

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

Wednesday, November 18, 2020

The meeting was called to order at 7:02pm. Present via Zoom video conferencing were:

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

Staff present via Zoom video conferencing:

Director, A. Bryant

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 October 21, 2020 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**

It was requested that A. Bryant ask the accountant to make the following changes to the monthly financial reports:

- Add spaces between sections for better legibility
- Update line 506 to reflect all programming, not just children's
- Update line 534 to encompass all utilities

A. Bryant will also look into the rise in medical insurance costs between October and November. It was noted that phone costs are lower than last year due to a new contract, and accounting costs are higher than last year due to switching to a new accountant.

M/S/C (G. LaRose, J. Kremer) unanimously to approve the September 2020 and October 2020 Treasurer's reports.

**AGENDA ITEM 6 Librarian's report**

A. Bryant presented the Librarian's report. The Library's hours have been extended and the foyer has been opened as a workspace for patrons. Programs continue to be featured online, but staff

are working to make programs that can be completed without staff presenting online such as a photo scavenger hunt and winter reading challenge. The new copier was not prepared to handle necessary software as was promised by the vendor, so staff is working with multiple vendors to get this worked out.

#### AGENDA ITEM 7 Committee reports

Building and Grounds: T. Alexander reviewed conditions assessment and what was discussed at recent committee meeting. It is recommended that A. Bryant share the report with City Manager and Mayor, ask Hardy Engineers follow-up questions provided by committee and Board, and ask Hardy Engineers to review previously received bids and advise. It is believed that the waterproofing done by Rainieri is still under warranty, so looking into the exact source of the leaks will be necessary to see if the warranty applies. After the committee has received further information, they will request a meeting with City Manager and Mayor.

#### AGENDA ITEM 8 Unfinished business

COVID-19 hours and services: M/S/C (C. Hinderliter, J. Kremer) unanimously to allow Library Director authority to reconfigure Library hours when necessary and allow staff to work from home during the COVID-19 pandemic, and close the library Christmas Eve-New Year's Day for the 2020 holiday season.

Vacation and sick policy: The existing sick and vacation policies will be rolled into a new PTO policy. In doing so, the personnel policy sections on Leaving the Library's Service and Holidays will be edited to reflect changes in the PTO policy. M/S/C (C. Hinderliter, J-E. Hansen) unanimously to adopt PTO policy.

Holiday party: In lieu of a holiday party, the Library will be closed Christmas Eve-New Year's Day as discussed under AGENDA ITEM 8, COVID-19 hours and service.

#### AGENDA ITEM 9 New business

There was no new business.

#### AGENDA ITEM 10 Motion to hold a closed session

A Closed Session was not required.

The meeting adjourned at 8:19pm. M/S/C (T. Alexander, G. LaRose)

Respectfully submitted by A. Bryant 1/14/2021

Reviewed and approved by C. Hinderliter, Board Secretary xx/xx/2021