

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

November 16, 2016

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
S. Shoemaker

A quorum was present and due notice had been given.

Staff present:

T. Donnelly

Also present:

Keith Slusser, of Fick, Eggemeyer & Williamson

The agenda was amended (/M/S/C (Schorr, Krueger)) to receive the presentation of the audit report first.

AGENDA ITEM

New Business

Presentation of the FY15-16 financial audit report.

Mr. Slusser of FEW presented the results of the audit and answered questions about the report and the management letter. Mr. Slusser then left the meeting.

After reviewing the report and management letter, the Board made the following directives:

1. Donnelly is to be sure that the accountant includes the bank reconciliation statements in the monthly reports;
2. Donnelly is to present the bank statements, bank reconciliations and payroll summaries to the Treasurer for the Treasurer's review and approval.
3. For the most part, only members of the Executive Board should sign checks, including those requiring 2 signatures. However, Donnelly is not prohibited from signing checks in case of emergencies or special circumstances (eg. tax filing

deadlines), so long as the supporting document(s) are presented to the Treasurer for review and approval as soon as possible.

AGENDA ITEM 2
Approval of Minutes

M/S/C (Schorr, Shoemaker) unanimously to approve the minutes of the 10/19/16 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 did correct the amount budgeted to Ac505, which was actually \$12,035 and not \$4,500 (he had carried over the wrong cell reference in the spreadsheet). While this results in a net budget deficit of -\$1,146, Donnelly recommended waiting until the regular budget review in January to see if other accounts also need adjusting.

Donnelly also noted that he recently paid the final bill to Reinhold for the electrical work, leaving around \$1,200 in the Construction Account.

Donnelly also addressed the budget surplus for FY15-16 of \$61,000 noted in the audit report, as well as the surplus the previous year of \$47,000. He noted that these surpluses have given the Library a cash reserve of about \$300,000, which is in line with the reserve policy. He also noted that the estimates of tax revenue used in setting the budgets have been overly conservative for several years, probably because of changes in how protested and past year revenue is collected, and that he will be revising his formula for calculating revenue before the next budget year, so that the Board can make more accurate predictions of revenue and budget expenses accordingly.

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

AGENDA ITEM 6
Librarian's Report

Donnelly noted that two shelvers have left the Library recently, one to pursue further schooling after college and one to accept a full-time position at Lindenwood U. library. He has already replaced one of them and is talking with another potential employee.

He also noted that the Library has begun a newsletter service called Wowbrary, and encouraged the Trustees to sign up for it.

AGENDA ITEM 7
Committee Reports

There were no committee reports.

AGENDA ITEM 8
Unfinished Business

Holiday Luncheon

The luncheon will be at the Library, on 12/14/16, at noon.

AGENDA ITEM 9
New Business

Strategic Planning Committee

Harsh appointed Durham and Kremer, along with Donnelly, to prepare a draft Strategic Plan for the coming budget year, to be presented in January.

AGENDA ITEM 10

Motion to hold a Closed Session

A Closed Session was not required.

AGENDA ITEM 11
Next Meeting Date

The next meeting of the Board will be on 1/18/17, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12
Adjournment

The meeting adjourned at 7:58 p.m.

Kripanidhi Nithya
Secretary

Janet Harsh
President