM 11

Next Meeting Date

The next meeting of the Board will be on 05/18/16, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:07 p.m.

Kripanidhi Nithya
Secretary

J. Harsh
Vice-President