



Minutes of the Regular Meeting of  
The Board of Trustees  
Webster Groves Public Library  
May 18, 2011

The regular meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, May 18, 2011. President Tom Reedy presided, and Library Director Tom Cooper kept the minutes. Also present: Trustees Nancy Marshall, Bob Herdler, Stacy Deleste, Peter Ruger, Christine Krueger. Absent: Trustees Bill Kuc, Liz Walsh, Bently Green, and City Council Liaison Debi Salberg.

Call to Order

The meeting was called to order at 7:02 p.m.

Public Agenda

There was no public agenda.

Minutes of the April 20, 2011 Meeting

Ms. Krueger moved to accept the minutes as presented, Ms. Marshall seconded, and the minutes were approved.

Correspondence

There was no correspondence.

President's Report

Mr. Reedy congratulated Trustee Peter Ruger on his selection by the National Association of College and University Attorneys for honorary life membership, in recognition of "outstanding services and substantial contributions to the association." This award has only been given about 50 times in the 50 years of the organization; Peter is being recognized as this year's recipient at the Association's annual meeting in San Francisco in June.

Mr. Reedy also spoke about the Friends Book Fair, which seemed to be very successful. The Friends were very pleased with the use of the Seiler Building for staging this year's sale.

Librarian's Report

Mr. Cooper reported that Webster Groves Public Library had just gotten this year's report on usage of County Library by Webster Groves residents. There was a large increase in such usage, meaning a charge of nearly \$20,000. Methods were discussed for reversing this trend. Trustees recommended putting up a sign at the 301 E. Lockwood location to inform people that the library is open at its temporary quarters.

### Advanced Planning

There was no report from this committee.

### Automation/Systems

There was no report from this committee.

### Building and Grounds

Mr. Reedy spoke about progress on the building project. There have been no major hurdles, though there have been a few small ones. He recently intervened to try and end ongoing disputes among our construction management firm (KAI), our contractor (FCI), and our architect (PBA) about claims made by FCI. He hopes these will be resolved soon.

The sale of the house is still moving along, with some work being done in the basement to satisfy the buyers' appraisers; closing date is still set for June 6. Mr. Reedy asked for a board resolution to authorize him to sign documents related to sale of the house on behalf of the library. Mr. Ruger moved to so authorize Mr. Reedy; Ms. Deleste seconded, and the resolution passed.

Ms. Marshall spoke about the ongoing work planning the interiors and furnishings of the library. She hopes to be able to meet with the architects, to see some samples of furniture, and to get a better picture of where they are planning to purchase things; she believes we need a better understanding of whether they will be taking bids where possible to get the best prices for the library. She also suggested that it is a good idea at this time to re-engage some members of the building committee to get their input on the ongoing work in the building.

### Finance

Mr. Herdler reviewed the financial report and disbursements for April, 2011. Ms. Krueger moved to approve the report as submitted, Ms. Deleste seconded, and the report was approved.

Mr. Cooper asked the Board to approve a few adjustments to the FY 2010-2011 Budget. Mr. Ruger move to approve them, Mr. Herdler seconded, and the adjustments were approved.

### Human Resource

Ms. Deleste noted that it will be time soon for the HR Committee to meet to discuss the Director's evaluation, which must be done by June 30.

Mr. Cooper reported on planning for staffing in the new building. He hopes to add one full-time circulation position, but no more than that at this time. His opinion is that there is enough full-time staff for the new building, even given its larger size; staffing it properly is more a matter of re-organizing how staff members, especially full-time professional staff, are used than adding more staff. He allows that time will tell whether this plan is correct, but adjustments can always be made as usage patterns in the new building are established.

### Policy

Mr. Ruger introduced two draft policies: an Investment Policy and a Fund Balance Policy. Mr. Herdler suggests that section **4e** in the Investment Policy, which names Equities as an Authorized Investment Instrument, be stricken. Mr. Ruger notes that the two policies use different names for the library: either Webster Groves Public Library, as the library is commonly known, or Webster Groves Municipal Library District, which is the library's legal name. We need to use the same name in both documents. Mr. Cooper will make these changes and redistribute the documents to all trustees, so they can be considered for approval at the next board meeting.

### Old Business

There was no old business.

### New Business

Mr. Reedy presented the slate of officers for the next fiscal year as:

Tom Reedy, President  
Christine Krueger, Vice President  
Bob Herdler, Treasurer

Mr. Ruger moved to approve these officers; Ms. Deleste seconded, and the officers were approved.

The board considered a resolution to approve a line of credit from Cass Commercial Bank, in case it is needed, for Fiscal Year 2011-2012. Mr. Ruger moved to approve the Line of Credit Resolution; Ms. Deleste seconded, and the resolution passed.

The board looked at the proposed budget for Fiscal Year 2011-2012. Mr. Herdler moved to approve it; Ms. Krueger seconded, and the budget was approved. Mr. Cooper will find out when the library needs to present its budget to the City Council, and let the trustees know.

### Adjournment

The meeting was adjourned at 8:20 p.m.

The next meeting of the Library's Board of Trustees will be held on Wednesday, June 15 at 7 p.m.