



Minutes of the Regular Meeting of  
The Board of Trustees  
Webster Groves Public Library  
August 18, 2021

The meeting of the Board of Trustees of the Webster Groves Public Library was held at 7 p.m. on Wednesday, August 18. President Bethany Curtis presided and Library Director Tom Cooper kept the minutes. Also present: Trustees Sherry Taylor, Tess Thompson, Jenine Harris, Leanne Waugh, Anita Radcliffe, Ed Scholl, and Janey Worthington. Absent: Trustee Peter Ruger and City Council Liaison Karen Alexander.

Call to Order

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

Public Agenda

There was no public agenda.

Minutes of the July 21, 2021 Meeting

Ms. Waugh moved to approve the minutes. Ms. Worthington seconded and the minutes were approved.

Correspondence

There was no correspondence.

President's Report

Ms. Curtis welcomed our new trustee, Anita Radcliffe. Everyone introduced themselves. Ms. Radcliffe has been put on the Finance Committee, and everyone got an updated copy of the committee assignments.

Ms. Curtis also noted that our other new trustee, Peter Ruger, could not attend tonight.

Librarian's Report

Mr. Cooper reported that he had spoken with people from the Old Webster Business Association about the appointment to the TIF Commission. He agreed that Mark Hinkle, a member of the Old Webster group, would take that seat, and Treasurer Ed Scholl concurred with that decision. We intend to keep him informed of the library's priorities concerning a TIF plan, so he can fairly represent us.

Mr. Cooper also reported meeting with his supervisory staff to plan for the reopening of the library to its full hours the day after Labor Day (Sep. 7). This will

also mean that evening programs will also be booked in the Meeting Room, but will still be limited to 40 attendees. Trustees were interested in how this move would be advertised, and Mr. Cooper described the several methods he would use to publicize it—including the new outdoor sign.

### Advanced Planning

Dr. Harris said that an RFP for performing a community survey had been mailed to several companies, of which two responded with bids. Those bids varied wildly in cost. They also used very different methodologies for performing the survey, some of which she doubts the efficacy of. These considerations make it necessary to meet with the Advance Planning Committee to discuss how to advance the process. It is too soon for the board to vote on the funds for the project.

### Building and Grounds

Ms. Waugh said she had taken a tour of the library building and grounds to familiarize herself with ongoing or upcoming maintenance issues. She noted that the past weekend's storms had knocked out power to the building and caused closures and disruptions to service.

### Human Resources

Dr. Thompson reported that the HR Committee met with Mr. Cooper just before the full board meeting to review progress on his past year's goals and consider his goals for the upcoming year. There was good progress on last year's goals, though a main goal, to restore the library to full service 'after the pandemic' was clearly not met, largely because we are not clear of the pandemic. With that in mind, the Committee asked Mr. Cooper to revise item #2 of his current goal statement, which as it stands is 'Restore all usual library services after pandemic disruptions' to something which takes into account that his is a moving goal, largely influenced by the status of the health emergency. The full board will consider that goal statement at its next meeting.

There was also a discussion of Mr. Cooper's compensation, which he believes is fair and competitive, and of his plans for retirement. His current plan is to retire in March, 2023, and thinks it is advisable for the board to begin the process of finding a new director at least 6 months prior to that date.

### Finance

Mr. Scholl gave the financial report for July, the first month of the new fiscal year. Expenditures were over projections, largely because of the bill for the outdoor sign, which we had hoped to pay in the previous fiscal year but did not come until this fiscal year. There may need to be some adjustment to the Building & Grounds fund before this year is out. Ms. Taylor moved to approve the finance report, Ms. Waugh seconded, and the report was approved.

### Policy

There was no report from this committee

### Friends Report

Ms. Worthington said the Friends would be meeting next week, at which time they will consider funding an interesting proposal from the Children's Room to circulate kits to families containing old-fashioned and traditional children's games.

### City Hall

There was no City Hall report.

### Old Business

Ms. Taylor moved that 'full-time library staff should receive an additional week of vacation after 15 years, for a total of 5 weeks, three more days of vacation after 20 years, and 3 more days of vacation after 25 years, for a maximum total of 31 days.' Ms. Worthington seconded, and the motion passed. Mr. Cooper will write the change into the Personnel Manual.

### New Business

There was no new business.

### Adjournment

Dr. Thompson moved to adjourn, Dr. Harris seconded, and the meeting was adjourned at 7:48 p.m.

The next meeting of the Library's Board of Trustees will be held on Wednesday, September 15 at 7 p.m.