

**MAPLEWOOD PUBLIC LIBRARY**  
7550 Lohmeyer Maplewood, MO 63143

Wednesday, October 21, 2020

The meeting was called to order at 7:03pm. Present via Zoom video conferencing were:

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

Staff present via Zoom video conferencing:

Director, A. Bryant

Others present via Zoom video conferencing:

Auditor, Fick, Eggemeyer & Williamson CPAs, K. Slusser

A quorum was present and due notice had been given.

AGENDA ITEM 2 Approval of minutes

M/S/C (J. Kremer, C. Hinderliter) unanimously to approve the minutes of the September 16, 2020 meeting and September 21, 2020 special 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

K. Slusser presented auditor's findings for FY 2019-2020. The Library's audit reflected a higher remaining revenue than expected, which is explained by a higher-than predicted amount of tax revenue and decreased expenditures due to COVID-19 closure. The audit result was clean. E. Loveless inquired about outstanding checks that were reflected on the previous year's audit. K. Slusser reported that the long-outstanding checks have been taken care of and any remaining outstanding checks are from this year. H. Benz asked how much funds the Library should have on hand at any given time, and K. Slusser explained that it is up to Board policy. While it is typical to have at least 25% of the previous year's expenditures on hand, creating a reserve to plan for future spending is recommended. M/S/C (J. Kremer, G. LaRose) unanimously to approve FY 2019-2020 audit. K. Slusser will submit to State of Missouri.

AGENDA ITEM 6 August 2020 financial report

M/S/C (J-E. Hansen, J. Kremer) unanimously to approve August 2020 financial report. September 2020 financial report is not available and will be reviewed at November meeting.

#### AGENDA ITEM 7 Librarian's report

A. Bryant presented the Librarian's report. She noted that Wowbrary is being discontinued and replaced with a new newsletter. T. Alexander requested that all Board members begin receiving the newsletter. Best practices for signing up patrons for the newsletter was discussed, and it was decided that patrons that provide their email address will be added to the newsletter list with the option to opt-out. A. Bryant shared information on ongoing and past programs at the library, and G. LaRose expressed appreciation for Tales from Maplewood partnership with the City of Maplewood.

#### AGENDA ITEM 8 Committee reports

No reports.

#### AGENDA ITEM 9 COVID hours and services

A. Bryant requested Board member feedback on Library services and re-opening the building. A. Bryant shared that Library hours will be extended in November, and a majority of staff are anxious to reopen the building. Multiple factors were thoroughly discussed including patron feedback, the state's current positivity rate, and Maplewood Richmond Heights School District's recent decision to remain virtual through the end of the year. H. Benz voiced concern that families without computers and internet may suffer if the Library remains closed through the winter. A. Bryant shared that she is looking into the purchase of internet hotspots to be checked out, and the Library could remain closed to browsing, but open the foyer to allow students to have a space to work. This plan of action was accepted as the best way to proceed.

#### AGENDA ITEM 10 Building assessment

Hardy-Criterium Engineers have reviewed the Library and are currently putting together their assessment. Once it has been received, A. Bryant will discuss with Building and Grounds Committee.

#### AGENDA ITEM 11 Vacation and sick policy

Factors relating to PTO policies including ease of tracking time and transferring rates were thoroughly discussed. A. Bryant will work on creating a PTO policy with the assistance on HR Source and the Board Personnel and Policy committees. A proposed policy will be presented next month.

#### AGENDA ITEM 12 Set price of color copies

Costs associated with operating the color copier were reviewed. Based on MLC common practice and willingness to offset costs, C. Hinderliter recommended \$0.50. G. LaRose recommended a lower cost due to the potential barrier to access \$0.50 might cause. A. Bryant shared St. Louis Public Library's policy: each patron gets \$5 of free print credit per month attached to their library card. A. Bryant suggested exploring a similar option. All were in favor of setting the price of color copies at \$0.50 with patrons receiving a free \$3.00 credit/month for copies. A. Bryant clarified that it will not be possible to implement this immediately, and it will

depend on the ability of the Library's existing software to do this. A. Bryant will contact necessary vendors to discuss the possibility.

AGENDA ITEM 13 Revision of Board calendar

The FY 2019-2020 Board calendar was reviewed. Since it does not seem sensible to review the current year's calendar three months into the year, calendar review for the upcoming year will be moved to June. Additionally, audit review will be moved to October. A. Bryant will upload the FY 2020-2020 Board calendar to Google Drive.

AGENDA ITEM 14 Holiday party

As it is not safe to host a holiday party for staff this year, the Board will consider other options. A. Bryant will consult HR Source on the legality of holiday bonuses or gift cards for staff.

AGENDA ITEM 15 Motion to hold a Closed Session

A Closed Session was not required.

The meeting adjourned at 8:44pm. M/S/C (J-E. Hansen, C. Hinderliter)

Respectfully submitted by A. Bryant 10/22/2020

Reviewed and approved by C. Hinderliter, Board Secretary 10/22/2020