

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

March 15, 2017

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.

Donnelly noted that the Board calendar calls for selection of the auditor for the current FY, but the Library has engaged F.E.W Accountants for a 3 year contract, of which this will be the second year. He also asked to add an item regarding Library brochures to the New Business.

AGENDA ITEM 2
Approval of Minutes

M/S/C (Shoemaker, Kremer) unanimously to approve the minutes of the 2/15/17 meeting.

AGENDA ITEM 3
Public Comments

There were no public comments.

AGENDA ITEM 4
Communications

Donnelly shared a letter the Library received from a patron who had used the library as a base of operations for his recent, successful, job search, thanking the staff for their welcoming and helpful attitude.

AGENDA ITEM 5
Treasurer's Report

Donnelly reported that approximately \$140,000 of this year's tax revenues has been held back under protest. This is usually released in May. If the Library receives 75% of the protested money, plus around \$6000 in regular revenue that is probable for March-June, the actual tax revenue will easily equal the budgeted amount, and probably surpass it by a few thousand dollars.

He also noted that he had to have the HVAC repaired this month at a cost of \$867, when it failed to restart after a power outage, and that he expects to owe St. Louis County Library about \$1,200 in reciprocity fees (which is in line with past years' charges). He noted that he also had the wireless access points replaced, at a total cost of \$505. The old access points required an annual license of \$350, while the new points are a one-time purchase, so even though their cost was more than that budgeted for wireless, it will save money in the long run.

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

AGENDA ITEM 6 Librarian's Report

Donnelly noted that circulation is up, compared to last year, by almost 2000 circulations. He attributes this mostly to the increased emphasis on AV purchases. He noted in passing that the System Administrator for the MLC has resigned, and staff at Kirkwood are acting as interim sysadmins, and that some things may not be available (such as this month's Hoopla statistics) until a new permanent sysadmin has been hired. Finally, he reported that he attended a Library Technology Fair on 3/1/17 at Logan University, sponsored by the St. Louis Regional Library Network. There he learned about Google sheets and forms, and got several good ideas for adding to and improving the content of the Library's on-line history archive.

AGENDA ITEM 7 Committee Reports

Public Relations

J. Kremer reported that the Fund-raising subcommittee prepared and mailed out letters to Maplewood businesses seeking sponsorship of the Adult Summer Reading Program. No replies as of yet.

S. Shoemaker said she would contact McAlister's Deli to see if we can have another Library Night event this year.

AGENDA ITEM 8 Unfinished Business

There was no unfinished business.

AGENDA ITEM 9

New Business

Library Brochures

Donnelly noted that the Library is about to run out of the brochures that are given to new patrons. He reported that he could get the old ones reprinted for \$400 for 1000, from Ultra-Corp. However, he can get a redesigned brochure from a new company in town, Intaglio Creative Marketing for \$1,784 for the design and 1000 brochures. This would include the work of a professional photographer, and they could take a series of pictures for use in other contexts, as well. Although this wasn't budgeted for, Donnelly feels that the money can be found during the final budget revision in June, and notes that the Library will run out of brochures long before the new budget year begins.

M/S/C (Noonan, Kremer) unanimously to accept the quote from Intaglio to design and print new brochures.

Director Evaluation

This was tabled until the next 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 4/19/17, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 7:30 p.m.

Kripanidhi Nithya
Secretary

Janet Harsh
President