



Minutes of the Regular Meeting of  
The Board of Trustees  
Webster Groves Public Library  
July 21, 2021

The meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, July 22. President Bethany Curtis presided and Library Director Tom Cooper kept the minutes. Also present: Trustees Sherry Taylor, Ed Scholl, Leanne Waugh, and Janey Worthington, and City Council Liaison Karen Alexander. Absent: Trustees Jenine Harris and Tess Thompson.

Call to Order

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

Public Agenda

There was no public agenda.

Minutes of the June 18, 2021 Meeting

Ms. Waugh moved to approve the minutes, and Ms. Taylor seconded. The minutes were approved.

Correspondence

Mr. Cooper read a letter from the City of Webster Groves which requested that the library, as one of the impacted taxing districts, appoint a representative to the upcoming TIF Commission. Mr. Scholl was suggested and approved.

President's Report

Ms. Curtis read the list of recently appointed committee chairs and members, noting that other vacancies will be filled once we have two new trustees appointed.

Librarian's Report

Mr. Cooper said that representatives from Youth in Need had visited the library recently and asked if we would agree to being appointed as a 'safe place' for imperiled youth. It involves receiving staff training in how to deal with children who come to us as a safe place and putting signage out front indicating our safe place status. He said he is inclined to do it. Ms. Waugh asked whether there would be a sufficient number of staff trained to make sure there is always someone with the training on hand. Mr. Cooper said that since they want to train everyone, he hoped there would be.

There was a discussion of the current status of mask mandates in St. Louis County. Since the County currently has no mandate in place, it makes it harder for the

library to impose or enforce its own. But with COVID cases on the rise again, staff are once again growing concerned. He may want to require all patrons to wear masks again. He will keep the board informed of any decisions.

#### Advanced Planning

The Committee has revised the Request for Proposals (RFP) for companies to do a community survey, and are ready to send it out. Ms. Worthington moved to proceed with the RFP, Ms. Taylor seconded, and the motion passed.

#### Building and Grounds

Ms. Waugh noted that she has just been appointed Chair of Building and Grounds and has no report. But she plans to tour the building early next week to get a better sense of what it involves.

#### Finance

Mr. Scholl recapped our just-ended Fiscal Year 2020-2021. We ended under budget and with more revenue than expected, which is very good. While we strive to have 50% of our operating budget in a reserve fund, we have more than 100%, which is also good. He noted that the budget sheet for June, the last month of the fiscal year, contained an error, which he had asked to have corrected.

Ms. Taylor moved to approve the amended finance report, Ms. Waugh seconded, and the report was approved.

#### Human Resources

There was no report from this committee.

#### Policy

There was no report from this committee.

#### City Council

Ms. Alexander said that there were currently three applicants to fill positions on the library board, and asked if there were any particular expertise the board would favor. Financial expertise and legal expertise are always wanted.

#### Friends of the Library

Ms. Worthington noted that the Friends do not meet in July. They are still working on a revision to their by-laws and planning for an upcoming book fair. They were pleased with their scavenger hunt event—though only 21 people participated, it was not bad for a first time.

#### Old Business

There was discussion of an enhanced vacation benefit for staff who have been with us longer than ten years. The proposal arrived at was that full-time staff should receive an additional week of vacation at 15 years (for a total of 5 weeks), three more days at 20 years, and three more days at 25 years—and that would be the maximum. As is the case now, these vacation days would be allotted on the

employee's anniversary date and not roll over or accrue from year to year. Since there was not a complete board and this is a major policy decision, the discussion was tabled until the next meeting, when it is hoped we will have a full board.

#### New Business

There was a discussion of the new federal holiday, Juneteenth (June 19<sup>th</sup>). Ms. Taylor moved to make Juneteenth a holiday for the library, Ms. Worthington seconded, and the motion passed.

#### Adjournment

Ms. Waugh moved to adjourn, Ms. Taylor seconded, and the meeting was adjourned at 7:45 p.m.

The next meeting of the Library's Board of Trustees will be held on Wednesday, August 18 at 7 p.m.