

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

March 21, 2018

The meeting was called to order at 7:01 p.m. Present were

T. Alexander  
T. Durham  
J-E. Hansen  
J. Kremer  
J. Krueger  
E. Loveless  
S. Shoemaker

Staff present:

T. Donnelly

Public present:

Alexander and Devin Patiño.

A quorum was present and due notice had been given.

AGENDA ITEM 2

Approval of Minutes

M/S/C (Shoemaker, Durham) unanimously to approve the minutes of the 2/21/18 meeting.

AGENDA ITEM 3

Public Comments

The Patiños introduced themselves. Alexander has submitted his name for consideration as a Trustee.

AGENDA ITEM 4

Communications

There were no communications.

AGENDA ITEM 5

Treasurer's Report

Donnelly noted that there was not a lot of tax revenue in February, but he still expects to receive released protested taxes, probably in May, and thinks we are on target to meet or exceed budgeted revenue. He noted that he paid an insurance bill to the City, for the last 4 years, based on the last payment. He doesn't know if the City will ask for any more to cover increases. He noted that one of the major expenses in Ac 505, ILL, is reciprocity

payments, and under the new contracts, those have been ended, so there should be no more expenditures out of that account for the year.

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

#### AGENDA ITEM 6

##### Librarian's Report

Donnelly noted that an auto-renewal feature has been turned on in Polaris system-wide, which may impact circulation figures and fine revenue. He also noted that, in response to a similar action by St. Louis Public And County Libraries, the MLC has restricted usage of the Hoopla service to members of the MLC districts (ie, no reciprocal cards). He pointed out that the content is the same for all 3 library systems, so there will be only a little confusion in helping patrons switch their accounts over, if needed, but no real loss for them. He did not know how many registered Maplewood patrons this will affect. It may have a slight effect on the monthly cost for Hoopla.

Donnelly reported that he attended the Literacy Faire at MRH Elementary and registered 7 cardholders. He also noted that he has fertilized the lawn, cleaned out last year's plant waste from the side flower beds, and installed fencing on the corners.

Donnelly asked if the Board would let him put some small decorative rocks in the central flower bed. He thinks that small rocks will not prove an attractive nuisance and will look better than mulch. The Board approved the idea by common acclaim.

Donnelly also discussed the creation of the Maplewood Board Google Drive account. He verified that all present can access the documents, and got direction on how to organize the documents and what to include.

#### 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

Policy Review: Meeting Room

Donnelly presented a draft revision of the Meeting Room policy that removes a few sections that had proved unworkable, simplifies some provisions and adds some language

to clear up ambiguities and clarify the policy provisions. A discussion ensued and the amount of the deposit for food or handicrafts was reduced from the draft proposal.

M/S/C (Krueger, Loveless) unanimously to adopt the draft Meeting Room policy, as revised.

Selection of Auditor for FY17-18

By-laws state that bids will be solicited every 3 years for audit services. This is the third year of the contract with F.E.W. Accountants, so no bid is required this year.

AGENDA ITEM 10

Motion to hold a Closed Session

The Board entered Closed Session at 7:45 pm (M/S/C Krueger, Durham) to discuss a matter relating to a debt and a personnel issue.

The Board ended Closed Session at 8:43 pm.

AGENDA ITEM 11

Next Meeting Date

The next meeting of the Board will be on 4/18/18, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:45 p.m.

Kripanidhi Nithya  
Secretary

Tim Alexander  
President

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

March 21, 2018  
Closed Session

Matter of a Debt

Donnelly discussed the bill presented recently to him by former auditor, Lisa Wright. He has gone over the invoices, his emails and the contract, and believes that this is what happened:

Ms. Wright began the audit of FY11-12 in October, 2011. She presented several partial bills through the Fall that were paid. Towards the end of November and beginning of December, Ms. Wright began presenting problems related to her belief that the process of converting the books, kept on a cash basis, into the form needed for the budget, which was at that time done on an accrual basis, was a management function and she could not do it without compromising her independence. For various reasons, she kept asking for more information, and eventually required the Library to hire 2 outside accountants to resolve her issues. The audit was not completed by December, per contract, so when she presented a partial invoice in December, Donnelly did not pay it, because at that time there was some doubt the audit would ever be completed. When the audit was finally completed in April, 2012, he asked for a final bill and received an invoice. He believed this invoice represented all the Library owed to Ms. Wright. She evidently considered it to be only a partial, final bill, and the previous invoice from December to still be open.

Mr. Donnelly does not want to pay this extra invoice. Between all the invoices paid, the Library paid her \$5,000, which was within the range of her contract, which stated a cost of \$5,000-\$5,500. Mr. Donnelly believes she is not entitled to the higher fee, considering that the audit was late, and the difficulties she presented in getting the audit completed and the extra expense she made the Library incur. Moreover, she never presented any itemization or justification for why she was owed the higher amount, or led him to believe she was going to ask for it. He also believes that, if she had a problem with his understanding and his payments, she should have said something at the time and not waited for 4 years.

Donnelly had prepared a response to Ms. Wright on the lines above, but the Board advised him to keep things simple. Accordingly, Donnelly is just going to mail her a copy of the final paid invoice without comment.

Director Evaluation

Donnelly had sent his self-evaluation to Pres. Alexander prior to the meeting. The Trustees discussed his performance while he was out of the room and then presented their conclusions. Alexander will present Donnelly with a written summary of their discussion.