

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

January 17, 2018

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

T. Alexander  
T. Durham  
J. Kremer  
J. Krueger  
E. Loveless  
K. Nithya

Staff present:

T. Donnelly

A quorum was present and due notice had been given.

AGENDA ITEM 2  
Approval of Minutes

M/S/C (Loveless, Krueger) unanimously to approve the minutes of the 11/15/17 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 (Kremer, Loveless) unanimously to accept the November, 2017, report.

(The December report was considered during the budget review.)

AGENDA ITEM 6  
Librarian's Report

Donnelly reported that Children's Librarian Barb Patten was out on medical leave from 11/22 and returned last week. The low expenditures in Children's Materials and

Programming for November and December are due to her absence. He noted that he reached out to the principals of the High and Middle schools to help with the occasional behavior problems after school and found them very receptive. He also reported that they have new toilet paper dispensers in the public restrooms, and that they look very nice and should be very durable.

AGENDA ITEM 7  
Committee Reports

There were no committee reports.

Donnelly noted that Alexander has not officially appointed anyone to the Fund-raising subcommittee. In the absence of several trustees, this was postponed.

AGENDA ITEM 8  
Unfinished Business

Mission Statement

The submitted draft was discussed. In the absence of several trustees, approval of the Statement was postponed. Trustees are asked to submit any comments to Alexander before the next meeting.

AGENDA ITEM 9  
New Business

Budget Review

Donnelly noted first that the tax revenue shown on the December report is not accurate due to the timing of tax revenue deposits and his subsequent transfer of debt service funds out of the General fund. As of today, the Library has received in total \$249,420.96 for the FY, or 47.69% of budgeted; the Library had a tax deficit in November of \$6,496 from tax protests dating to 2006 and did not show positive revenue until that was made up. He acknowledged that this is less than the Library has received by this time in past years (closer to 85%), but says he sees no reason why the Library should not receive the expected amount eventually this FY (minus the deficit amount).

Most of the expense accounts are either on target (approximately 50% spent) or a little low, or represent large but one-time annual payments. He noted that he has spoken to City Manager Corcoran about the insurance bill, and that the Library owes for 2015 – 2018, which he estimates to be \$13,537.00, or approximately \$10,000 more than budgeted. He noted also that Envisionware has surprised him by declaring end-of-life on the PC of the Library Document Station, for which the replacement is \$800. He recommends that this be paid from the Equipment account, 535; since there is still money left from the purchase of chairs and carrels, this would put that account 5% over budget.

The Board discussed the Hoopla streaming service, which has become very popular this year. The Library pays a straight (but variable) fee for each download made on Hoopla. Donnelly estimates this service will cost approximately another \$8,700 for the FY, or \$5,000 more than budgeted. He recommended that the Board leave the budget amount unchanged and review it in June.

The Board decided to make the following adjustments to the FY2017-2018 budget at this time:

1. Subtract \$6,867 from Ac 301, Tax Revenue to reflect the revenue lost to the beginning deficit, for a budgeted amount of \$516,682.14
2. Increase Ac 544, Insurance by \$10,000 to \$13,600

M/S/C (Durham, Nithya) unanimously to make these revisions to the FY17-18 budget.

#### Strategic Plan

The submitted draft was discussed. In the absence of several trustees, approval of the Plan was postponed. Trustees are asked to submit any comments to Alexander before the next meeting.

#### Reciprocity Contracts

Donnelly noted that he received the contract for St. Louis Public after he had sent out the Board documents. He notes that all three contracts (with SLCL, SCCCLD and SLPL) are identical except for the names. Also, all the contracts are retroactive to January 1, 2017, and that any remaining charges from 2016 or earlier have either been paid or waived, so this means that no more monies will be exchanged to provide reciprocal borrowing privileges to our patrons.

M/.S/C (Krueger, Loveless) unanimously to authorized Donnelly to sign on behalf of the Library the revised reciprocity contracts with St. Charles City/County Library District and St. Louis Public Library.

#### 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 2/21/18, at 7:00 p.m. in the Meeting Room.

#### AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:15 p.m.

Kripanidhi Nithya  
Secretary

Tim Alexander  
President