

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

October 17, 2018

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

T. Alexander	J. Kremer
H. Benz	E. Loveless
T. Durham	K. Nithya
J-E Hansen	A. Patiño
S. Shoemaker	

Staff present:

T. Donnelly

A quorum was present and due notice had been given.

AGENDA ITEM 2
Approval of Minutes

M/S/C (Kremer, Loveless) unanimously to approve the minutes of the 9/19/18 meeting.

AGENDA ITEM 3
Public Comments

There were no public comments.

AGENDA ITEM 4
Communications

Donnelly noted that, at the Department Head meeting today, City Manager Marty Corcoran noted that a citizen had asked that the names of the member of the City boards and commissions be posted on the City website, and he was soliciting comments about this. Donnelly told him that the names of the Library Trustees are already on the Library website, so they would probably not object to being on the City website, as well.

He had checked other library websites, and some provided ways for citizens to contact the Board members, so he has created the email address trustees@maplewoodpubliclibrary.com and posted this and other contact information on the Trustees information page of the website.

Donnelly received notice from the LAGERS retirement fund that the Board has the option this year of changing some of the elections for the LAGERS plan, which occurs every other year. He distributed the LAGERS letter showing current elections and options for changing them. The Board discussed the impact on the budget of changing some of the elections, but decided by common acclaim to make no changes this year.

AGENDA ITEM 5
Treasurer's Report

Donnelly and the Board discussed the September Accountant's Report.

M/S/C (Alexander, Durham) unanimously to accept the Accountant's Report for September, 2018.

Donnelly noted that an officer at Citizen's Bank had suggested we drop the requirement for a co-signer on checks over \$1,000, when a check slipped by without a second signature. Donnelly noted that he almost always has checks over \$1,000 each week, requiring a second officer to come in and co-sign, also that he had asked the opinion of our auditor, who saw no problem in removing this requirement.

M/S/C (Patiño, Alexander) unanimously to change the limit from \$1,000 to \$5,000 for checks requiring two signatures.

AGENDA ITEM 6
Librarian's Report

Donnelly noted that Dawn Yourtee attended a workshop by the St. Louis Regional Library Network on holding authors' programs. He also noted that Barb Patten attended a planning workshop for a parent/child book group at ECC; she provided book suggestions for the group, and later this fall, the Library will provide space for the group to meet. Donnelly reported that the Library provided space in the foyer for the League of Women Voters' Voter Registration drive in September; they signed up 6 new voters. Finally, he noted that he is presenting at the Fall Citizen's Academy tomorrow night.

Donnelly told the Board about a series of training videos produced by the American Library Association called "Short Takes for Trustees". There are 10 videos, each 8 – 10 minutes long; they are intended for viewing at Board meetings. Cost is \$100 for 1 year of access. The Board liked the idea, and directed him to begin the subscription in January.

AGENDA ITEM 7
Committee Reports

There were no committee reports.

AGENDA ITEM 8
Unfinished Business

By-law review

The Board discussed reworking the section of the by-laws concerning standing committees and decided on 3 committees: Personnel, Policy and Community

Engagement, with wording adapted from other Library by-laws. Donnelly will write up a draft and present it at the next meeting.

AGENDA ITEM 9

New Business

Library Audit

K. Slusser presented the results of the audit for FY 2017-2018 and answered questions from the Trustees.

Review of Board Calendar

The calendar was reviewed and no changes were made except for clarifying that the Strategic Plan is now a two-year plan, with work begun in November of odd-dated years and the final version approved in February of even-dated years.

M/S/C (Loveless, Alexander) unanimously to make the noted corrections.

Board/Staff Party

At Donnelly's suggestion, there will not be a Staff luncheon this year; instead, we will hold a party for Board and Staff at the Library, on Saturday, 12/15/18, at 6 pm. Details will be worked out later.

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 11/14/18, at 7:00 p.m. in the Meeting Room. This is a week earlier than usual, due to the Thanksgiving Holiday.

AGENDA ITEM 12

Adjournment

The meeting adjourned at 8:50 p.m.

Kripanidhi Nithya
Secretary

Suzanne Shoemaker
President