

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

April 17, 2019

The meeting was called to order at 7:02 p.m. It was preceded by a video from the State Library. Present were

T. Alexander
H. Benz
T. Durham
J-E Hansen
J. Kremer
E. Loveless
K. Nithya
A. Patiño

Staff present:

T. Donnelly

A quorum was present and due notice had been given, Hansen presiding in the absence of President Shoemaker.

AGENDA ITEM 2
Approval of Minutes

M/S/C (Loveless, Durham) unanimously to approve the minutes of the 3/20/19 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

M/S/C (Alexander, Patiño) unanimously to approve the Treasurer's Report.

AGENDA ITEM 6

Librarian's Report

Donnelly noted that the elevator inspection, due in September, was finally carried out in March; the delay was due to scheduling issues among the various inspectors and technicians who perform the inspection. He noted that he gave the Spring Citizen's Academy presentation for the Library and will be attending the graduation ceremony next month at the Council meeting. He noted that the group was smaller than usual. He reported that he has cleared out the flower beds and fertilized the lawn for the spring.

Donnelly reported that after Schindler completed the elevator inspection, he notified them that he wanted to cancel his contract, and in anticipation of that, switched the phone in the elevator to ring at the City Dispatcher's desk and not at Schindler, but that Schindler refused to cancel the contract, noting that the contract stipulates automatic renewal for another 10 years on Sept. 20, 2018, which had already passed by the time the elevator had been inspected. Donnelly also reported the the HVAC technician from Coleman Heating told him that the condensor fins on all 4 HVAC units have extensive hail damage, which could overwork the compressors, leading to inefficiency and shortened life-cycle. He has received a quote for repairs for around \$17,000. The Coleman rep indicated that, since this is weather-related damage, it may be covered by insurance. Donnelly noted that he has taken both documents (contract and repair quote) to the City Manager, who is currently looking them over.

AGENDA ITEM 7 Committee Reports

Policy Committee

The committee is working on a policy governing the use of photography by the public in the Library.

AGENDA ITEM 8 Unfinished Business

There was no unfinished business.

AGENDA ITEM 9 New Business

Budget for Fiscal year 2019-2020

Donnelly presented the draft FY19-20 budget and accompanying notes. At this stage of the process, it is mostly a projection of actual revenue and expenditure compared to the budget. Donnelly projects a surplus of approximately \$4,000 without needing to apply any of the \$16,000 from Reserves that had been budgeted. He noted that they could make adjustments to line item revenues or expenditures at the June meeting, when most figures will be finalized.

Donnelly reported that the Consumer Price Index for March 2019 was 1.9%. He noted that 3 staff members will be eligible for the mandatory minimum wage increase to \$9.45 in January, 2020. There was a brief discussion about how to account for the new Director's salary. Donnelly suggested that, since it is unlikely the new salary will be more than his, that they just budget for him for the entire fiscal year and then adjust accordingly, and there will be little danger of going overbudget. Donnelly stated that he is not prepared to present any figures for the FY19-20 budget yet, and that the line items that have figures were auto-populated from his estimates of final figures for FY18-19. He did note that he would like to include a new laptop in the FY19-20 budget, since the one the Library currently uses is running Windows Vista.

AGENDA ITEM 10

Motion to hold a Closed Session to discuss personnel matters under Section 610.021(13)RSMO. and/or employee matters under Section 610.021(3)RSMO.

M/S/C (Benz, Loveless) unanimously to enter Closed Session at 8:02 pm.

The Board left Closed Session at 8:09 pm.

AGENDA ITEM 11

Next Meeting Date

The next meeting of the Board will be on 5/15/19, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:14 p.m.

Kripanidhi Nithya
Secretary

Jon-Erik Hansen
Vice-President