

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

May 17, 2017

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

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

Staff present:

T. Donnelly

A quorum was present and due notice had been given.

AGENDA ITEM 2  
Approval of Minutes

M/S/C (Schorr, Shoemaker,) unanimously to approve the minutes of the 4/19/17 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

Donnelly noted that he received the tax revenue report from the County Collector today, which listed the amount of protested taxes released. The Library has received \$101,762, which is not included in the Treasurer's Report. This figure is 72% of total protested taxes, and puts the received tax revenue for the year above the budgeted amount (\$512,383 vs. \$510,000).

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

Alexander suggested that the Library should have a copy of the certificate of insurance from the City. Donnelly said he would look into it.

#### AGENDA ITEM 6

##### Librarian's Report

Donnelly noted that the photographer was here last week to take pictures for the new brochure and took several more besides of the whole building, so the Library now has a stock of photos for general use. He reported that he is having the carpets cleaned this Friday. He noted that the low bid of \$737 by Niewald Carpet was almost half that of the competing bids. Finally, he reported that the company who worked on the plaza pavers before has not responded to his request for a quote to do the central flower bed and plaza light removal, and he is looking for another company.

#### AGENDA ITEM 7

##### Committee Reports

##### Fund-Raising

Kremer reported that she sent out 20 follow-up emails to the Adult Summer Reading Club fund-raising letter, and has received 8 responses.

#### AGENDA ITEM 8

##### Unfinished Business

General Fund budget, FY 17-18

#### AGENDA ITEM 9

##### New Business

Debt Service budget, FY 17-18

Construction budget, FY 17-18

The budgets for the next fiscal year were discussed in detail, in reverse of the order listed.

Looking over the past two Construction Fund fiscal years, Donnelly noted that the \$10,650 allocated in FY 15-16 for Library signage was not used, when the lighted sign project fell through, and only \$769 was spent to reimburse the Designery for their work and to buy Library pole signs. The projects for the current fiscal year were replacement of some computer hardware and replacement of the wall sockets with sockets with USB charging ports. This leaves \$1206 in the Fund for the next fiscal year, all of which is designated for repair of the plaza pavers and/or the Reading Room floor. Since this fund has no revenue except for interest, this will also be used for the project. The Trustees made no changes to the proposed Construction budget.

Donnelly noted first of all that the budgeted Debt Service revenue figures for the current 16-17 FY are incorrect, and should be \$261,821 and \$262,021, and not the \$100K larger figures. He also noted that he also received notice of the released protested debt service revenue, and it was less than he had expected (\$45,311), which changes the Proceeds on the first page to \$188,490. Other than those changes, the proposed FY 17-18 budget remains as presented. The Trustees made no changes to the proposed Debt Service budget.

Donnelly noted that he is projecting a surplus of \$28,715 in the current 16-17 FY; actually the surplus will probably be more than this, since he based his total revenue figure on the assumption that the Library would get 65% of its protested tax revenue and it actually received 72%. Then the Board walked through all the budget accounts and Donnelly showed where his proposed figures came from for each. The Board awarded 3% raises across the board for all but the newest employees, and 5% raises to full-time employees (Donnelly, Patten, Yourtee). They also authorized that Richard Gibson be given another 4 hours per week. This increased the salary account, Ac 321 by 14.75% from \$249,870 to \$286,726. The Board also accepted the special projects in the Equipment account, Ac 535 to purchase chairs and study carrels. The Board liked that Ac 501.1, Adult Materials was increased from \$26,500 to \$27,000, but removed \$1000 from Ac 501.6, YA Materials, and divided that amount between the Adult and Juvenile program budgets. It was necessary to allocate \$21,000 from savings to Ac 399 to balance the budget. This is offset against the surplus for this fiscal year, leaving \$7,715 to add to savings.

The budgets will be revised as needed to reflect the points above, and second drafts presented at the June meeting.

#### Nominating Committee

Harsh appointed Alexander, Durham and Kremer to the Nominating Committee. They are charged with presenting nominees for the offices of Vice-President, Treasurer and Secretary at the Annual Meeting (Alexander will move automatically from Vice-President to President at the 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 6/28/17, at 7:00 p.m. in the Meeting Room.

Donnelly noted that there will be no meeting in July, the Annual Meeting will be held in August, preceded by a Public Hearing on the proposed tax rates, and the rates will be set at the September meeting.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:40 p.m.

Kripanidhi Nithya  
Secretary

Janet Harsh  
President