



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

The meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, October 16, 2019. President Nancy Marshall presided and Library Director Tom Cooper kept the minutes. Also present: Trustees Bethany Curtis, Leanne Waugh, Jenine Harris, Justin Hauke, Tess Thompson, Sherry Taylor, Joan Esserman, and City Council Liaison Pam Bliss. Absent: Trustee Andrew Rushing.

Call to Order

The meeting was called to order at 7:05 p.m.

Public Agenda

There was no public agenda.

Minutes of the March 20, 2019 Meeting

Ms. Thompson moved to accept the minutes as presented, Ms. Waugh seconded, and the minutes were approved.

Correspondence

There was no correspondence.

President's Report

Ms. Marshall welcomed our new trustee, Leanne Waugh.

Librarian's Report

Mr. Cooper told trustees that there had been an incident today in which a patron who had assaulted a staff member at University City Public Library was escorted from our building and issued a no trespass warning.

Advanced Planning

There was no report from this committee.

Automation/Systems

There was no report from this committee.

Building and Grounds

Ms. Curtis spoke of a meeting on October 2 with Steve Calhoun from Architectural Signing Associates (ASI). He presented a proposal for creating a design for a sign on the library's front lawn, including coordinating with the city inspectors to assure compliance with codes. Our original plan was to put a sign at the corner of

Lockwood and Orchard, but codes will probably prevent that; so the sign will be planned for the flagpole side of the lawn. The cost of the study and plan is \$1600. (If ASI is awarded the contract to create and install the sign, 75% of that fee will be refunded.) Ms. Curtis moved to accept the ASI proposal, Ms. Marshall seconded, and the motion was approved. Mr. Cooper will contact ASI.

Finance

Mr. Hauke reviewed the financial report for September 2019, noting that we are still a little over budget at this time, though that is mostly accountable to one-time annual charges. Ms. Esserman moved to approve the report, Ms. Curtis seconded, and the report was approved.

Mr. Hauke spoke of progress on the refinancing of our bonds. The next few steps are a rating conference call on October 30, which Mr. Cooper will be on, and then approval of a resolution to refinance at the November 20 board meeting. Mr. Cooper has a number of documents to fill out and provide to bond counsel.

Human Resource

Mr. Cooper reported that after consulting with Webster Groves City Human Resources coordinator Dawn Cole, we think that what we want is not a strict employee salary scale, but a better definition of the library's several job categories. Once that is established we can look at how our salaries line up within the scale, and how they compare to similar job categories at other municipal libraries.

Policy

There was no report from this committee.

Old Business

Bond refinancing and employee job classifications were dealt with in committee reports.

New Business

Mr. Cooper asked if there were any questions or suggestions concerning his draft annual report for fiscal year 2018-2019. Trustees noted several corrections. Those will be made before the final document is issued.

Adjournment

Ms. Esserman 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, Nov. 20 at 7 p.m.