

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

May 20, 2015

The meeting was called to order at 7:06 p.m. Present were

T. Durham
J. Harsh
J. Kelly
J. Kremer
K. Nithya
J. Schorr
S. Shoemaker

With one vacancy.

Staff present:

T. Donnelly

A quorum was present and due notice had been given.

AGENDA ITEM 2
Approval of Minutes

M/S/C (Kelly, Kremer) unanimously to approve the minutes of the 04/15/15 meeting.

AGENDA ITEM 3
Public Comments

There were no public comments.

AGENDA ITEM 4
Communications

Donnelly reported that he has been informed by City Hall that Joyce Kremer and John Schorr will be re-appointed to the Library Board (Joanne Kelly's term also expires this year, but she has served 3 terms and is not eligible for re-appointment).

AGENDA ITEM 5
Treasurer's Report

Donnelly presented a corrected copy of the March accountant's report as well as the April report. The Board looked them over, but decided to move a more detailed perusal to the Budget discussion.

M/S/C (Harsh, Kremer) unanimously to accept the Accountant's Reports for March, 2015 and April, 2015.

AGENDA ITEM 6

Librarian's Report

Donnelly noted that the telescope has arrived and they are preparing it for circulation beginning next week. He reported that the Library has received a reimbursement of \$10,370 from MORENet, which represents funds that had been withheld by the Governor but eventually released after the Library had paid the MORENet bill. He also described the last staff in-service, in which they discussed how to implement the new emphasis on collection development discussed at the last Board meeting. He reported that the MLC has voted to adopt a new automated circulation system. He also reported that Shannon at the Designery has completed the design of the new sign, and he hopes to get D&R approval soon.

AGENDA ITEM 7

Committee Reports

The McAlister fundraiser was discussed. From all appearances, it was well-attended, but Shoemaker or Donnelly have not heard from McAlisters yet.

AGENDA ITEM 8

Unfinished Business

Director Evaluation

Tabled until a future meeting.

(At this point, the order of the meeting was amended to take care of new business before the budget discussions.)

Budgets, FY 15-16

Donnelly presented the proposed budgets for the Construction Fund, Debt Service Fund and General Fund for the 2015-2016 fiscal year. Each was discussed separately.

Donnelly noted that the only activity planned for the Construction Fund in the next FY is installation of the lighted yard sign and, if money is left in the Fund after that, the purchase of more AV shelving for DVDs and CDs (assuming that compatible shelving can be found). There is no revenue to speak of in this account.

For the Debt Service Fund, bond premium expenses are taken from the schedule of payments for September, 2015 and February, 2016. Revenue is based on 100% of the revenue required to pay 2016 bond premiums and 60% of 2017. The tax rate required to

generate this revenue (minus reserve funds left in the fund from last year) is determined by the State Auditor's rate spreadsheet, and should be around \$0.145 this year.

Donnelly presented the General Fund budget and walked the Board through its various sections. He noted that he is proposing raised of 1% across the board this year, with some staff getting more to equalize some salary rates, and that he would like to hire a new staff person for 16 hours a week, which increases the total salary budget by 3.25%. He noted that he has pulled out all the costs associated with belonging to the MLC, for the Board's information. He pointed out that the percentages allocated to materials purchases and to personnel costs are both at the low ends of the percentages often used as guidelines, which points to how much it costs just to operate the building. He presented some changes in the budget requested by Children's Librarian, Barb Patten, and Board Trustees made their own suggestions and adjustments. Donnelly noted that all the figures associated with the MLC are tentative, since the MLC has not adopted its own budget yet, but that it will have done so by the next Board meeting.

No action was taken on any Fund budget at this meeting.

AGENDA ITEM 9

New Business

Telescope Circulation policy and procedures

Donnelly noted that this is the same policy followed by all the libraries that have received SLAA telescopes.

M/S/C (Kelly, Shoemaker) unanimously to adopt the Telescope Circulation policy.

Letter of Understanding

Donnelly recapped the history of the LEGO Robotics Club, noted that they are actively fundraising and have already received a grant from the Boeing Employees Community Fund. He said that the Letter of Understanding was intended to protect the Library, the Club and donors. It was agreed that no Board action was required, and Donnelly was given verbal authority to sign the Letter on behalf of the Library. Kremer asked if the revenue and expenditures of the Club were reflected in financial reports. Donnelly replied that, for the General Fund, he is putting all revenue received for the Club in Ac302, Contributions, and all Club expenditures in Ac 595.1, Misc, along with regular Library revenue and expenditures, but that he has a separate spreadsheet where revenue and expenditures for the Club are recorded in detail.

Nominating Committee:

Durham appointed the following to the Nominating Committee: Durham, Kremer, Shoemaker

The Committee will present a slate of officers at the Annual Meeting in July.

AGENDA ITEM 10

Motion to hold a Closed Session, if needed

A closed session was not required

AGENDA ITEM 11

Next Meeting Date

The next meeting of the Board will be on 6/17/15, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:50 p.m.

Kripanidhi Nithya
Secretary

Tamara Durham
President