

MAPLEWOOD PUBLIC LIBRARY BOARD OF TRUSTEES

7550 Lohmeyer Ave.

Maplewood, MO

September 16, 2020

The meeting was preceded by a Public Hearing for citizens to express comments on the proposed tax rates for 2020. No members of the public being present, the Public Hearing was adjourned.

The meeting proper was called to order at 7:06pm. Present via Zoom video conferencing were:

T. Alexander
H. Benz
C. Hinderliter
J. Kremer
G. LaRose
E. Loveless
K. Nithya

Not present:
J-E. Hansen

Staff present:

Director, A. Bryant

A quorum was present and due notice had been given.

AGENDA ITEM 2 Approval of Minutes

M/S/C (J. Kremer, T. Alexander) unanimously to approve the minutes of the August 20, 2020 meeting after the addition of G. LaRose to members present.

AGENDA ITEM 3 Public Comments

There were no public comments.

AGENDA ITEM 4 Communications

A. Bryant shared that a patron recently emailed staff to express her gratitude for curbside service, and that she would like to say thanks with a donation.

AGENDA ITEM 5 Treasurer's Report

A. Bryant presented the Accountant's Reports for June 2020. M/S/C (T. Alexander, G. LaRose) unanimously to approve the Accountant's Reports with addendum to subtract \$61,090 that was transferred to the debt service account.

A. Bryant presented the Accountant's Reports for July 2020. M/S/C (T. Alexander, J. Kremer) unanimously to approve the Accountant's Reports with correction to medical insurance line item to fix typo.

The Accountant's Reports for August 2020 has been tabled due to missing page and will be reviewed at October 2020 meeting.

AGENDA ITEM 6 Librarian's Report

A. Bryant presented the Librarian's Report for September 2020. A. Bryant shared updates regarding staff, library hours, and available services.

AGENDA ITEM 7 Committee Reports

There were no committee reports.

AGENDA ITEM 8 Unfinished Business

Bids for building repair were reviewed. The consensus was that an overall building assessment needs to be completed before moving forward with anything other repairs. Hardy Engineering's experience and scope of work made their bid the most appealing. T. Alexander requested that Hardy review bids already received. H. Benz requested that Hardy provide samples of previous work and/or references. If agreeable, there was a consensus to move forward with the bid from Hardy Engineering.

AGENDA ITEM 9 New Business

I. Approval of tax rate for 2020

J. Kremer introduced a resolution setting the following rates for 2020:

General fund: residential property, \$0.219; commercial property, \$0.282; personal property, \$0.302

Debt service fund: all classes \$0.125

T. Alexander seconded the resolution; the resolution was passed by common acclaim.

II. Assign trustees to standing committees

The following appointments were made to standing committees:

Personnel: H. Benz, C. Hinderliter

Policy: J. Kremer, T. Alexander

Community Engagement: K. Nithya, G. LaRose

An additional committee was created to meet in regards to building and grounds. The following appointments were made to Building and Grounds:

J. Kremer, T. Alexander, K. Nithya

III. Vacation and sick policy

E. Loveless requested that A. Bryant create a spreadsheet outlining available time off to employees to be reviewed at next Board meeting. E. Loveless raised the possibility of switching to a PTO model. H. Benz suggested surveying staff to get their feelings on PTO, and J. Kremer suggested surveying other MLC libraries to determine what model they offer. A. Bryant expressed that due to different restrictions, libraries in some other states are unable to use a PTO model, but she was unsure whether Missouri is one of those states. A. Bryant will look into the possibility of switching to a PTO model and will consult with HR Source. Vacation and Sick policy were tabled and will be reviewed at October 2020 meeting.

IV. New employee probationary policy

A. Bryant presented a revised probationary policy that changes the wording from probationary to “introductory,” shortens the period, and changes the language clarifying how vacation/sick time is accrued. M/S/C (C. Hinterliter, G. LaRose) unanimously to approve the updated new employee probationary policy.

V. Set price for color copies

A. Bryant shared that the library is leasing a new copier. This new copier has many new functions, including color copying. A. Bryant presented the cost per page for printing, and outlined what other MLC libraries charge for color copies. The most common cost is \$0.50. G. LaRose brought up the cost being a barrier to accessibility, and C. Hinderliter pointed out that Kinko’s FedEx charges \$0.49. The Board requested more information before making a decision. The issue was tabled and will be reviewed at October 2020 meeting.

AGENDA ITEM 10 Motion to hold a Closed Session

A Closed Session was not required.

The meeting adjourned at 8:42pm. M/S/C (C. Hinderliter, G. LaRose)

Respectfully submitted by A. Bryant September 17, 2020.

Reviewed and approved by C. Hinderliter, Board Secretary September 17, 2020.