

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

November 15,2017

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

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

Staff present:

T. Donnelly

A quorum was present and due notice had been given.

It was agreed (M/S/C (Shoemaker, Krueger)) unanimously to amend the agenda to receive the auditor's report at this point.

Keith Slusser of Fick, Eggemeyer & Williamson CPA's presented the results of the audit of the Library for FY16-17. He reported that they found no material deficiencies in the accounting of the Library. He noted that most of the control deficiencies noted last year have been addressed. The Board moved (M/S/C (Shoemaker, Kremer)) unanimously to accept the audit.

Donnelly recommended the following procedure be implemented:

Although Donnelly as a rule will not sign checks, when necessary for him to do so, he will present the check and invoice to a staff member, who will verify that the amounts on the check and invoice match and witness Donnelly's signature, and the staff member will initial the invoice. The invoice will also be presented to the Treasurer at the first opportunity, and the Treasurer will also initial the invoice if it passes his inspection.

The Board agreed with this procedure.

AGENDA ITEM 2  
Approval of Minutes

M/S/C (Loveless, Kremer) unanimously to approve the minutes of the 10/18/17 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, while there still was negative revenue last month, the Library's arrears to the County Collector is now only \$39, so there should be a positive revenue posting soon. He also noted that he closed the Construction Account, which contained \$1,201, and transferred the funds to the General Fund. He pointed out that the Library has received \$2,922.84 from the State Library, \$1,530.75 in State Aid for Q1 and Q2, and \$1,392.00 from the Athletes and Entertainers Tax for the same period.

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

AGENDA ITEM 6

Librarian's Report

Donnelly presented the Statistical Report, and noted that they have posted signs with rules of behavior throughout the Library, otherwise, it has been quiet.

AGENDA ITEM 7

Committee Reports

Fund-Raising

Shoemaker reported that Raising Canes will sponsor a fundraiser for the Library on 12/28, and will donate 15% of proceeds that day to the Library. She distributed a flier and noted that there is a link to a personalized webpage, which she will send out.

AGENDA ITEM 8

Unfinished Business

Audit, FY 16-17

Covered above

Reciprocity with SLCL

The reciprocity contract between St. Louis County Library and the libraries of the MLC has been amended to eliminate the exchange of fees for net borrowing and for lost items, and back-dated to the first of this year, so there would be no exchange of fees this year or in the future.

M/S/C (Krueger, Loveless) unanimously to authorize Donnelly to sign this contract on behalf of Maplewood Library.

Strategic Planning Committee

Alexander made the following appointments to the Strategic Planning Committee:

Alexander, Donnelly, Krueger

The Committee is to present a draft plan at the January meeting.

AGENDA ITEM 9

New Business

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 1/17/18, at 7:00 p.m. in the Meeting Room.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:04 p.m.

Kripanidhi Nithya  
Secretary

Tim Alexander  
President