WEBSTER GROVES
PUBLIC LIBRARY

Minutes of the Regular Meeting of
The Board of Trustees
Webster Groves Public Library
November 16, 2011

The regular meeting of the Board of Trustees of the Webster Groves Public Library
was held at 7 p.m. on Wednesday, November 16, 2011. President Tom Reedy
presided and Library Director Tom Cooper kept the minutes. Present: Trustees
Stacy Deleste, Liz Walsh, Bently Green, Nancy Marshall, Christine Krueger, Peter
Ruger, and City Council Liaison Debi Salberg. Absent: Trustees Bill Kuc and Bob
Herdler.

Call to Order
The meeting was called to order at 7 p.m.

Public Agenda
There was no public agenda.

Minutes of the October 19, 2011 Meeting
Ms. Marshall moved to accept the minutes as presented, Ms. Deleste seconded, and
the minutes were approved.

Correspondence
There was no correspondence.

President's Report
Mr. Reedy spoke about the progress on getting a new general contractor for the
building project. On Monday, November 7 a representative for Travelers Insurance
conducted a walk-through for interested contractors. Seven companies attended,
three of them companies who bid the first time around. Bids are due on December 5.
While all of this activity keeps things moving, we have not received a formal letter
from Travelers indicating that they will be taking on the project.

Librarian's Report
Mr. Cooper reported that our audit this year was more complicated, since the
auditors had a lot of questions about the bond payments and the construction
budget. A number of these questions were referred to bond counsel Cunningham,
Vogel & Rost, who issued two invoices for their services. Unplanned payments to
both of these entities caused us to overspend in the Professional Services budget,
which will need to be adjusted before year's end, and perhaps increased in next
year's budget.

The audit makes two recommendations: 1) present a budget for the construction,
along with our usual operating budget, and 2) either establish a general ledger for

keeping library accounts, or outsource this function. Mr. Cooper pointed out that several of the MLC libraries use outside accountants to provide some of this work, particularly preparing year-end financial statements. He will be pricing what this work would cost the Library, and make a recommendation to the Board soon.

Advanced Planning
There was no report from this committee.

Automation/Systems
There was no report from this committee.

Building and Grounds
Ms. Marshall reported that there is some fine tuning to be done on the furnishings contracts; once that is done, they should be signed so the various vendors can get everything made and delivered in time.

Finance
Mr. Reedy reviewed the financial report and disbursements for October, 2011. Ms. Walsh moved to approve the report as presented, Ms. Deleste seconded, and the report was approved.

Human Resource
There was no report from this committee.

Policy
Mr. Green moved to approve the draft of the *Policy for Petitioning and Distribution of Literature on Webster Groves Public Library Property*. Ms. Marshall seconded, and the policy was approved.

Old Business
There was no old business.

New Business
The lease for the temporary location at 3232 S. Brentwood will have to be extended. Discussion centered on the fact that we really do not know how much longer we'll need the building, since we don't have an updated construction schedule yet. Mr. Ruger suggested we ask for a one-month extension on the 90-day advance notice period, so we can have better information. Mr. Cooper will pursue this option.

Veteran's Day, 2012 will fall on a Sunday, which means that most governmental entities will observe the holiday. He wants the library to also close on the Monday, for their designated holiday. There were no objections.

The Library's annual staff in-service day will be held on Wednesday, December 14: the library will be closed that day.

<u>Adjournment</u>
The meeting was adjourned at 7:50 p.m.

The next meeting of the Library's Board of Trustees will be held on Wednesday, January 18 at 7 p.m.