

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

January 20, 2016

The meeting was called to order at 7:02 p.m. Present were

T. Alexander
T. Durham
J. Harsh
J. Kremer
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 (Schorr, Harsh) unanimously to approve the minutes of the 11/18/15 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 presented the reports for November and December, 2015. Accounts which are over-budget in December were examined. Donnelly was able to give the reasons for each overage.

M/S/C (Durham, Alexander) unanimously to accept the Accountant's Reports for November and December, 2015.

AGENDA ITEM 6

Librarian's Report

Donnelly presented the statistical reports for November and December. He noted that the reports available in Polaris differ somewhat from those in Horizon, and that the statistics for December, in the midst of the ILS switch-over, are probably less than accurate. It will take some time to find ways to provide statistics that are equivalent to the ones from Horizon.

Donnelly also conveyed the thanks of the staff for the Staff luncheon provided by the Board and for the gift cards to Great Harvest. He noted that the transition to Polaris is going very well. The next items on his agenda are developing procedures to use Polaris to handle all cash receipts, and to migrate events and other library information to the Polaris PAC and eventually transition to that as the Library homepage. He reported that the Library leaked badly in several places (roof, Reading Room floor, seam between the front wall and plaza room ceiling) during the rains at the end of 2015 (8 inches of rain in 3 days). He has made City Hall aware of these problems. Several members of the Board intend to contact their Councilpersons to encourage the City to take an active part in fixing these water issues.

Donnelly also reported that there had been a fight between 2 girls from the High School in the lower level Teen Area, and that the High School principal and police were notified. This was the culmination in escalating problems with this years' students, and so Donnelly has asked for a security monitor in the building every day, instead of 2 – 3 times a week) for the foreseeable future.

AGENDA ITEM 7 Committee Reports

Strategic Plan

Alexander presented a draft plan for 2016, developed in a meeting between him, Nithya and Donnelly. It was discussed and tabled for a later meeting.

AGENDA ITEM 8 Unfinished Business

Revisions to budget, FY 15-16

Donnelly stated that he did not want to consider this at this time, because he has not yet gotten the final revenue figures for 2015 from the County Collector. He noted that in past years, the Library has collected on average 90.8% of total revenue for the budget year by the end of December, but revenue currently stands at about 56% of budgeted. Either collections are much lower than budgeted, or the final distribution of revenue for December will be large. Donnelly has no reason to expect the former, but would like to wait for the actual figures. Although he feels he can make a good prediction of which expense accounts will go over budget and why, without actual revenue figures, it is hard

to know what to do about it: for example, revise projected revenue and distribute the difference to the overdrawn accounts, or, conversely, move money from other accounts if there is no revenue surplus.

Library Sign

Alexander reported on the discussion between the Board and the members of the Design and Review Board at their last meeting. The meeting was cordial, but the Library Board really has no clearer picture of what design would be approved than they did before. It was eventually decided to abandon the idea of an informational sign of any type. The Board now prefers a simple directional sign with the universal library symbol in front of the library, which would not require D & R approval or the removal of the existing plaza sign. Donnelly said he would contact Public Works to see if this is possible. He was authorized to contribute toward the cost of this, if necessary. In addition, the plan now is to paint the lettering in the front plaza wall, have small floodlights installed to illuminate them at night, and ask the Public Works groundskeepers to plant only low groundcovers in the central bed, so the lettering is not obscured.

AGENDA ITEM 9

New Business

Solicitation of bids for Auditor

Donnelly noted that he has received a bid from Schowalter & Jabouri for another 3 years contract to perform the audit. By-laws require the Board to bid out the audit every 3 years. Donnelly was directed to solicit at least 2 more bids.

Fund-raising goals for 2016

Kremer wants to increase local business participation in the Adult Summer Reading Club. She intends to meet with Dawn Yourtee to discuss this. Shoemaker indicated her willingness to work with McAlister's again, for National Library Week (Apr. 10 – 16)

Director's Evaluation

Kremer reminded the members of the Personnel Committee that it is time to begin meetings on this process.

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 02/18/16, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:23 p.m.

Kripanidhi Nithya
Secretary

Joyce Kremer
President