

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

February 17, 2016

The meeting was called to order at 7:00 p.m. Present were

T. Alexander
J. Harsh
J. Kremer
K. Nithya
K. Noonan
J. Schorr
S. Shoemaker

Staff present:

T. Donnelly

A quorum was present and due notice had been given.

AGENDA ITEM 2
Approval of Minutes

Noonan noted that the date of the next meeting in the January minutes was incorrectly given as “2/18/16”.

M/S/C (Shoemaker, Noonan) unanimously to approve the minutes of the 1/20/16 meeting, as corrected.

AGENDA ITEM 3
Public Comments

There were no public comments.

AGENDA ITEM 4
Communications

Donnelly shared an email from A. Traxler, Public Works, about work done to fix roof leaks.

AGENDA ITEM 5
Treasurer’s Report

Donnelly noted that the last revenue deposit of January put total revenue for the year back on track as opposed to budgeted revenue. He also noted that he received an email from the County Collector of Revenue listing protested tax amounts, and that an unusually

large amount of taxes were paid under protest (approx. \$152,000); if most of these amounts are resolved in the Library's favor, it will favorably impact total tax revenue even more.

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

AGENDA ITEM 6

Librarian's Report

Donnelly noted that he was able to find most of the same statistics for the monthly stats report in the new Polaris ILS as he used in the old ILS, except for items sent/received between MLC libraries. He has instead replaced it with figures on the use of the on-line PAC catalog. He also noted that the statistics count starts over for the year in January (except for total audiobook and ebook circulation, which he forgot to restart on the January report). Alexander asked if it was possible to track usage of the wireless network; Donnelly said he would look into it.

Donnelly stated that the staff went over procedures at the last In-Service for using Polaris to account for all Library revenue received, and the procedures will take effect this Friday. Payments for bags and tags will still be counted separately.

Donnelly reported that he has purchased the Library Document Station from Envisionware at a cost of approximately \$4200. It has not been delivered yet. He did not purchase the coin acceptor, since it was 2/3rds the cost of the system itself. He outlined the price structure: Scans to flashdrives, email or cloud storage accounts is free, scans to the printer are \$.10 (these go to the existing LPTOne print application), faxes are \$1.00. Payment for faxes will be on the honor system and patrons will be encouraged to use a free alternative instead. (Note: Envisionware charges the Library \$.25 per fax after the first 250 faxes per month.)

Donnelly noted that he has gotten the approval of Marty Corcoran, City Manager, to proceed with the Board's plan for outside signage: the City will install two universal library symbol signs (back-to-back) on the property of the Library (not right in front, but to the side), and Public Works will remove the plantings in the middle bed and replace them with low-growing plants or rocks, the lettering will be repainted and small floodlights installed to illuminate the lettering at night.

Donnelly also discussed the disposition of the remaining Construction Fund money. In addition to whatever the Library needs to spend to implement the signage plan noted above, he would like to set some aside to buy media shelving (which Demco still tells him is soon to be available), and to replace selected wall sockets in the building with receptacles that include a built-in USB mobile device charging port. He also suggested it would be a nice gesture to reimburse Shannon at the Designery for the work he did on the failed lighted sign project. The Board indicated their general approval of these plans.

Harsh noted that there will be a memorial service for former Board member Ken Cohen next Sunday. She said that donations in Ken's name are being directed to Forest Park Forever. It was agreed that the Board would send a donation in his memory.

AGENDA ITEM 7
Committee Reports

Fund-raising Committee

Kremer reported that the committee met with staff member Dawn Yourtee, and worked up a plan to solicit donations from area businesses for the Adult Summer Reading Program. Kremer circulated a draft letter, and plans were made for selecting businesses to solicit and paying for postage.

AGENDA ITEM 8
Unfinished Business

Strategic Plan, 2016

The draft of the Strategic Plan was examined and no further additions were made to it.

M/S/C (Harsh, Shoemaker) unanimously to adopt the proposed Strategic Plan for 2016.

Budget Revisions

Donnelly presented several revisions to budgeted revenue and expenditures, based on actual cash flow so far this year. It was suggested to set Ac. 549, Public Relations, at \$1000, in part to pay for the Adult SRC solicitation.

M/S/C (Noonan, Harsh) unanimously to adopt the revised General Fund budget for FY 2015-2016

(Note: no revisions were made to the Debt Service or Construction Fund budgets.)

AGENDA ITEM 9
New Business

There was no new business

AGENDA ITEM 10

Motion to hold a Closed Session

A Closed Session was not required.

AGENDA ITEM 11
Next Meeting Date

The next meeting of the Board will be on 3/16/16, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12
Adjournment

The meeting adjourned at 7:55 p.m.

Kripanidhi Nithya
Secretary

Joyce Kremer
President