



Minutes of the Regular Meeting of  
The Board of Trustees  
Webster Groves Public Library  
February 17, 2021

The meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, February 17. Vice-President Bethany Curtis presided and Library Director Tom Cooper kept the minutes. Also present: Trustees Joan Esserman, Jenine Harris, Ed Scholl, Sherry Taylor, Tess Thompson, Leanne Waugh, and Janey Worthington, and City Council Liaison Karen Alexander. Absent: Trustee Justin Hauke.

Call to Order

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

Public Agenda

There was no public agenda.

Minutes of the January 20, 2021 Meeting

Ms. Taylor moved to approve the minutes, Dr. Thompson 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 reminded the board that at the beginning of the COVID pandemic, we had suspended sending any patron accounts to Unique Management, our collection agency. That suspension is over, and he asked whether he should have it continued. The board agreed that it should be continued. Mr. Cooper will notify Unique.

Mr. Cooper also stated that he is meeting with all the area library directors on Friday afternoon, to see if any of them is planning to reopen soon. He would like to reopen Webster Groves for limited browsing and limited computer use as early as the beginning of March, but does not want to be the only open library in the metro area. So the outcome of this meeting is important to our plans.

### Advanced Planning

Dr. Harris presented a new revision of the survey results, which includes Dr. Thompson's breakdown of the open-ended comments into categories. This information can be shared on the library's Website. Mr. Cooper will also prepare a press release to the Webster-Kirkwood Times to encourage readers to check out the survey results.

### Building and Grounds

Ms. Curtis reported that we have received a material sample to approve for the base of the outdoor sign. She reported that the building in general was holding up during the cold weather. She also asked about the problems with our snow removal company not shoveling our walks; Mr. Cooper believes that he got to the root of that problem and expects it to improve.

### Finance

Ms. Esserman reported that our budget is largely on track for this fiscal year; though about \$10,000 over budget at this time, that is accounted for by some large Building and Grounds expenses. She explained some of the charges coming under Building and Grounds, particularly Rubicon Global, which is our contracted trash hauler, and City-Wide Maintenance, our contracted janitorial company. Tracking these contracts and seeing that they are rebid on some cycle is part of the Board's fiduciary responsibility. She also noted that expenditures for Kanopy have not been too high. This is of interest because when the library first took on this movie download service there was some concern about its affordability. Ms. Worthington moved to approve the financial report, Ms. Taylor seconded, and the report was approved.

### Human Resources

There was no report from this committee.

### Policy

Ms. Taylor explained that the Policy Committee, with input from the Finance Committee, had met to discuss the auditor's problem with our Fixed Assets Policy. As written, it states that the library will do an annual report of its fixed assets. We have never actually done that, since the annual audit tracks and reports on our fixed assets. To reconcile this problem, that portion of the policy would be amended to note that fixed assets would be reported on in our annual audit. Mr. Scholl moved to approve this change to the policy, Ms. Worthington seconded, and the policy amendment was approved. Mr. Cooper will change it in the Policy Manual.

### Old Business

Resolved in Policy report.

### New Business

Ms. Alexander followed up on her discussions with the Mayor and City Attorney.

Ms. Worthington reported that the Friends have 30 new members this year, are about \$1,000 ahead of last year's proceeds, with 14 new volunteer inquiries. They

are planning interesting events, including a scavenger hunt based on Webster Groves trivia and an October book sale.

Ms. Waugh moved that the March 17 meeting would be held via Zoom, Dr. Thompson seconded, and the motion carried.

Adjournment

Dr. Thompson moved to adjourn, Mr. Scholl seconded, and the meeting was adjourned at 7:38 p.m.

The next meeting of the Library's Board of Trustees will be held on Wednesday, March 17 at 7 p.m.