



Minutes of the Regular Meeting of  
The Board of Trustees  
Webster Groves Public Library  
May 16, 2012

The regular meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, May 16, 2012. President Tom Reedy presided, and Library Director Tom Cooper kept the minutes. Also present: Trustees Stacy Deleste, Christine Krueger, Bob Herdler, Bently Green, Bill Kuc, Nancy Marshall, Peter Ruger, Jackie Brenne, and City Council Liaison Debi Salberg.

Call to Order

The meeting was called to order at 7:03 p.m.

Public Agenda

There was no public agenda.

Minutes of the , 2012 Meeting

Ms. Deleste moved to accept the minutes as presented, Mr. Kuc seconded, and the minutes were approved.

Correspondence

There was a letter from Tom Fischer of K/B Fischer Plumbing, Inc., asking trustees to take steps to expedite the payment of his fees for work done on the project at 301 E. Lockwood. Mr. Reedy explained that the Library had paid all fees that had been approved for payment by the architect; further compensation is at the discretion of Travelers Insurance, as surety company for Frederich Construction, Inc. Travelers is looking at those payments, but has not made a decision.

President's Report

Mr. Reedy introduced new trustee Jackie Brenne, who was just appointed to the Board.

He also spoke about the progress and some of the current issues on the construction project.

Librarian's Report

Mr. Cooper spoke about the imbalance in checkouts between Webster Groves residents using St. Louis County Library and St. Louis County residents using Webster Groves Public Library. This year cost WGPL about \$25,000. The continued excessive use of County Library he attributes to geography, and a perception that for some areas of Webster Groves, it is easier to get to County's Oak Bend Branch than to 301 E. Lockwood (and especially, at this time, to 3232 S. Brentwood); but also to County's current collection patterns—they have been purchasing inordinate copies

of popular movies and bestselling books. The hope is that when the Library returns to its newly renovated and expanded building, much of this trend will reverse. There was also discussion of what sort of marketing could be done to address the problem: ideas offered by trustees ranged from encouraging patrons to use other Consortium libraries (which don't charge us), to emphasizing the greater depth and breadth of MLC collections, to addressing the perception of County's Oak Bend branch being more convenient.

### Advanced Planning

Ms. Krueger noted that the Friends of the Library annual meeting would be held at her house on June 22<sup>nd</sup>, and all of the trustees (who should also be Friends) would receive invitations.

### Automation/Systems

Mr. Cooper said that he has begun work on a Technology Mini Grant application to be submitted to the State Library to fund much of the computer equipment for the new building.

### Building and Grounds

Mr. Green spoke about current status of the project. The main concern for the past month was the asbestos tile discovered in the ceiling of the old building. This material was previously undetected in environmental sampling, but when the plasterers began work, they found it. The Board was presented with a choice of a partial remediation—basically encapsulating all of the affected areas—or a total remediation—complete removal of the material—and opted for the latter. One of the sub-contractors onsite at the time, Midwest Fireproofing, also does this sort of work, and offered a reasonable bid for job. This is best for the future of the Library, since now nobody will have to worry about any future work disturbing hazardous material. The work, which was projected to take upwards of 4 weeks, looks like it may be completed this week, closer to 2 weeks. How this will impact the overall schedule is hard to say, since work on the new portion of the building never had to stop. The library is required to notify any workers who had been on the job that there may have been some level of exposure, and they are proceeding to do that.

In other building news, most of the mechanical, electrical and plumbing work is complete. The first glass panels for the curtain wall were installed today, with completion of the walls expected by as early as the end of this week.

### Finance

Mr. Herdler reviewed the financial report and disbursements for April, 2012. He noted that we continue to save money each month over budget projections, and it still looks like we will have a reserve fund at the end of this fiscal year close to \$600K. Mr. Kuc moved to approve the Financial Report, Mr. Ruger seconded, and it was approved.

The board considered the draft budget for Fiscal Year 2012-2013. There were a number of questions, many pertaining to budget items such as utility and service

bills in the new building; these are projections based on best estimates, but it is hard to say at this time what those bills will be. There were also questions about what kind of additional Children's and Adult programs will be paid for with the new funds allocated to them. Mr. Cooper noted that while there is \$40K in a contingency fund, some of that may need to go to collection enhancements once we see what our needs are in the new building; and some of it may fund investment in a new e-Book service. We currently use a service called Overdrive for our patrons to borrow e-Books and downloadable audiobooks, but that interface is not the most user-friendly; the MLC may consider investing in something better if it comes along. Mr. Cooper also pointed out that this is the Library's first operating budget that tops one million dollars—and that will kick in a requirement to file non-conflict of interest paperwork on behalf of the trustees with the Missouri Ethics Commission.

Mr. Herdler moved to approve the budget as presented, Ms. Krueger seconded, and the budget was approved. Mr. Cooper will notify City Hall that we are ready to present the budget to the Mayor and Council.

#### Human Resource

Ms. Deleste noted that with the budget approved, Mr. Cooper would begin the process of evaluating the staff and offering pay raises.

#### Policy

Mr. Cooper distributed copies of a draft policy for using the Auditorium in the new library building. Trustees will have to consider this at next month's meeting.

#### Old Business

There was no old business.

#### New Business

It is time to approve renewal of the Library's Directors and Officers Liability Insurance policy. Mr. Herdler moved to approve renewal, Mr. Krueger seconded, and the renewal was approved.

#### Adjournment

Ms. Brenne moved to adjourn the meeting, Mr. Herdler seconded, and the meeting was adjourned at 8:05 p.m.

The next meeting of the Library's Board of Trustees will be held on Wednesday, June 20 at 7 p.m.