



Minutes of the Regular Meeting of
The Board of Trustees
Webster Groves Public Library
November 14, 2012

The regular meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, November 14, 2012. President Tom Reedy presided, and Library Director Tom Cooper kept the minutes. Also present: Trustees Bill Kuc, Bob Herdler, Nancy Marshall, Joan Esserman, Stacy Deleste and Bently Green, and City Council Liaison Debi Salberg. Absent: Trustees Peter Ruger and Jackie Brenne.

Call to Order

The meeting was called to order at 7:00 p.m.

Public Agenda

There was no public agenda.

Minutes of the October 17, 2012 Meeting

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

Correspondence

There was no correspondence.

President's Report

There was no president's report.

Librarian's Report

Mr. Cooper reported on the issue with the lights being left on all night at the new building. It had become a concern (and apparently a bother) to nearby neighbors, but it has been resolved.

Advanced Planning

Ms. Marshall reported that plans for the upcoming preview event and grand opening are well advanced. Orders for food, drinks and supplies are being finalized. Invitations for the first event have been mailed and RSVPs are coming in.

Automation/Systems

Mr. Cooper reported that some computers were sent that turned out to be the wrong model. The vendor will accept a return, and we should be able to get the correct equipment before we open.

Building and Grounds

Substantial completion of the building looks to be on track for Friday, November 16.

Finance

Mr. Herdler reviewed the financial report and disbursements for October, 2012. He noted that we will end the calendar year with about a three month reserve; this puts us in a far better financial position that we were in a few years ago, when we needed to borrow money to bridge the months prior to when substantial tax revenues began to come in. Ms. Marshall moved to accept the financial report as presented, Ms. Deleste seconded, and the report was approved.

The draft audit report just came in. It needs to be approved prior to December 1. That is too soon to wait for another board meeting. Mr. Reedy suggested a conference call to approve the draft after trustees have had a chance to review it.

Human Resources

Mr. Cooper spoke about a new position the library is planning to post, an Adult Instructional Librarian. This position would be responsible for offering training to patrons and fellow staff members on informational technologies, databases, and other new media.

Policy

There was no report from this committee.

New Business

The proposed budget for the two opening events (preview and grand opening) is estimated at \$11,000.

Mr. Cooper mentioned that there would need to be speakers at both events. Mr. Reedy will speak at the preview event, thanking those present for their help with the project. Mr. Cooper will speak at the Grand Opening, for the ribbon cutting and the ceremonial flag raising.

Old Business

There was a discussion about how to handle the neighboring property on the north side of the library's new fence. That neighbor has suggested that if we would give her a budget amount, she could install a small retaining wall herself. Mr. Green moved to present her with \$500 to defray the cost of that wall. (This estimate of the likely cost came from our construction management company, KAI.) Ms. Deleste seconded, and the motion passed. The library still needs to mulch of sod the bare ground on that side of the new fence, which will be done according to the neighbor's preference.

Adjournment

Mr. Green moved to adjourn, Ms. Deleste seconded, and the meeting was adjourned at 7:52 p.m.

The next meeting of the Library's Board of Trustees will be held on Wednesday, January 16 at 7 p.m.