

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

January 21, 2015

The meeting was called to order at 7:07 p.m. Present were

T. Durham  
J. Harsh  
J. Kelly  
J. Kremer  
K. Nithya  
J. Schorr  
S. Shoemaker

Staff present:

T. Donnelly

A quorum was present and due notice had been given.

AGENDA ITEM 2  
Approval of Minutes

M/S/C (Kelly, Harsh) unanimously to approve the minutes of the 11/19/14 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

The Accountant's Reports for November and December were reviewed later in the agenda.

AGENDA ITEM 6  
Librarian's Report

Donnelly began by thanking the Board on behalf of the staff and himself for the staff holiday party and the microwave oven. He noted that the library will be hosting the VITA

free tax service again in February and March. The Library hosted a book signing with Julius Hunter that was very well attended. Donnelly has disposed of some of the old Library computers to Freedom Arts and Education of Maplewood and some to ByteWorks, which is part of BikeWorks, in Soulard. Newer computers that were swapped out went to the staff. The Seed Library, a joint program with the Seed to Table program at MRH School District, will start with a program by the MRH students on 2/28/15.

The final work on the building related to waterproofing is almost done: we may have a little more to pay Horner & Shifrin for completing the as-built plans for the front sewer line, and we are waiting for the escrow we paid MSD for the as-builts to be refunded. Of the final projects discussed at the Board meetings, the halogen lights in the soffits and Reading Room were replaced with new bulbs, without the need for new fixtures, and Donnelly paid their cost out of Operations. Public Works has fixed the baseboards on the lower level, the ceilings around the light fixtures in the Reading Room and a broken tile in lower hall, at no cost to the Library. Woodard Cleaning cleaned the carpet on the lower level and the upper level and applied fungicide for \$1056, which was paid from Construction. At the end, we should have around \$15K left in the Construction Fund. Barb will buy new paper-back spinners, and we could spend the rest on a lighted sign.

#### AGENDA ITEM 7 Committee Reports

There were no committee reports.

#### AGENDA ITEM 8 Unfinished Business

There was no unfinished business.

#### AGENDA ITEM 9 New Business

Review and Revise FY 2014-2015 budget

The Board took note of several points on the November and December financial reports:

1. There was a \$25,143 balance adjustment shown as revenue in November, Ac 390. Donnelly has asked the accountant what this is for but has not heard back. Presumably, this can be counted as actual revenue for the year.
2. The figure for General Fund cash on hand as of November 30, of \$241,386, can be considered the Library's cash reserves, since tax revenue will start coming in December, and is about half of the yearly operating budget.
3. The December report shows actual tax revenue through Dec. 31, 2014, after transfers to the Debt Service fund.
4. Ac 505, Interlibrary Loan, is overbudget because the Governor withheld money to fund MoreNet Internet connectivity after the Library budget had been set.

5. The high charges for water and sewer service, Ac. 531.3 and 531.4, were due to the water inlet leak in summer after Raineri completed backfilling the lawn. Some of these costs were recouped from Raineri as offsets to the final pay application. MSD has reviewed the sewer charges, and future charges should be more in line with charges before the water line leak.
6. Approximately \$13,000 of the costs in Equipment, Ac 535, will be reimbursed by the State from the Technology Grant. Donnelly had to buy some other equipment to work with the new hardware, and this account will probably be about \$3,000 overbudget after the grant reimbursement.
7. Donnelly corrected the December cash-on-hand amounts for the General and Debt Service funds to \$557,904 and \$324,466, respectively, to reflect recent bank transfers.
8. Total General Fund expenses are about 56% of budgeted, at the half-year point, while revenue has slightly exceeded the budgeted figure, at 102%.

The Board decided that all the budget overages had definite known causes, and that it would not be feasible to move funds to cover the overages, since there are no accounts that can be determined to have a sufficient surplus at this time. It was decided to review the budget again towards the end of the fiscal year.

#### Strategic Plan

Donnelly presented a draft for the 2015 Strategic Plan, as devised by the Plan committee. The proposals in the Plan were discussed and other suggestions made. The draft will be revisited at the next meeting.

#### Mobile Printing

Donnelly suggested that the Library purchase the Mobile Printing module from Envisionware for the LPTOne installation that controls printing in the Library. Using this module, patrons can send print jobs wirelessly to the Library printer from their own laptop or mobile device, either from within the Library or even at home or on the road. He noted that Kirkwood Library has the service, and several other MLC libraries are considering it. Cost for a one-year license is \$750, and there is a one-time setup fee, costs to be paid from Ac 541, Computer Maintenance.

M/S/C (Harsh, Kremer) unanimously to purchase Mobile Print with a one-year license.

Donnelly also noted that the Library has been storing a surplus of metal shelving left over from the original construction. The contractor delivered another full set of shelves (but no uprights), and then decided it was too expensive to take them back. The Library was not charged for them, but we have been storing them ever since. Donnelly said he had gotten the name of the scrap dealer who took the old shelving from Webster Groves when they remodeled their library, and he would like permission to see if he could sell the Library's surplus. He will go through the shelves first and keep what looks useful. He noted that trying to sell them to other libraries would be difficult, since shelving systems are not

interchangeable, and the cost of shipping the shelves is liable to be prohibitive. The Board expressed their general approval of this plan.

AGENDA ITEM 10

Motion to hold a Closed Session, if needed.

A Closed Session was not needed.

AGENDA ITEM 11

Next Meeting Date

The next meeting of the Board will be on 2/18/15, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:10 p.m.

Kripanidhi Nithya  
Secretary

Tamara Durham  
President