

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

January 18, 2017

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

T. Alexander  
T. Durham  
J. Harsh  
J. Kremer  
J. Krueger  
K. Nithya  
K. Noonan  
J. Schorr

Staff present:

T. Donnelly

A quorum was present and due notice had been given.

AGENDA ITEM 2  
Approval of Minutes

M/S/C (Noonan, Schorr,) unanimously to approve the minutes of the 11/16/16 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

The December report was discussed during the budget review.

Donnelly noted that he paid the December LAGERS bill in November, so the LAGERS amount for November is twice the usual amount.

M/S/C (Kremer, Alexander) unanimously to accept the November Accountant's Report.

AGENDA ITEM 6  
Librarian's Report

Noonan noted a discrepancy in the number of visits recorded in December of 2015. It appears to be due to an addition error. Donnelly noted that he does not have figures for Internet use because of a glitch during an update for November or December and that those months (and the year-to-date) for 2016 are estimates, but he expects to be able to recover them eventually.

Donnelly reported that he did close the Library for the ice storm on Friday, 1/13, but the Library opened on Saturday as usual. He noted that several of the auditor's recommendations have been carried out: the Library is receiving bank reconciliations from the accountant, the Treasurer is initialing bank reconciliations, bank statements and the payroll summary, and the President is regularly co-signing checks of \$1000 or more. He reported that he has spoken to a representative from Stifel about whether it would be worthwhile (i.e., save the citizens money on their tax bills) to refinance the construction bonds, but that any in-depth discussion would require signing a representation agreement; there would be no cost to the Library for consultation unless the Board decided to issue the new bonds. The Board agreed by common acclaim that Donnelly sign the representation agreement and get more information.

Donnelly informed the Board that he had gotten a legal notice from a video company claiming that their intellectual property (a pornographic video) had been downloaded by someone using the Library public computers, and that the Library owed them \$300. (The notice was sent originally to MORENet, which is the Library's ISP, which forwarded it to us, based on the IP address of the offending computer. However, since the Library uses the same IP address for all the machines in the building for outside communication, it is not possible to identify which computer was used. Donnelly suspects it was a laptop using the wireless access.) Donnelly passed this demand to the City attorney, Husch Blackwell, which issued the opinion that the Library is not liable, since the Library had no control of or participation in who received the files and never stored them on our servers. Accordingly, Donnelly did not respond to the demand. Although it cost \$850 for this opinion, it can be used again for any future demands.

Donnelly told the Board that the staff had attended diversity training last week at a workshop sponsored by the City. He also noted that they have been promoting the weekly "new items" newsletter (Wowbrary) by adding a sign-up link to the homepage, adding a "new items" widget to the Facebook page, and including the sign-up link in the monthly "upcoming events" email newsletter sent out by the Library.

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

Budget review, FY 16-17

The Board reviewed the current budget, using the December report. Donnelly noted that there has been deposited \$79,757 of additional tax revenue since the report was made. Expenditures were reviewed to see if they are tracking the budgeted amounts. Most of the monthly expenditures are tracking year-to-date estimates; most of the accounts with large current expenditures can be accounted for as periodic or one-time charges. It was decided to let these accounts proceed as initially budgeted until the final budget review in June. The amount for Ac. 505 had been recorded incorrectly in the initial budget at \$4500 due to a spreadsheet error; when this was corrected to the actual figure of \$12,035, it put the total budget in the red by \$1,146. It was decided to reduce the amount in the Adult AV budget, Ac 504.1, to balance the current budget again. This should not impact the purchase of AV materials, since this account is currently underspent with no apparent reduction in use.

M/S/C (Durham, Noonan) unanimously to reduce Ac. 504.1 by \$1,200 to \$7,025 for FY 16-17.

Strategic Plan, 2017

The Strategic Plan committee (Durham, Kremer, Donnelly) presented a draft plan for 2017. This was discussed and tabled for later approval.

Fund-Raising Plans, 2017

Donnelly asked if the Board was planning another fund-raising campaign to get donations for the Adult Summer Reading Club. They indicated that they are. He asked if the Library could hold a Food for Fines program and issue "Library Cash" coupons in conjunction with the Adult SRC.

M/S/C (Nithya, Noonan) unanimously to authorize a Food for Fines event.

M/S/C (Krueger, Durham) unanimously to authorize the issuing of coupons for the Adult SRC.

Director's Evaluation

Harsh appointed Alexander, Kremer and Noonan to the Director's Evaluation Committee, to present their results at the March meeting.

AGENDA ITEM 10

Motion to hold a Closed Session

A Closed Session was not needed.

AGENDA ITEM 11

Next Meeting Date

The next meeting of the Board will be on 2/15/17, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:03 p.m.

Janet Harsh  
Secretary

Kripanidhi Nithya  
President