



Minutes of the Regular Meeting of  
The Board of Trustees  
Webster Groves Public Library  
January 16, 2019

The meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, January 16, 2018. President Nancy Marshall presided and Library Director Tom Cooper kept the minutes. Also present: Trustees Andrew Rushing, Bethany Curtis, Joan Esserman, Justin Hauke, Bob Hart, and Tess Thompson, and City Council Liaison Bud Bellomo. Absent: Trustee Elliot Graf.

Call to Order

The meeting was called to order at 7:04 p.m.

Public Agenda

There was no public agenda.

Minutes of the October 17, 2018 Meeting

Ms. Curtis moved to accept the minutes as presented, Mr. Hauke 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 noted that our next art exhibit would be from Webster Groves High School students, and that we have some art by students placed in the library right now. This has been a goal for a while, to work more closely with the High School.

Advanced Planning

There was no report from this committee.

Automation/Systems

There was no report from this committee.

Building and Grounds

Ms. Curtis reported meeting with Mr. Cooper about current and recent building repairs. There are still some roof leaks that need attention, but must wait until snow has melted. There was some recent light repair work, and a plumbing issue in the

women's restroom. The other matter needing attention when spring comes is the burning bush hedge at the east margin of the west parking lot. It is so overgrown as to make the parking lot hidden from view, which creates a public safety issue. Mr. Cooper would like to have it cut back significantly. This may cost more than the current landscaping budget would bear, so there may need to be a budget adjustment to cover it.

#### Finance

Mr. Rushing reviewed the financial reports for November and December 2018. We are currently about \$3400 over budget, with items of particular concern being overages in Automation and Telephone budgets. Mr. Cooper will investigate those overages and report to the Finance Committee. Ms. Thompson voted to accept the financial report as presented, Ms. Curtis seconded, and the report was approved.

#### Human Resource

There was no report from this committee. There was discussion of the new minimum wage law in Missouri. For the time being, the library has provided wage increases to the employees who were under the new minimum. However, because the new law exempts governmental entities, and because the new minimum could adversely impact our overall budget, we may have to develop a strategy going forward. Mr. Cooper is working on a payscale based on these new matters, and see how it effects upcoming budgeting for fiscal year 2019-2020.

#### Policy

There was no report from this committee.

#### Old Business

Mr. Cooper spoke about Kanopy, a new movie streaming service being offered, or about to be offered by some local libraries. It is popular, and Webster Groves patrons have been asking about it. The problem is that it is not budgeted for. Due to its pricing model, it is hard to say how much it will cost per year. The best way to limit the cost is by limiting how many movies individual patrons may download per month—the cost to us is \$2.00 per downloaded movie. Trustees suggested setting a low limit and see how it goes. We can always raise it later, if the cost does not get out of hand.

#### New Business

Trustees reviewed the audited financial statement for the year ending June 30, 2018. They were concerned that the Internal Control section still cites as a deficiency that 'the library's personnel do not have the expertise and experience related to accounting principles generally accepted in the United States.' This was a deficiency years ago, but for the past few years we have employed a professional accountant. Mr. Cooper will speak to the auditors, and ask for an explanation.

There is a series of videos produced by the American Library Association (ALA) called 'Short Takes for Trustees,' designed to help library trustees understand their

role in library governance. Access to the videos is free until October of this year. Mr. Cooper will send a link to the trustees so they can watch them if they are interested.

Mr. Bellomo noted that the Council is still considering candidates for a new trustee. He asked what skills are most needed in a new trustee. Two that came up are expertise in public relations and experience in human resources. Mr. Cooper also prefers someone who is a regular library user.

#### Adjournment

Ms. Curtis moved to adjourn, Ms. Marshall seconded, and the meeting was adjourned at 7:35 p.m.

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