

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

May 15, 2019

The meeting was preceded by a viewing of an ALA Short Takes video. It was called to order at 7:03 p.m. Present were

T. Alexander
H. Benz
T. Durham
E. Loveless
S. Shoemaker

Staff present:

T. Donnelly

A quorum was present and due notice had been given.

AGENDA ITEM 2
Approval of Minutes

It was noted that Donnelly forgot to indicate the date of the meeting of the minutes under review at the last meeting.

M/S/C (Alexander, Benz) unanimously to approve the minutes of the 4/17/19 meeting, as corrected.

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 (Alexander, Loveless) unanimously to accept the April Treasurer's Report.

AGENDA ITEM 6
Librarian's Report

Donnelly noted that he attended the City Council meeting last night, at which the recent Citizens' Academy participants received their graduation certificates. He also noted that he participated with the department heads in interviews of the 3 finalists for City Manager and discussion of them with the Council in closed session after the meeting yesterday. He noted that he asked City Manager Corcoran at the department head meeting this morning about the contract with Schindler and the insurance claim for HVAC repair, also if he had gotten the figure for liability insurance (which is usually due in February). Corcoran replied he would get back to him on them. Donnelly reported that one of the MRH teachers brought her 5 English classes to the library, and that they prepared library cards ahead of time for some of them, several of whom are from Richmond Heights. This led to the decision by several of the MLC directors to keep supplies of each others' cards and applications on hand, to simplify things for people from other library districts who come to our own. Finally, he noted that the free service they relied on to get their yearbooks digitized is no longer free for the date range they have left (1926 – 1949). Donnelly still intends to have them done, and estimates it will cost around \$300 for the batch; he suggested that maybe one of the individuals the Board is contacting on their fundraising efforts might be interested in underwriting the cost.

AGENDA ITEM 7 Committee Reports

Policy Committee

The committee is comparing existing policies to those suggested in the State Standards, and working on a policy regarding photography in the Library and a revision of vacation policy.

Fund-raising Committee

The committee members are currently soliciting donations from local businesses for the Adult Summer Reading Club, also they have organized a fund-raising night at California Pizza Kitchen, on Wednesday, 6/5/19.

Search Committee

The committee is preparing a timeline for the search process.

AGENDA ITEM 8 Unfinished Business

Budget, FY19-20

Donnelly went through his proposed draft budget and explained its components and his rationale for the figures presented. He asked to include the cost of a new library laptop in the budget, for \$800. The Board decided on across-the-board raises of 2%, and a merit raise of 2% additional for one employee, and added some unallocated money to the salary account to provide for adjustments after the next mandatory minimum wage increase in January. Donnelly noted that the new Director may have some particular programs or emphases that may require adjustments to the budget, but it was impossible to know these

ahead of time, so recommended that the remaining budget surplus stay unallocated for now. The final proposed budget will be presented for approval at the next meeting.

AGENDA ITEM 9

New Business

Review of FY 18-19 budget

The Board reviewed Donnelly's projected final revenues and expenses, noted some accounts which will exceed their budget and some which will be lower, but all by relatively small amounts, also that the final budget projects a small surplus without need to tap reserves, and decided that no adjustments to the FY18-19 budget were required.

Nominating Committee

Shoemaker appointed the following nominating committee: Durham and Hansen. They are charged with presenting candidates for Vice-President, Treasurer and Secretary at the Annual Meeting in August.

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 6/19/19, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:45 p.m.

Kripanidhi Nithya
Secretary

Suzanne Shoemaker
President